



Flaming Sword Daycare - Early Learning Center Student Application for Admission

HEALTH CARE NEEDS:

For any child with health care needs such as allergies, asthma, or other chronic conditions that require specialized health services, a medical action plan shall be attached to the application. The medical action plan must be completed by the child's parent or health care professional.

Is there a medical action plan attached? **Yes** **No**

List any allergies and the symptoms and type of response required for allergic reactions. _____

List any health care needs or concerns, symptoms of and type of response for these health care needs or concerns.

List any particular fears or unique behavior characteristics the child has.

List any types of medication taken for health care needs _____

Please share any other information that has a direct bearing on assuring safe medical treatment for your child.

EMERGENCY MEDICAL CARE INFORMATION:

Name of health care profession _____ Office Phone: _____

Hospital preference _____ Phone: _____

I, _____, as the parent/guardian, authorize the center to obtain medical attention for my child in an emergency.

Signature of Parent/Guardian: _____ **Date:** _____

I, as the operator, do agree to provide transportation to an appropriate medical resource in the event of emergency. In an emergency situation, other children in the facility will be supervised by a responsible adult. I will not administer any drug or any medication without specific instructions from the physician or the child's parent, guardian, or full-time custodian.

Signature of Administrator: _____ **Revised 6/1/2017**



DCD 0108
12/99

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Children's Medical Report

Name of Child _____ Birthdate _____

Name of Parent or Guardian _____

Address of Parent or Guardian _____

A. Medical History (May be completed by parent)

1. Is child allergic to anything? No ___ Yes ___ If yes, what? _____

2. Is child currently under a doctor's care? No ___ Yes ___ If yes, for what reason? _____

3. Is the child on any continuous medication? No ___ Yes ___ If yes, what? _____

4. Any previous hospitalizations or operations? No ___ Yes ___ If yes, when and for what? _____

5. Any history of significant previous diseases or recurrent illness? No ___ Yes ___ ; diabetes No ___ Yes ___ ;
convulsions No ___ Yes ___ ; heart trouble No ___ Yes ___ ; asthma No ___ Yes ___
If others, what/when? _____

6. Does the child have any physical disabilities: No ___ Yes ___ If yes, please describe: _____

Any mental disabilities? No ___ Yes ___ If yes, please describe: _____

Signature of Parent or Guardian _____ Date _____

B. Physical Examination: This examination must be completed and signed by a licensed physician, his authorized agent currently approved by the N. C. Board of Medical Examiners (or a comparable board from bordering states), a certified nurse practitioner, or a public health nurse meeting DHHS standards for EPSDT program.

Height _____ % Weight _____ %

Head _____ Eyes _____ Ears _____ Nose _____ Teeth _____ Throat _____

Neck _____ Heart _____ Chest _____ Abd/GU _____ Ext _____

Neurological System _____ Skin _____ Vision _____ Hearing _____

Results of Tuberculin Test, if given: Type _____ date _____ Normal ___ Abnormal ___ followup _____

Developmental Evaluation: delayed _____ age appropriate _____

If delay, note significance and special care needed: _____

Should activities be limited? No ___ Yes ___ If yes, explain: _____

Any other recommendations: _____

Date of Examination _____

Signature of authorized examiner/title _____ Phone # _____



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**PARENTAL OR GUARDIAN'S CONSENT TO BE
PHOTOGRAPHED AND PUBLISHED**

I, _____, as parent or legal guardian, **authorize** Flaming Sword Campus to photograph _____ (name of child). I understand that the photographs taken are not used for advertisement, sold, or given to any other facility, person, or company. I understand that the photographs being taken are used in the yearbooks, for classroom projects, newsletters within the daycare, child created gifts, bulletin boards, birthday celebrations, Flaming Sword Campus' Facebook page, the news page on Gradelink, individual portfolios, and classroom portfolios. I understand that photographs can be taken of a typical day in the classroom, of a special occasion, a production, center sponsored events, graduations, and field trips.

Signature: _____

Date: _____

I, _____, as parent or legal guardian, do **NOT** authorize Flaming Sword Campus to photograph _____ (name of child) under any circumstance.

