



STUDENT RECORD CHECKLIST

Forms required before student attends school:

- Application/Record of Child Information (CFS 428)
- Child's Profile Sheet
- Verification of Receipt of DCFS Summary of Licensing Standards (CFS 581)
- Consents & Emergency Care Form
- Diet Selection & Allergy Information Form
- Dismissal Policy
- Verification of Receipt of Parent's Handbook & Guidance/Discipline Policy
- Certified Birth Certificate
- Certificate of Health Exam
- Dental Exam
- Contract

Documents Distributed to Families to Read

- DCFS Summary of Licensing Standards
- WLC Parent Handbook
- WLC School Calendar
- WLC Values & Mission

APPLICATION/RECORD OF CHILD INFORMATION

Name of Child _____ Birthdate _____ Sex _____

Address _____

Date Child Received _____ Date Child Left _____

PARENT OR OTHER PERSONS(S) PLACING THE CHILD

Name _____ Name _____

Relation to child _____ Relation to child _____

Home address _____ Home address _____

Phone Number _____ Phone Number _____

Place of employment _____ Place of employment _____

Address _____ Address _____

Phone Number _____ Phone Number _____

Working hours _____ Working hours _____

OTHER PERSON TO NOTIFY IF PERSON PLACING THE CHILD CANNOT BE REACHED

Name _____ Address _____

Phone Number _____ Relationship _____

PHYSICIAN TO CALL IF CHILD BECOMES ILL OR INJURED

Name _____ Address _____

Phone Number _____ Hospital or Clinic _____

PROGRAM

Days per week _____ Hours of care _____

Program Desired: Newborn/Infant. Toddler Two's Preschool 3&4

Haft Day Full Day

Parent Signature

Parent Signature

Date

WUNDERKIND LEARNING CO.

School Dismissal Policy

PROCEDURE FOR DETERMINING WHETHER A CHILD SHOULD REMAIN AT WUNDERKIND LEARNING CO.

I. Summary of Possible Problems

Problems that could lead to dismissal of a child should be recognized as varied and could include such things as: health problems, disciplinary problems, failure to make progress, i.e. learning disabilities, etc., failure of the parents to work with the school in promoting the educational and emotional well-being of the child. These problems do not include those adjustment and developmental problems that fit within reasonable bounds.

This procedure is to deal with problems that would be considered "severe" and unable to be solved within the normal classroom routine.

II. Steps Toward Resolution

- 1)The Director/Directress notifies the Head of School of the existence of the problem in writing. The notice is dated and placed in the child's file. Children's files, it should be noted, are open to the parent(s)/guardian(s) of that child at any time but are closed and confidential to all other persons. Written parental/guardian permission must be obtained before information in a child's file may be copied or passed on to anyone outside of the staff of Wunderkind Learning Co.
- 2)Concurrently with the above #1, the Director/Directress arranges a conference with the parent(s)/guardian(s) involved to discuss the problem and to seek means of solving it. Parent(s)/Guardian(s) must be made aware of this dismissal policy at this time. A record of the meeting and any resolutions should be prepared by the Director/Directress and submitted to the Head of School to read and place in the child's file.
- 3)The Director/Directress shall call another meeting after a reasonable period if no progress has been made. This meeting is to include the Head of School, the Director/Directress, and the parent(s)/guardian(s). The Director/Directress and the Head of School shall recommend new steps to be taken, such as Director/Directress-specified parent/guardian involvement other than has been attempted before, consultation with professional counselors and/or disabilities screening, a complete physical examination, etc.

III. Action

- 1)In cases where The Director/Directress and the Head of School have recommended further steps in resolution of the problem, the Director/Directress will report back within a reasonable period of time either with a report of satisfactory progress or with a recommendation for dismissal.
- 2)In cases where The Director/Directress and the Head of School will write a letter to the parents notifying them of the decision and giving the date for termination of attendance. The Director/Directress will also include a bill for the child's attendance up to the date of termination with partial months pro-rated and rebates are given where appropriate. Both communications are to be signed.

Parent Guardian Name (please print): _____

Signature: _____ **Date:** _____



ACKNOWLEDGEMENT OF RECEIPT OF PARENT HANDBOOK

After reading the Parent Handbook, please sign.

We, the parent(s)/guardians of _____ have read and understand the contents of the Parent Handbook.

We agree to follow the policies outlined in Parent Handbook.

