

Brite Beginnings of Jennings  
MASTER CARD FOR DAY CARE FACILITY

Child's Name \_\_\_\_\_ Sex \_\_\_\_\_ Birth Date \_\_\_\_\_  
Home Phone Number \_\_\_\_\_ Cell \_\_\_\_\_ Date of Admission \_\_\_\_\_  
Name & Address: Child's Address \_\_\_\_\_  
Mother \_\_\_\_\_ SS# \_\_\_\_\_ Address \_\_\_\_\_  
Father \_\_\_\_\_ SS# \_\_\_\_\_ Address \_\_\_\_\_  
Person to call in emergency when parents can't be reached  
\_\_\_\_\_ Phone Number \_\_\_\_\_  
\_\_\_\_\_ Phone Number \_\_\_\_\_  
Mother's place of employment \_\_\_\_\_ Ph # \_\_\_\_\_  
Father's place of employment \_\_\_\_\_ Ph # \_\_\_\_\_  
Physicians Name & Phone Number \_\_\_\_\_  
Dentists Name & Phone Number \_\_\_\_\_  
*Allergies* \_\_\_\_\_  
*Special Diet* \_\_\_\_\_  
Describe Child's past illnesses \_\_\_\_\_  
Describe Child's physical defects \_\_\_\_\_  
Describe Child's habits including  
Likes \_\_\_\_\_  
Dislikes \_\_\_\_\_  
Favorite Pastimes \_\_\_\_\_  
Food \_\_\_\_\_  
Ability to play with other children \_\_\_\_\_  
Toilet Training \_\_\_\_\_  
Other (Specify) \_\_\_\_\_  
Transportation arrangements \_\_\_\_\_  
Person(s) to whom child may be released (Please note that id must be shown)  
\_\_\_\_\_  
\_\_\_\_\_

I hereby authorize Brite Beginnings Daycare and its staff:

1. To care for my child during the time he/she is in this facility;
2. To secure emergency medical care for my child in case of inability of Brite Beginnings Daycare to reach me.
3. To conduct the necessary evacuation procedures in the event of a Crisis Response Situation.

I agree to pay the amount of \$\_\_\_\_\_ per week in advance.

- \* We must be notified in writing when your child is being removed from daycare two weeks before their last week or you will be charged for the following two weeks. Please be courteous so we can fill that space with another child. Addl. copies of this contract are \$1.00 per sheet.
- \* We must be advised when your child is going to be absent
- \* Accounts are to be paid in advance no later then Monday of the week services are provided, if not paid, your child will not be able to return until account is paid in full, you will be charged a late fee of \$5.00 per day until account is paid in full
- \* Please note that in order to hold your child's spot in our center, rates do not change due to absences, holidays or closures due to inclement weather
- \* PLEASE NOTE THAT WE HAVE TO BE NOTIFIED BY 5:30 IF YOUR CHILD HAS NOT BEEN PICKED UP DUE TO EMERGENCY, IF NOT, THE POLICE WILL BE CALLED AT 6:00 TO COME PICK THE CHILD UP. THERE IS A \$1.00 PER MINUTE LATE FEE AFTER 5:30.
- \* Please note that we charge \$25.00 on all NSF checks & after the first NSF check, we will only accept cash
- \* Contract is subject to change upon notice

\_\_\_\_\_  
DATE

\_\_\_\_\_  
Mother Signature

\_\_\_\_\_  
DATE

\_\_\_\_\_  
Father Signature

NOTICE

Any suspected abuse and/or neglect of a child enrolled in Brite Beginnings Daycare Facility will be reported to the Office of Family Security, Child Protection Division in accordance with Louisiana Revised Statutes 14:403.

Child Protection Phone number: 855-4LA-KIDS (855-452-5437)

We reserve the right to refuse care for any child.