Signature: _____

Date: _____



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DISCIPLINE AND BEHAVIOR MANAGEMENT POLICY

Praise and positive reinforcement are effective methods of the behavior management of children. When children receive positive, non-violent, and understanding interactions from adults and others, they develop self-concepts, problem solving abilities, and self-discipline. Based on this belief of how children learn and develop values, this facility will practice the following discipline and behavior management policy:

<p>We:</p> <ol style="list-style-type: none"> DO praise, reward, and encourage the children. DO reason with and set limits for the children. DO model appropriate behavior for the children. DO modify the classroom environment to attempt to prevent problems before they occur. DO listen to the children. DO provide alternatives for inappropriate behavior to the children. DO provide the children with natural and logical consequences of their behaviors. DO treat the children as people and respect their needs, desires, and feelings. DO ignore minor misbehaviors. DO explain things to children on their levels. DO use short supervised periods of "time-out.": ("Time-out" is described on reverse side.) DO stay consistent in our behaviors management program. 	<p>We:</p> <ol style="list-style-type: none"> DO NOT spank, shake, bite, pinch, push, pull, slap, or otherwise physically punish the children. DO NOT make fun of, yell at, threaten, make sarcastic remarks about, use profanity, or otherwise verbally abuse the children. DO NOT shame or punish the children when bathroom accidents occur. DO NOT deny food or rest as punishment. DO NOT relate discipline to eating, resting, or sleeping. DO NOT leave children alone, unattended, or without supervision. DO NOT place children in locked rooms, closets, or boxes as punishment. DO NOT allow discipline of children by children. DO NOT criticize, make fun of, or otherwise belittle children's parents, families, or ethnic groups.
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Praise and positive reinforcement are effective methods of the behavior management of children. When children receive positive, non-violent, and understanding interactions from adults and others, they develop self-concepts, problem solving abilities, and self-discipline. Based on this belief of how children learn and develop values, this facility will practice the following discipline and behavior management policy

Our programs goals for helping children develop self-control and learn acceptable forms of social behavior are: Arrange the environment to ensure easy visual supervision; provide options for children; model expected behaviors; provide meaningful learning opportunities; encourage new relationships and positive communication. We help children resolve conflict and develop problem solving skills with peers by: Redirection and encourage positive peer interactions.

We ensure staff follow the programs discipline and behavior management policies and practices and use behavior management strategies appropriately by: Staff training and professional development for promoting social skills; taking a proactive approach in daily practices; providing nurturing and responsive relationships; providing logical and natural consequences.

Local resources that can assist with services and support when persistent challenging behaviors continue to occur are: Local child care and referral agency; area behavioral specialist; various agencies for children and training development opportunities.

I, the undersigned parent or guardian of _____ (child's full name), do hereby state that I have read and received a copy of the facility's Discipline and Behavior Management Policy and that the facility's Director or other designated staff member has discussed the facility's Discipline and Behavior Management Policy with me.

Parent's Signature: _____ Date: _____

Administration Signature: _____ Date: _____

"Time- Out"

"Time-out" is the removal of a child for a short period of time (3 to 5 minutes) from a situation in which the child is misbehaving and has not responded to other discipline techniques. The "time-out" space, usually a chair, is located away from classroom activity but within the teacher's sight. During "time-out," the child has a chance to think about the misbehavior which led to his/her removal from the group. After a brief interval of no more than 5 minutes, the teacher discusses the incident and appropriate behavior with the child. When the child returns to the group, the incident is over and the child is treated with the same affection and respect shown the other



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SICK/ILLNESS POLICY

Illness

We ask that you have a back-up person you can call if we have an emergency or if your child is sick. If we have an emergency, we will let you know as quickly as possible so that you can make other arrangements for your child. We cannot care for a child who is feverish according to state childcare and health department regulations. If your child had thrown up or had diarrhea within the last 24 hours please keep him/her home. If your child has a green discharge from his/her nose, he/she must be on an antibiotic for 24 hours before he/she can attend. If your child is not feeling well, do not give him/her Tylenol to mask his/her symptoms. If your child throws up the night before and seems fine the next day, he/she is more than likely still contagious to the others. You must wait 24 hours. All the children use the same toilet and washroom and they often touch the same toys. They are often very affectionate with each other and it is very difficult to keep a sick child from infecting everyone else.