We understand that the school reserves the right to amend policies and procedures when necessary and that we will abide by changes. Any changes made to the Handbook will be distributed by the school.

You are required to read the handbook in its entirety. By initialing next to each of the bulleted points below, you signify that you have specifically paid close attention to the following sections of the Parent Handbook that are of particular importance.

Illness Policy _____ (Initial)

Late Pick-Up Policy _____ (Initial)

Tuition Agreement _____ (Initial)

Guidance/ Discipline Policy _____ (Initial)

Signature of Parent/Guardian _____

Date _____

Signature of Parent/Guardian _____

Date _____

Please Note: It is required that both/all parents sign this form.

WUNDERKIND LEARNING CO.
CONTRACT

1. Payments can be made by ZELLE (admin@wunderkindlearning.com), Brightwheel instructions will be sent once registered or in cash.

2. Please mark the days of the week you will need childcare.
 Monday
 Tuesday
 Wednesday
 Thursday
 Friday

3. **Option 1:** Full Day
Option 2: Half Day

4. I/We will need childcare for our child normally beginning at _____ o'clock and ending at _____ o'clock.

We close promptly at 5:00 pm. If late pickups become a regular occurrence, we may be forced to terminate our contract arrangement.

5. Check One...
 Option 1: I/We prefer to pay biweekly (due on the 1st and 15th of each month).
 Option 2: I/We prefer to pay monthly (due on the 1st of each month).

Tuition Agreement:

1. I/We agree to pay WLC the amount of \$_____ on or before the 1st of each month, the whole monthly tuition.
2. I/We acknowledge all WLC program tuitions are based on a twelve-month school year.

Schedule & Late Pick-up Fee

A late pick-up fee will be assessed when a child is left beyond the center's operating hours. The late pick-up fee does not constitute an agreement to provide after-hours service, nor will the late fee be applied toward tuition. A late pickup fee will be charged as follows:

- \$1 is applied each time your child is picked up from 5:00 p.m. - 5:05 p.m.
- \$10 is applied each time your child is picked up from 5:06 p.m. to 5:30 p.m.
- \$50 is applied each time your child is picked up after 5:31 p.m. to 6:00 p.m.

Per the Department of Children and Families Services (DCFS) guidelines, children can attend childcare for 10 hours or less daily. Sign-in and out times are analyzed regularly by Wunderkind as well as our licenser.

Child Not Picked Up If I fail to pick up my child and/or contact the center, and I or another authorized person cannot be reached within 60 minutes after closing time, center staff may release my child to the custody of child protective services or other local authorities.

Regular Schedule Tuition is based on the child's regular schedule. If my child's schedule changes in any way, I will notify the center immediately. Tuition and fees are not pro-rated for illness, holidays, or emergency closures. I agree to pay the full tuition even if my child is absent for one or more days, except for pre-arranged "reservation weeks."

Absences I will notify the center by 9:00 am when my child will be absent.

Vacations/Closures (____) (____)

1. I/We understand there may be school closures when snow, ice, and weather conditions make access dangerous or impossible, we follow CPS for weather-related closures and delays.
2. I/We are aware of WUNDERKIND holidays, professional days, two weeks of paid vacation per year, and late charges. I/we are aware that regular payment rates apply for parent vacations, weeks with holidays, and childcare professional days.

I/we understand that no refund of payment can be given. I/we understand that to enroll my child, a two-week nonrefundable deposit is required.

Notice of Termination (____) (____)

1. I/We agree to give 30 days' written notice if we plan to withdraw our child, and we are legally obligated to pay the full month's tuition. This applies to children enrolled in any program or time of year. It is our responsibility to inform the school in writing and if we do not, we are considered enrolled with tuition due in full each month.
2. I/We agree to a trial period. The **first 30 days of your child's enrollment will be regarded as a trial period**, in which case either party may terminate the contract without notice. Each child responds differently to a new environment, new children/teachers, and moms/dads' absence. However, there are rare times when we must consider the well-being of the group (the other children in our care). If for whatever reason, either party feels our childcare environment may not be the best fit, either party reserves the right to utilize this time period as a trial and terminate the contract without resentment, judgment, or ill will.

