

School Age 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. 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 Site Director will meet with parent(s) to complete additional emergency and informational materials prior to the child's start date.

Paperwork to be returned:

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Intake policy |
| <input type="checkbox"/> | <input type="checkbox"/> | Face Sheet |
| <input type="checkbox"/> | <input type="checkbox"/> | Medical Information Form |
| <input type="checkbox"/> | <input type="checkbox"/> | Individual Health Care Plan (if needed) |
| <input type="checkbox"/> | <input type="checkbox"/> | Allergy Plan (if needed) |
| <input type="checkbox"/> | <input type="checkbox"/> | Asthma Plan (if needed) |
| <input type="checkbox"/> | <input type="checkbox"/> | Seizure Action Plan (if needed) |
| <input type="checkbox"/> | <input type="checkbox"/> | Authorization & Consent (Child Release) |
| <input type="checkbox"/> | <input type="checkbox"/> | Transportation Plan and Auth. |
| <input type="checkbox"/> | <input type="checkbox"/> | Off site Activity Consent |
| <input type="checkbox"/> | <input type="checkbox"/> | General Policies |
| <input type="checkbox"/> | <input type="checkbox"/> | Late Pick-Up Policy |
| <input type="checkbox"/> | <input type="checkbox"/> | Health Care Policy |
| <input type="checkbox"/> | <input type="checkbox"/> | FPU Transportation Consent |
| <input type="checkbox"/> | <input type="checkbox"/> | FPU Transportation Policy |
| <input type="checkbox"/> | <input type="checkbox"/> | Independence Plan (7 and up) |
| <input type="checkbox"/> | <input type="checkbox"/> | Food Eligibility Form |
| <input type="checkbox"/> | <input type="checkbox"/> | Food Enrollment Form |
| <input type="checkbox"/> | <input type="checkbox"/> | Fee agreement (Private, Basic, Voucher) |

Policies for parent to keep:

- | | |
|--------------------------|-------------------------------|
| <input type="checkbox"/> | Statement of purpose/mission |
| <input type="checkbox"/> | Referral policy |
| <input type="checkbox"/> | Child Guidance policy |
| <input type="checkbox"/> | Suspension/termination policy |
| <input type="checkbox"/> | Grievance Policy |
| <input type="checkbox"/> | Organizational Chart |
| <input type="checkbox"/> | Health care policy |
| <input type="checkbox"/> | Parental Rights |
| <input type="checkbox"/> | Snow policy |
| <input type="checkbox"/> | Holiday closures |
| <input type="checkbox"/> | Classroom schedule |

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 _____