Illnesses are defined as:

- Fever
- Conjunctivitis (pink eye) or "cold in the eye"
- Flu
- Unusual rash
- Severe cough
- Rapid breathing or labored breathing
- Severe cold
- Vomiting
- Yellowish skin or eyes
- Diarrhea
- Head lice
- Other contagious illnesses not mentioned
- Illness of any sort which results in child being too ill to participate in daily activities

We cannot accept any child for care if any of the above symptoms are present or have been present within the last 24 hours. If the child shows any of the symptoms while in care, we will remove him/her from the group and notify you or authorized adult to pick up the child immediately. Parents have one hour from time of notification to pick up the child. The child may return after a temperature has returned to normal for 24 hours; 24 hours after the child is no longer vomiting; or 24-48 hours (depending on the illness) after the first dose of an antibiotic. If a child receives an antibiotic for an ear infection that child may return to daycare immediately if he/she has been free of other symptoms mentioned for at least 24 hours and has a doctor's return to school note. ***Whenever a child goes to the doctor, FS must have a doctor's note stating when the child may return to daycare.*** The child is welcome when he/she has only a mild cold or allergies with no fever, and is able to participate in the day's activities.

I have read and understand the sick policy for Flaming Sword Daycare.

Parent's Signature and Date



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INFANT SAFE SLEEP POLICY

Child Care Facility: Flaming Sword Daycare-Early Learning Center

A safe sleep environment for infants reduces the chances of sudden infant death syndrome (SIDS) or other sleep related infant deaths. According to N.C. Law, child care providers caring for infants 12 months of age or younger are required to implement a safe sleep policy and share the policy with parents/guardians and staff. We implement the following safe sleep policy.

References: N.C. Law G.S. 1009-91 (15), N.C. Child Care Rules .0606 and .1724, Caring for our Children

Safe Sleep Practices

1. We train all staff, substitutes, and volunteers caring for infants aged 12 months or younger on how to implement our Infant/Toddler Safe Sleep Policy.
 2. We always place infants on their **backs to sleep**.
 3. We accept a signed *Alternate Sleep Position Waiver-Health Care Professional Recommendation* for infants 6 months and under. It is posted at the infant's crib. We retain the waiver in the child's record for as long as they are enrolled.
 4. We accept *Alternative Sleep Position Waiver - Parent Request* for infants from the age of 6 months to 12 months. It is posted at the infant's crib. We retain the waiver in the child's record for as long as they are enrolled.
 5. We place infants on their backs to sleep even after they can easily turn over from the back to the stomach. We then allow them to adopt their own position for sleep. We document when each infant can roll from back to stomach and tell the parents. We put a notice in the child's file and on or near the infant's crib.
 6. We visually check sleeping infants every 15 minutes and record what we see on a *Sleep Chart*. We document the infant's sleep position, skin color, breathing, level of sleep, and body temperature. We check infants 2-4 months of age more frequently.
 7. We maintain the temperature in the room where infants sleep between 68-75°F and check it on the thermometer in the room. We further reduce the risk of overheating by not over-dressing or over-wrapping infants.
 8. We provide all infants supervised "tummy time" daily.
 9. We follow N.C. Child Care Rules .0901(j) and .1706(g) regarding breastfeeding. We further encourage breastfeeding by providing resource information to the mothers and by providing a place for mothers to breastfeed their infants while in daycare.
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Safe Sleep Environment

10. We use Consumer Product Safety Commission (CPSC) approved cribs or other approved sleep spaces for infants.
11. We allow pacifiers without any attachments. We do not reinsert the pacifier in the infant's mouth if it falls out. We remove the pacifier from the crib once it has fallen from the infant's mouth.
12. We do not cover infant's heads with blankets or bedding.
13. We do not allow blankets in the crib or sleep space.
14. We do not allow objects other than pacifiers in the crib or sleep space.
15. We give all parents/guardians of infants a written copy of the *Infant/Toddler Safe Sleep Policy* before enrollment. We review the policy with them, and ask them to sign a statement saying they received and reviewed the policy. We encourage families to follow the same safe sleep practices to ease infants' transition to child care.

