

# Infant/Toddler/Preschool Packets

## INTAKE POLICY

Child Name \_\_\_\_\_

Parent Name \_\_\_\_\_

A meeting with the Center Liaison will be conducted prior to any child's admission to the Girls Club. At that time, the following policies and procedures will be reviewed and provided to the parent(s). The parent(s) is asked to read the following policies thoroughly and to call with any questions.

The Girls Club also provides the opportunity for the parents/guardians to visit the classrooms at the time of the meeting or prior to enrollment of the child. When it is necessary, the classroom coordinator will meet with parent(s) to complete additional emergency and informational materials prior to the child's start date.

### Paperwork to be returned:

- Intake policy
- Face Sheet
- Medical Information Form
- Individual Health Care Plan (if needed)
- Allergy Plan (if needed)
- Asthma Plan (if needed)
- Seizure Plan (if needed)
- Authorization & Consent (Child Release)
- Transportation Plan and Authorization
- Developmental History
- Medical Record Form
- General Policies
- 2.9 Policy or Infant Eligibility
- Late Pick-Up Policy
- Health Care Policy
- FPU Transportation Policy
- FPU Transportation Consent
- Transportation Behavior Plan (FPU only)
- Food Eligibility Form
- Food Enrollment Form
  
- (Infant Only) Daily Routine
- ASQ

### Policies for parent to keep:

- Statement of purpose/mission
- Referral policy
- Behavior plan
- Suspension/termination policy
- Grievance Policy
- Organizational Chart
- Health care policy
- Parental Rights
- Snow policy
- Holiday closures
- Classroom schedule
- Fee agreement (Private, Basic, Voucher, CPC)
- Infant Sleep Safety
- Curriculum Framework
- Assessment of Children

I understand the above policies as they have been explained to me. The policies have been given to me for future reference.

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_