

Infant/Toddler/Preschool Intake Policy

Child Name _____

Parent Name _____

A meeting with the Site Director or Director of Childcare Services will be conducted prior to any child's admission to the Girls Club or Valley Play School. 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 and Valley Play School also provides the opportunity for the parent(s)/guardian(s) to visit the classrooms at the time of the meeting or prior to enrollment of the child. When it is necessary, the Site Director will meet with parent(s) to complete additional emergency and informational materials prior to the child's start date.

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
- Infant Sleep Safety
- Curriculum Framework/Assessment of Children

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 Auth.
- 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
- Daily Routine (Infant Only)
- ASQ
- Fee agreement (Private, Basic, Voucher)
- Food Enrollment Form
- Food Eligibility Form

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: _____