We post a copy of this policy or a safe sleep practices poster in the infant sleep room where it can easily be read.

I have read and understand the safe sleep policy for Flaming Sword Daycare.

Parent's Signature and Date



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BLOOD BORNE PATHOGENS POLICY

Your child's safety is the most important part of our job. Therefore, Flaming Sword Daycare has developed and implemented a plan to protect children and employees from exposure to bloodborne pathogens. Exposure to and acquisition of bloodborne pathogens is preventable. This policy outlines the prevention strategies for exposure to these pathogens among children and employees and describes steps for responding to an exposure incident when it occurs.

Bloodborne Pathogens Exposure Control Plan (ECP) training is provided to all employees who might be exposed to blood or other potentially infectious material while on the job. This training occurs at the beginning of employment and at least annually thereafter. Employees who reasonably anticipate coming in contact with blood or other potentially infectious materials, are required to comply with the procedures and work practices outlined in this plan to protect children from coming into contact with bloodborne pathogens.

The Daycare Director and Health/Sanitation Director are responsible for the implementation of the ECP and reviewing the plan at least annually with all employees. These individuals ensure the following are completed:

- Written housekeeping protocols written by administration are followed;
- An appropriate disinfectant is available and used;
- Documentation of training for all staff who might be exposed to blood or other potentially infectious material while on the job is kept;
- The written ECP is available to employees, parents, child care licensor, and health specialist upon request;
- The ECP is reviewed and updated annually. If necessary, more frequent review is done to reflect any new or modified tasks and procedures that affect occupational exposure, as well as to reflect new or revised employee positions with occupational exposure;
- Ongoing controls are maintained including: available biomedical waste containers, labels and biohazard bags; ensuring appropriate disinfecting solutions are available and labeled properly; ensuring all personal protective equipment (PPE) are available in the appropriate sizes and types; and ensuring other needed supplies, such as sharps containers are available and managed following Center for Disease Control and Prevention (CDC) recommendations;
- All medical actions required are provided and appropriate employee medical records are maintained;
- Parents receive a copy of the bloodborne pathogen policy for the daycare; and
- The exposure determination list is up-to-date.

I understand that the complete bloodborne pathogen policy is included in my Parent Handbook for my review. If changes are made to the policy, I will receive a copy of any changes immediately.

Parent's Signature and Date



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SHAKEN BABY SYNDROME & TRAUMATIC BRAIN INJURY POLICY

Background

SBS/AHT is the name given to a form of physical child abuse that occurs when an infant or small child is violently shaken and/or there is trauma to the head. Shaking may last only a few seconds but can result in severe injury or even death. According to North Carolina Child Care Rule (child care centers, 10A NCAC 09 .0608, family child care homes, 10A NCAC 09 .1726), each child care facility licensed to care for children up to five years of age shall develop and adopt a policy to prevent SBS/AHT.

Belief Statement

We, Flaming Sword Daycare, believe that preventing, recognizing, responding to, and reporting shaken baby syndrome and abusive head trauma (SBS/AHT) is an important function of keeping children safe, protecting their healthy development, providing quality child care, and educating families. Flaming Sword Daycare ELC has developed policies to help employees and parents prevent shaken baby syndrome and/or traumatic brain injury. Shaken baby syndrome and/or traumatic brain injury are preventable. Help is available for parents or caregivers who are at risk of harming a child.

Procedure/Practice

Recognizing SBS/AHT:

- Children are observed for signs of abusive head trauma including irritability and/or high pitched crying, difficulty staying awake/lethargy or loss of consciousness, difficulty breathing, inability to lift the head, seizures, lack of appetite, vomiting, bruises, poor feeding/sucking, no smiling or vocalization, inability of the eyes to track and/or decreased muscle tone. Bruises may be found on the upper arms, rib cage, or head resulting from gripping or from hitting the head.

Responding to SBS/AHT:

- If SBS/ABT is suspected, staff will:
 - Call 911 immediately upon suspecting SBS/AHT and inform the director.
 - Call the parents/guardians.
 - If the child has stopped breathing, trained staff will begin pediatric CPR.

