

# *Chattahoochee County Childhood Development Center*

*140 Merrell St.  
Cusseta, GA. 31805  
706-989-1640 phone  
706-989-3103 fax*

## **General Information**

### **Please Keep For Your Records**

**Center hours:** The hours of operation are 6:30 am to 5:00 pm Monday through Friday. The daycare follows the Chattahoochee County School calendar regarding closings. All children must be picked up by the close of business each day or late fees will be added to the account. There will be a charge of \$1.00 for every minute past 5:10 pm per child. **If your child is not picked up by 6:00 pm and you cannot be contacted, the sheriff's office will be notified.**

**Closings:** In case of bad weather, please watch the local television stations for the closings of the Center. In case of emergency that causes the Center to close early, we will contact parents or guardians to pick up the children. For this reason, it is very important that you have a current and complete Emergency Contact on file in the office. Our calendar is posted on the bulletin board by the office for scheduled closings and holidays.

**Needed Documents for enrollment:**

1. Birth Certificate
2. Social Security Card
3. Current Georgia Immunization Record

**Liability:** For the acts of the child while under the care of the daycare is the parent's/ custodial parent responsibility.

Acts of the child resulting in accident or illness during the time the child is under the care of the Childhood Development Center, which are not due to negligence of the day care itself, the daycare will not be liable.

The daycare is exempt from licensure under Rule 591-1-1.46(1)(a) Exemption Requirements and Rule 591-1-1-.46(1)(b) Exemption Categories. All rules and forms are available at [www.decal.ga.gov](http://www.decal.ga.gov).

**Registration:** A one-time registration fee of \$65.00 is due at the time of enrollment.

**Due Dates:** Weekly fees must be paid in advance for the week of service by auto-pay. District employees will pay in advance by payroll deduction. Failure to do so will result in termination of services. All withdrawals must be made in writing.

**Nutrition:** Meals that are provided to children include, breakfast, lunch and an afternoon snack. The cost of the meals is included with the daycare fee except when school is not in session. **The cost is \$3.00 per day when school is not in session, such as teacher work days and holidays.** Menus typically follow the school's posted meals. If you have any problems with the menu choice, it is the responsibility of the parent/ custodial parent to provide substitute foods for their child.



**Personal Belongings:** Please do not allow your child to bring any toys or valuable items to daycare unless approved by the teacher. When such items are approved please be sure to clearly label them with the child's name. Please also be aware that any damage that occurs to these items or if they are lost, it will not be the responsibility of the daycare to replace/repair these items. **No necklaces** of any kind are allowed in the daycare. They are considered to be a choking hazard.

**Clothing:** All clothing items sent with child must be clearly labeled with child's information (child and teacher's name) All children must have an extra set of clothing with them each day. Accidents are going to happen so fresh set of clothing is essential!  
**If the child is in diapers or pull ups it is the parent's/ custodial parent responsibility to provide these items.**

**Discipline:** All students must follow discipline policies set forth by the Center Director. Children are expected to act in an appropriate manner and must follow the instructions given by their teachers. If the child does not follow the rules, the following actions will be taken: First offense-parents will be notified. Second offense- parents/ custodial parent will be asked to come pick up the child for the remainder of the day. Third offense- the child will be sent home and not be allowed to return until a conference has been held with the center director. Regarding biting and aggressive behavior, see attached policy.

**Health:** The daycare will contact parent/guardian of any child who becomes ill and arrange to have the child picked up immediately. The child must be symptom free (no fever, vomiting and /or diarrhea) for 24 hours before he/she will be permitted to return to daycare. If your child appears too sick to participate comfortably, please keep your child at home. The center has a no-nit policy. Children who have indication of lice to include nits will not be allowed to stay and must be picked up immediately. **No child will be permitted to return until cleared by the nurse or health department.**

**Children with disabilities:** The Chattahoochee Childhood Development Center does not discriminate against anyone based on race, sex, religion, national origin, age or disability. The following will be insured upon the enrollment of a child with a disability: all facilities are handicap accessible, all workers are trained and briefed on the special needs of said child and any special instructions will be provided to the direct care giver. This training will include any information from child's IEP and parent regarding the limitations and specific needs of the child. Any dietary needs or special equipment the child may need (i.e. crunches, wheelchairs, walkers, prone standers, etc.) will be the sole responsibility of the parent/ custodial parent to provide. We ask that we be given a 48 hr notice to ensure accommodations have been made.