Supplies (____) (____)

- A. **DIAPERS/WIPES:** It is the parent's responsibility to provide diapers, wipes, and diaper cream for your child. Each child has his or her own labeled diaper bin.
- B. **SUPPLIES NEEDED AT SCHOOL:** Parents are responsible for supplying the following items: sunscreen, shoes, weather-appropriate clothes, an extra change of clothes, pacifier (if needed). We supply crib/cot sheets and a blanket. If necessary, a comfort object for rest-time, and anything else your child may need. There is a good possibility your child will get dirty throughout the day because of food, paint, markers, dirt, bubbles, etc. So **please dress your child accordingly for play**. We are not responsible for replacing stained or soiled clothing. Furthermore, we suggest that you write your child's name on the tags of their clothing (especially socks and underwear) in order to prevent any clothing mix-ups. As the weather changes throughout the year, so do your child's items needed at school. We greatly appreciate your adherence to this subject, as it helps ours and the children's day run more smoothly to have all of his or her necessary belongings with them at school. This way we can care for your child in the best possible way. (____) (____)
- C. **TOYS AND PERSONAL POSSESSIONS: (a)** Please do not bring your child's toys to school except on designated sharing/show and tell days. **(b)** Please do not ask if your child can take the toys home. Wunderkind toys stay at the facility.

Illness

- D. **EXCLUSION FROM SCHOOL: A child with any of the following illnesses must be completely free of any symptoms before returning to school.** If your child is taking antibiotics for an illness, your child may return to school after the initial 24 hours of beginning antibiotics as long as he or she has a slight to no fever (under 100F under the arm), no longer contagious, and is otherwise feeling well enough to participate in our daily schedule. Signs of illness include the following; unusual lethargy, irritability, persistent crying for no reason, runny nose (more than clear), cough (more than slight), difficulty breathing, diarrhea, vomiting, mouth sores, rashes (note from a doctor stating non-contagious is ok), pink eye, chicken pox, mumps, measles, roseola, hepatitis A, impetigo, lice, ringworm, scabies, strep throat, scarlet fever, tuberculosis, shingles, and any other contagious disease or rash. **Any child with a fever of 100 degrees or above, orally (in the mouth), or axillary (under the arm), may not attend school.** State law requires that we notify parents of children who have been exposed to certain contagious diseases. Please notify us if your child becomes infected, so a note can be posted. Reminder-Bring a doctor's letter after an emergency visit and/or updated medical exam wellness visits. (____) (____)

Medical Acknowledgment

1. **Medication** I will provide written permission for center staff to administer medication with written instructions from me or the child's health care provider, I will complete and sign authorization forms. I will provide the medication in its original container (with the pharmacist's label for prescriptions).
2. **Immunizations** I will provide the center with updated immunization information or an exemption for my child.
3. **Nurse/Health Consultant** Child care centers in some states are required to engage the services of a Nurse/Health Consultant to review health policies and procedures and children's records. I agree my child's records may be reviewed by the nurse/health consultant.

4. **Illness** If center staff notifies me that my child is ill, I will pick up my child as soon as possible and no later than one (1) hour after being contacted. If my child contracts a contagious illness, I understand that my child may return only when he or she is well, as described in the Family Handbook.
5. **Emergencies** In case of an emergency, I understand that center staff will attempt to contact me immediately. I also authorize center staff to:
- Consult the physician or dentist named above.
 - Administer first aid and/or cardiopulmonary resuscitation.
 - Transport my child via ambulance or other emergency medical service to a local hospital or other urgent care facility.
 - Obtain any emergency medical, surgical or dental treatment deemed necessary by medical authorities.
 - Transport my child to a local emergency shelter in the event of an emergency evacuation of the center.

E. **SCHOOL HOURS AND COMMUNICATION:** Good, open, and regular communication is at the heart of any good childcare teacher and parent team. Please use Brightwheel to communicate with your teacher and/or call or text the main office number in case of an emergency. (____) (____)

By signing this agreement, I/we understand and hereby agree to comply with all the policies and procedures of **WUNDERKIND LEARNING CO.** with regard to fees, health, attendance, and other items specified in the parent-provider contract/enrollment application and the Parent Handbook provided.

This contract will be entered into at the time of enrollment and/or the contract/enrollment application is signed. This contract between the parent and Wunderkind Learning Co. will be considered over on the last day of a 30 Day notice given by either the parent or school or the last day the child attends **WUNDERKIND LEARNING CO.**

This Agreement will begin on _____

BOTH PARENTS/CUSTODIANS NEED TO READ AND SIGN.

Parent Signature _____ Date _____

Parent Signature _____ Date _____

Wunderkind Director: _____ Date _____