Reporting to SBS/AHT:

- Instances of suspected child maltreatment in child care are reported to Division of Child Development and Early Education (DCDEE) by calling 1-800-859-0829 or by emailing webmasterdcd@dhhs.nc.gov.
- Instances of suspected child maltreatment in the home are reported to the county Department of Social Services.

In addition, the facility:

- Allow for staff who feel they may lose control to have a short, but relatively immediate break away from the children; and
- Provide support when parents/guardians are trying to calm a crying child and encourage parents to take a calming break if needed.



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Prohibited behaviors:

Flaming Sword Daycare does not tolerate:

- Shaking
- Jerking
- Hitting
- Tossing a child into the air, a crib, chair, or car seat
- Punching
- Pushing a child into walls, doors, or furniture
- Or any form of physical abuse with a child.

Prevention Strategies To Assist In Coping With A Crying, Fussing, Or Distraught Child:

- First determine if the child has any physical needs such as being hungry, tired, sick, or in need of a diaper change. If no physical need is identified, staff will attempt one or more of the following strategies:
- Rock the child, hold the child close, or walk with the child.
- Stand up, hold the child close, and repeatedly bend knees.
- Sing or talk to the child in a soothing voice.
- Gently rub or stroke the child's back, chest, or tummy.
- Offer a pacifier or try to distract the child with a rattle or toy.
- Take the child for a ride in a stroller.
- Turn on music or white noise.

Flaming Sword Daycare does not tolerate the shaking, hitting, punching or any form of physical abuse with a child. Anyone suspected of doing so to a child while in our care, will be immediately suspended, the suspected incident reported to the parent, DCDEE and law enforcement for a thorough investigation. The child will receive immediate medical attention the Cape Fear Valley Medical Center.

I have read and understand the policy concerning shaken baby syndrome and/or traumatic brain injury to children.

Parent's Signature and Date



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PARENT/GUARDIAN STATEMENT OF COOPERATION AND AGREEMENT:

IF MY CHILD IS ACCEPTED, I AGREE TO:

- Support the spiritual, moral, dress and disciplinary standards of the Flaming Sword Daycare & ELC as outlined in the Parent-Child Handbook.
- Assume the responsibility for keeping in regular contact with my child's teachers;
- Support Flaming Sword Daycare & Early Learning Center to the best of my ability through attendance and participation in various Flaming Sword Daycare & ELC activities;
- Support, to the best of my ability, the Flaming Sword Daycare & ELC's entire program through prayer, time, and financial gifts. I understand that Flaming Sword Daycare & ELC depends upon gifts above and beyond the tuition and thus conducts community fund-raising, and that Flaming Sword Daycare - ELC expects participation by the parents;
- Adhere to the appropriate channels when resolving conflicts, (ie) seek unity in conflict using the Matthew 18 principle. 1) Seek to resolve issue with the teacher, if further action is needed proceed to 2) schedule a meeting with the Director/principal;
- Accept the Director's decision and understand that Flaming Sword Daycare & ELC reserves the right to dismiss a child based on the lack of cooperation on the part of the child, parent, and/or guardian;
- Attend Parent/Teacher Fellowship meetings and other functions requiring our participation;
- Cooperate in assisting in special workdays called throughout the year;
- Give permission for my child(ren) to take part in any and all Flaming Sword Daycare & ELC activities;
- Absolve Flaming Sword Daycare & ELC, Flaming Sword Christian Academy, and Flaming Sword International Ministries, Inc., from liability to me or my child because of any injury to my child during any Flaming Sword Daycare & ELC activity;
- In case of emergency or serious illness, we request Flaming Sword Daycare & ELC contact us first. If we are not available, please contact the designated emergency contact. If the emergency contact cannot be reached, Flaming Sword Daycare & ELC has my permission to make whatever arrangements deemed necessary for our child(ren)'s treatment;
- If the emergency is life threatening and we cannot be reached, the physician has permission to act accordingly absolving Flaming Sword Daycare & ELC of any liability;
- Allow FS to provide contact information for our family to the Daycare Directory and Parent-Teacher in assistance to encourage participation in activities;
- That I, or another designated adult, will bring my child to the center and officially sign him/her in upon arrival each day. Likewise, I or another designated adult will come into the center and officially sign him/her out before departure from the center each day;
- That I will notify the center in advance if my child will be late due to medical appointments.