CENTER RULES

The child shall not do anything that would inflict harm physically or verbally on himself, fellow students or any other person. The child shall not misuse or intentionally damage day care property or an individual's property. The child shall participate in group learning activities displaying age appropriate social behavior. E.g. using quiet voices inside, remaining seated during work circle time as the workers instruct, walking, rather than running inside the building. Children shall not be verbally or physically defiant to the staff.

DISCIPLINARY ACTION

It is our desire to provide your child with the best possible atmosphere & program. In order for us to do this, we need to maintain discipline and order. Brite Beginnings discipline will provide for positive guidance, redirection and the setting of clear-cut limits. It is designed to help the child develop self-control, self-esteem, sensitivity to the needs of others and respect for the rights of others.

No child shall be subject to physical punishment, corporal punishment, verbal abuse or threats. The following actions are prohibited: yelling, slapping, spanking, yanking, shaking, pinching, requiring a child to exercise, placing a child into uncomfortable positions, exposing a child to extreme temperatures and other measures producing physical pain, putting anything in a child's mouth, using abusive or profane language including telling a child to shut up. Cruel, severe, unusual or unnecessary punishment shall not be inflicted upon children. Derogatory remarks shall not be made in the presence of children about family members of children in care or about the children themselves. No child shall be deprived of meals or snacks or any part thereof for behavior management reasons. Children shall not be restrained by devices, such as high chairs or feeding tables. No child or group of children shall be removed from the group for discipline reasons and placed in a room by him/her self. They will be placed in "time out" in sight of a staff member. Brite Beginnings disciplinary procedures are as follows:

One & Two Year Olds

\* For instances of misbehavior, redirection techniques will be used.

Three, Four & Five Year Olds

\* For each episode of misbehavior, redirection techniques will be used first. If misbehavior continues then "time out" will be used for three to five minutes maximum per episode.

Six Years and Up

\* Time out shall not exceed 15 minutes

*Parental Authorization for Topical Ointments*

I hereby authorize Brite Beginnings to apply topical ointments/sprays/creams (sunscreen, insect repellent, diaper rash ointment, teething ointment, antibiotic ointment) on my child on an as needed basis.

Date \_\_\_\_\_

Signature \_\_\_\_\_

By signing below, I am verifying that I have received a pre-enrollment visit, center tour and a list of community resources.

Date \_\_\_\_\_

Signature \_\_\_\_\_

Dear Parents,

Welcome to Brite Beginnings. It is with great pleasure that we welcome you and your child to our learning facility. Your child's experiences and happiness are our primary concerns. We voluntarily participate in the USDA's food program and hold a Two Star Rating with the La. Quality Start Program.

The curriculum and daily schedules are designed to encourage children to learn through guided play. The learning environment for young children should be one in which they are free to explore and gain positive experiences that allow them to enjoy learning. All children learn through active exploration of their environment. By interacting with the environment, people around them and engaging in appropriate child-centered activities, they develop sensory, motor, and perceptual and language skills, all of these skills blend to provide a sound base for children to develop complex thinking skills needed for living in a complex world.

Our primary concerns are with three stages which affect preschoolers learning to trust others outside their families, gaining independence and self-control and beginning to assert themselves appropriately are the stages we will focus on.

We accept Child Care Assistance from the state for who qualify. You will need the following items to apply for Child Care Assistance: your child's Birth Certificate, Social Security Cards of household members, child's up to date Immunization Record and your last four consecutive check stubs and/or a copy of your school schedule.

\* The state only pays for 2 absent days per month; you are responsible for any unpaid days. For more info or to apply online go to: <http://www.dss.state.la.us/>

*Non-Discrimination Policy:*

In accordance with Federal Law and U.S. Department of Agriculture policy, Brite Beginnings is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability.

To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Ave, SW, Washington, D.C. 20250-9410 or call toll free 866-632-9992. Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at 800-877-8339 or 800-845-6136 (Spanish). USDA is an equal opportunity provider and employer.