**Signing in and out:** All children must be signed in and out daily. Sheets are provided in the classrooms for this. The person that is signing the child in or out must sign their name and correct time (**mom or dad, aunt or any other general term of relation is not an acceptable signature**) Children will not be released to anyone who is not authorized on the registration packet. **No child will be released to anyone under the age of 18. NO EXCEPTIONS!**



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## Enrollment Agreement

Child's name: \_\_\_\_\_ Birth date: \_\_\_\_\_

Parent's name: \_\_\_\_\_

Telephone Number: (home) \_\_\_\_\_ (cell) \_\_\_\_\_

Email: \_\_\_\_\_

The following conditions are involved in the care of the above named child and are understood and agreed upon between the school and above named parent(s)/ custodial parent.

1. The daycare will exercise reasonable care and judgment in all matters related to the welfare and safety of the child.
2. In case of an accident, illness or emergency with the child, the staff will take all reasonable matters that are in the best judgment and interest for the child. Parents/ custodial parent will be notified as soon as possible. If parents cannot be reached or there is insufficient time to notify the parents/ custodial parent in advance due to the nature of the critical illness or injury, the daycare will call 911 for the emergency unit to transport the child to the nearest medical hospital. With signature of this agreement the parent/ custodial parent is authorizing staff to seek any treatment deemed necessary. Parent/ custodial parent will also be held responsible for any expenses incurred for the child's treatment.
3. Liability for the acts of the child while under the care of the daycare is the parent's/ custodial parent responsibility.
4. Acts of the child resulting in accident or illness during the time the child is under the care of the Childhood Development Center, which are not due to negligence of the daycare itself, the daycare will not be liable.
5. **The daycare is exempt from licensure under Rule 591-1-1.46(1)(a) Exemption Requirements and Rule 591-1-1-.46(1)(b) Exemption Categories. All rules and forms are available at [www.decal.ga.gov](http://www.decal.ga.gov).**
6. The parent/ custodial parent agrees to pay a one-time registration fee of \$65.00 at enrollment.
7. Daycare fees are as follows:
 

<b>Infants 6 weeks – 12months</b>	<b>\$155.00 per week</b>
<b>Toddlers - 13 months and older</b>	<b>\$120.00 per week</b>
<b>Before/after care</b>	<b>\$70.00 per week</b>
<b>Drop in</b>	<b>\$30.00 per day</b>
<b>Hourly Rate (less than 3 hours)</b>	<b>\$10.00 per hour</b>

**A multiple child discount of 10% discount will be applied to households with 2 or more children enrolled in the daycare.**

8. The parent/ custodial parent will notify the Daycare if child will be absent for more than 5 consecutive days.



9. The parent/ custodial parent will contact the Daycare director regarding any problems that occur that will affect payments or fees.
- 10. The registration fee and the first tuition payment is due when registration is complete. The following payments will be made by Auto Pay through your personal bank. The payments can be made weekly, bi-weekly or monthly and will continue through the end of the daycare/school year or your child is withdrawn in writing. All fees are due prior to services being rendered.**
11. The daycare follows the Chattahoochee County School calendar regarding closings.
12. It is responsibility of the parent/ custodial parent to keep the daycare informed of any changes in the enrollment information (i.e. phone numbers, change of address or change in jobs), emergencies contact changes, authorized pick up persons or any change in health information related to the child.
13. The daycare will contact parent/guardian of any child who becomes ill and arrange to have the child picked up immediately. The child must be symptom free (no fever, vomiting and/or diarrhea for 24 hours before he/she will be permitted to return to daycare.
14. The daycare has a no-nit policy. Children who have indication of lice to include nits will not be allowed to stay in daycare and must be picked up immediately. No child will be permitted to return until he/she is cleared by the nurse or health department.
15. In case of bad weather, please watch the local television stations for the closings of the Center. In case of an emergency that causes the Center to close early, we will contact parents or guardians to pick up the children. For this reason, it is very important that you have a current and complete Emergency Contact on file in the office.
16. Any questions or concerns about the daycare facility should be directed to: Kenyada Heard ([kowens@chattco.org](mailto:kowens@chattco.org)) (706-989-3648). Any questions about billing should be directed to: Dianne Miller ([dmiller@chattco.org](mailto:dmiller@chattco.org)) (706-989-3678).
17. The following documents are needed for enrollment:
  - A: Birth Certificate**
  - B: Social Security Card**
  - C: Current Georgia Immunization Record**

**Children with disabilities:** The Chattahoochee Childhood Development Center does not discriminate against anyone based on race, sex, religion, national origin, age or disability. The following will be insured upon the enrollment of a child with a disability: all facilities are handicap accessible, all workers are trained and briefed on the special needs of said child and any special instructions will be provided to the direct care giver. This training will include any information from child's IEP and parent regarding the limitations and specific needs of the child. Any dietary need or special equipment the child may need (i.e. crunches, wheelchairs, walkers, prone standers, etc.) will be the sole responsibility of the parent/ custodial parent to provide. We ask that we be given a 48 hr notice to ensure accommodations have been made.

**By signing this agreement the parent is agreeing that any and all information is correct to the best of their knowledge. They have custodial rights and a legal power of attorney so that they are entitled to full and legal custody in accordance with law of said child. The parent/custodial parent agrees to follow all policies and procedures set forth by the Chattahoochee County Childhood Development Center**

**Parent's Signature/ custodial parent: \_\_\_\_\_ Date: \_\_\_\_\_**

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**Child Specific Information**

Enrollment Date: \_\_\_\_\_ Withdrawal Date: \_\_\_\_\_ Child's S.S.N. \_\_\_\_\_

Child's Name: \_\_\_\_\_ Sex: \_\_\_ Age: \_\_\_ DOB: \_\_\_\_\_

Child's Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Child's living arrangements: ( ) Mom ( ) Dad ( ) Both Parents ( ) Other (specify)

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Mother's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address (if different from child's): \_\_\_\_\_

S.S.N. \_\_\_\_\_

Place of Employment/address/phone: \_\_\_\_\_

Father's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address (if different from child's): \_\_\_\_\_

S.S.N. \_\_\_\_\_

Place of Employment/address/phone: \_\_\_\_\_

**The child may be released to the following:**

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

**In case of an emergency the following people may be contacted when parents can not be reached:**

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Name of previous school attended: \_\_\_\_\_



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**General Health History**

Child's Name: \_\_\_\_\_ DOB: \_\_\_\_\_

**Asthma: ( ) Yes ( ) No (If yes complete the following)**

Name of asthma medication: \_\_\_\_\_ Dosage: \_\_\_\_\_

Does child require an emergency inhaler? ( ) Yes ( ) No

Will child need inhaler while at daycare? ( ) Yes ( ) No

Will daily breathing treatments be required while attending day care? ( ) Yes ( ) No

\*Please list anything that may trigger asthma symptoms: \_\_\_\_\_  
\_\_\_\_\_

**Allergies: ( ) Yes ( ) No (If yes complete the following)**

Bee stings: ( ) Yes ( ) No

Milk or certain foods: ( ) Yes ( ) No (If yes specify) \_\_\_\_\_

Any other possible known allergies: \_\_\_\_\_

\*Please explain the type of reaction that occurs if exposed to said allergens: \_\_\_\_\_  
\_\_\_\_\_

**Does child have any of the following:**

Seizures: ( ) Yes ( ) No (If yes specify) \_\_\_\_\_

Fainting Spells: ( ) Yes ( ) No (If yes specify) \_\_\_\_\_

Diabetes: ( ) Yes ( ) No (If yes specify) \_\_\_\_\_

Heart problems: ( ) Yes ( ) No (If yes specify) \_\_\_\_\_

Kidney Problems: ( ) Yes ( ) No (If yes specify) \_\_\_\_\_

Physical Impairments: ( ) Yes ( ) No (If yes specify) \_\_\_\_\_

Other : \_\_\_\_\_  
\_\_\_\_\_

In case of a serious illness/injury the Chattahoochee Count Childhood Development Center will render first aid as prescribed by the BOE regulations while contacting the parent. If neither the parent nor the designee can be reached and the situation is critical the day care will call 911 for the emergency unit to transport the child to the nearest medical hospital. Fees and any related medical services will be the sole responsibility of the parent/ custodial parent.

Parent/ Custodial parent signature: \_\_\_\_\_ Date: \_\_\_\_\_