I UNDERSTAND:

- There will be daily Chapel, to include Pledge of Allegiance to our country, morning prayer and Christian music and that my child is expected to participate in an honorable fashion;
- My child (ren) is accepted on a general probationary status for the first quarter;
- Flaming Sword Daycare - ELC reserves the right to dismiss any child who does not adhere to standards stated in the Handbook;



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- If for any reason our child does not cooperate with the disciplinary standards of Flaming Sword Daycare - Early Learning Center, I will withdraw him/her without delay in cooperation with the administration and avoid discussion with those not involved, so as to avert a spirit of dissension and division at either child's expense or Flaming Sword Daycare - ELC's expense;
- This application cannot be considered without the application fee and if my child is accepted, I agree to the payment and/or refund policies as listed in the Flaming Sword Daycare - ELC's fee schedule and tuition policy;
- I understand that Flaming Sword Daycare - Early Learning Center reserves the right to refuse any application, or dismiss any child, at any time when FSD - ELC deems it necessary. Neither this application nor payment of non-refundable fees is considered binding upon FSD - ELC;
- If legal action is required to collect tuition, I, the undersigned, will be responsible to pay reasonable attorney's fees and court costs;
- The premises are monitored by closed circuit television with audio and visual surveillance for the protection of the children and staff, for burglary, window breakage and fire with motion sensors throughout the building.

In making application for my child to attend, Flaming Sword Daycare - ELC, I acknowledge that I have read the Parent Handbook and other materials given to me. My signature below indicates that I have read, understood, and agreed with this Parent/Legal Guardian Statement of Cooperation and Agreement.

_____ / _____
Father's/Guardian's Signature Date Mother's/Guardian's Signature Date

FLAMING SWORD DAYCARE - ELC does not discriminate on the basis of disabilities, race, gender, national or ethnic origin.

DATE ACCEPTED IN THE OFFICE _____ **BY** _____

APPROVE _____ **DISAPPROVE** _____ **NOTIFIED PARENT** _____



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FINANCIAL CONTRACT AGREEMENT

Year: _____

Child's Name: _____

Annual Registration Fee:	\$25 (non-refundable)
Resource/Facility Fees:	\$20 (non-refundable)
Late Fees-NSF Fees:	\$25 each due immediately upon notification
Late Pick-Up:	\$25 for each 15 minutes or any part thereof

Programs Offered:	Cost: (fees due no later than 6 PM)
_____ 6 weeks – 2 years	\$135.00 Friday before the week begins (not potty-trained)
_____ 2-3	\$130.00 Friday before the week begins (potty-trained)
_____ 3-4	\$130.00 Friday before the week begins

Payment Plans Offered:

1. Parents may continue to make equal weekly payments in the amounts listed above. Payments will be due on Friday before the week begins, no later than 6 PM.
2. However, if you choose to pay the full month, the fee is \$525, and it will be due 1st of each month, but no later than the 3rd by 5 PM. By paying monthly, you will save approximately \$460-715 for the year, depending on the age of your child.
3. Payment plans may not be changed once this contract is signed until the next year of registration.

Please choose your payment plan:

Weekly Bi-Weekly Monthly

Parent's Understanding and Agreement: I understand and agree to the following:

- There is no reduction of tuition fees due to holiday closings, vacations, absences or inclement weather closing.
- That if I remove my child from the daycare/preschool program, I must give a two (2) week notice in writing to the office so that I will not be charged for the upcoming month.
- The center's registration fee of \$25 per child is due at enrollment. This is an annual fee due again each August 1.
- The center's resource fee of \$20 per child is due at enrollment. This is an annual fee due again each August 1.
- Daycare is due in advance, which is the Friday no later than 6:00 PM, before the week of daycare to be provided. Acceptable payment is by check, money order, debit, cash or automatic withdrawal.
- That if I have not paid the tuition in advance, I will be charged a **\$25 late fee and care will be denied if payment is not received by Monday at 5:00 PM.**
- That I will pay full tuition due each week or month regardless of attendance. This includes absences for illness, scheduled center holidays, or inclement weather closings.
- That, in the event my child is at the center past 6 PM, I will pay **\$25.00** per 15-minutes or any part thereof, that I am late and this fee will be paid by check, money order, cash or debit before the child returns to the center the next day.
- The provision that, I will not be charged for one week of the year when the daycare is closed for maintenance and/or repairs. Daycare has designated that week to be the 4th week of June annually.
- That there will be a \$25 charge on any returned check and I will be required to pay with debit, a certified check, cash or money order if this occurs more than twice within one year.
- If your payment is late (after Monday at 5:00 pm), your child will be removed immediately from FS Daycare and will not be able to return.
- Legal action will be taken if late payment is owed at any time for any reason.

Parent's Signature and Date



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ACKNOWLEDGMENT STATEMENT

- I acknowledge that the foregoing information is true and accurate.
- ▶ I acknowledge that I have received the following from the daycare:
 1. Copy of my Financial Contract and I understand that if my account requires the use of a collection agency or legal action I will be charged an additional fee;
 2. Copy of the Parent Handbook. I will discuss any policy or procedure I do not understand with the childcare center's administration. I agree to the policies and procedures set forth in the handbook. I understand an updated copy will be made available if any changes are made by the daycare or State of NC Division of Child Development or local NC Health Department;
 3. Copy of the NC Child Care Law and Rules (House Bill 1063). I understand that this bill applies to all centers and that it is a requirement by law that I receive this information from the child care provider;
 4. Copy of the Discipline/Behavior Policy;
 5. Copy of the Safe Sleep Policy;
 6. Copy of Sick Policy and I will abide by the center's sick policy as stated in the parent handbook;
 7. Copy Blood Borne Pathogen Policy established by Flaming Sword Daycare;
 8. Copy of the Shaken Baby Syndrome and Abusive Head Trauma Policy established by Flaming Sword Daycare;
 9. Copy of Contact Page with information on how to contact the daycare, which is in the Parent Handbook;
 10. Copy of a Supply List for my child; and
 11. Copy of annual calendar of daycare.

Parent Signature: _____ Date: _____

Child (ren) Children's Names: _____

OFFICE USE ONLY

Received in office by whom: _____ Date: _____

Approved by FSA-ELC Director and date: _____

Approved by Chief Executive Officer and date: _____

Copy given to Lead Teacher and date: _____



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Supply List

The following are items for you to provide for your child, along with additional information about age specific rules.

INFANTS/TODDLERS

2 complete changes of clothes (each item labeled).
Bottles labeled with child's full name & date prepared.
Enough diapers and wipes for at least the entire week.
Topical ointments labeled with full name & with permission slip attached.
Closed-toe shoes for mobile child.

Other Information:

All sunscreen should be applied prior to drop-off or labeled and put with baby's items.
No toys or baby equipment may be brought from home.
All sheets, bibs and center blankets are washed daily (weekly for toddlers) in fragrance-free detergent.
Pacifiers should be labeled in a storage case with first and last name. (Plastic baby food containers work great.) Please send pacifiers with a pacifier holder.
After 12 months, we only give pacifiers at naptime.
No pillows allowed.

TWOS-THREES

2 complete changes of clothes (each item labeled). Clothes should be easy to remove for potty-training.
Enough diapers/pull-ups and wipes for at least the entire week.
A thin blanket (approximately size of beach towel).
Topical ointments labeled with full name & with permission slip attached.
Closed-toe shoes.
Place shorts under any dresses worn.
Bring your child's sippy cup with their name on it.

Other Information:

All sunscreen should be applied prior to drop-off or labeled and put in your toddler's items.
No toys may be brought from home.
All sheets, bibs and center blankets are washed weekly in fragrance-free detergent.
Child should be weaned from pacifier by this time, but if not it will only be given at naptime and parents are asked to help in the weaning process.
No pillows allowed.

FOURS

2 complete changes of clothes (each item labeled).
A thin blanket (approximately size of beach towel).
Closed-toe shoes.
Place shorts under any dresses worn.

Other Information:

All sunscreen should be applied prior to drop-off or label sunscreen to be left.
No toys may be brought from home.
All sheets and center blankets are washed weekly in fragrance-free detergent.
No pacifiers allowed.
No pillows allowed.

NOTES FROM PARENTS FOR TEACHER OR DAYCARE ADMINISTRATOR: