

# School Age Parent Policy Agreement Form

# Early Beginnings CDC

Welcome to our School Age Program for Before and After School, Back-Up Care and Summer Camps! This Policy Agreement Form shapes our operational relationship with you while your child is in our care. Every fruitful relationship needs clear guidelines and expectations so, because we value our relationship with your family, we have set out these policies and this information for you to read before you start.

Early Beginnings is an independent non-profit Christian organization and offers this program and others like it to meet the needs of families, bring each other closer together, and closer to God.

Please read through each section and place your electronic initials after each one.

Print or save this form to use as your "handbook" for our program.

Along with the Registration Form and your Registration Fee (or deposit), this form completes your enrollment process.

\* Indicates required question

1. Email \*

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2. Student/s Name (First and Last) \*

For Multiple children, list them all here on separate lines, youngest to oldest. You only need ONE form for multiple children as long as you list them all here.

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### Acknowledgement of Receipt

I have been advised that the Early Beginnings Summer Camp/School Age Program is a non-licensed program (Because it is on a separate campus than our 5-Star licensed preschool campus). Early Beginnings is a Christian program and the hours of Operation are from 6:30am to 6:00 pm Monday through Friday. Children will not be accepted until after 6:30 am. Children picked up after 6:00 pm will be assessed a dollar for each minute they require additional care which will be charged to the parent's tuition account. Continual late pick-up or early drop-off attempts can lead to dis-enrollment.

3. Name of Guardian completing this Agreement Form (First and last, then your initials) ex: Jim Smith, JS \*

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4. Electronic Signature (e-Signature): You consent and agree that your use of any device to select an item, type your name or initials constitutes your signature, acceptance and agreement as if actually signed by you in writing. \*

Guardian E-signature (First and Last Name)

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### Policies and Procedures

The following is information that will help you navigate the ins and outs of every-day in the School Age program.

Type your initials after each section.

5. Arrival and Departure Procedures \*

\*\* SEE UPDATED PROCEDURAL FLYER or NOTICE for special COVID-19 OPERATIONS that SUPERSEDE these standard practices.---

\* Parents are expected to have their children dropped off and signed in to Before-School no later than 7:10am for 6th-8th grades and 7:50 for K-5th grades so as not to disrupt the daily schedule and allow a safe transition to school. This policy may be waived if you have a doctor's appointment. Please notify us in advance so we can try to accommodate.

\* Field trips cannot be postponed for late arrivals, regardless of the reason. When possible your child will be placed in an alternate classroom until their group returns from the field trip or may not be admitted.

\* All students must be picked up by the stated time of closing for the program. After closing time families will receive a per minute fee due as tuition until the time they are picked up. Multiple events may cause disenrollment.

\*\* \* I agree to accompany my child into their classroom in the morning and pick them up and accompany them back in the building in the afternoon, signing in and out. I understand if I pick my child up they are now in my care and I will not allow my child to enter or wander the building alone unsupervised. I understand that my child may not be released to anyone under the age of 18.

\* Always follow the directional arrows in the JDS parking lot and do not speed. Never park in a way that blocks traffic. Pedestrians always have the right of way. There are no temporary drop-off parking spots on the JDS Campus. For safety and security, vehicles may not be left on the MID campus during the day or after hours of operation without the driver present. (Initial)

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6. Use of Electronics Policy \*

\* Early Beginnings does not permit use of personal electronics outside of the specified times in the group schedule. This includes but is not limited to personal music devices, iPods, iPads, tablets, video games, DVD, any type of head set, and cell phones. When brought to camp or school these items must remain in the student's cubby/locker or bag until given permission to use them.

\* Early Beginnings is not responsible for damage or theft of electronic devices in any way. EB/MID does provide time in the day when students can use such devices if they have them in a supervised setting. Students may not use items on their devices with realistic violence, profanity, or sexual or drug/alcohol related items. Staff may confiscate the device if needed to be returned to the student or to the parent as determined by the employee. Failure to abide by the times and uses of personal devices will result in the loss of privilege of bringing them. This policy applies to devices owned by EBCDC, JDS, and other individuals as well.

\* Parents must agree to the "Bring Your On Device" policy found later in this form in order to bring personal electronics on campus or to camp. (Initial)

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7. Appropriate Foot Wear for Camp/Care \*

Students are not permitted to wear crocks, flip flops, or backless heel shoes. Tennis shoes are highly recommended. Children should wear foot wear that they can be active in; either heel-strapped sandals or tennis shoes. Flip flops and water shoes can only be worn at the pool/spray ground. When children return to campus they must have an appropriate heel-strapped sandal or tennis shoe for camp. Children sent to camp in inappropriate foot wear will be held from activities until the parent returns with appropriate foot wear. Please help in the safety of your children and support our staff when they enforce this policy. (Initial)

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8. Appropriate Dress for Camp/Care \*

\* Students should wear clothing they can comfortably be active in and that is modest in appearance. Shorts and skirts are to be fingertip length. If girls wear skirts, please wear shorts under the skirts so they can participate in all activities. Clothing should not send a negative message and it is to the discretion of the staff to determine inappropriate verbiage or images on clothing. Children sent to camp in inappropriate clothing will be held from activities until the parent returns with appropriate attire. If the student is delayed from a fieldtrip the parent may take them to meet the trip on site, or if staff is available or a group close in age is on campus they may remain with them until their group returns.

I agree to support the staff of Early Beginning in the event my child's clothing is not appropriate.

\* For summer camp, please have a change of clothing in your child's cubby/locker in the event they need a change of clothing. (initial)

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9. Tuition Policy \*

I acknowledge and agree to adhere to Early Beginnings Tuition Policy.

I understand that tuition is paid in advance of care provided. Payment is due by the close of business on Friday for care in the following week. (i.e. Payment for next week is due by the close of business on Friday of this week.) Any bulk payments must be for care in the future, not in the past. (i.e. You can pay for the month ahead at the beginning of the that month, but you cannot pay at the end of the month for the month you have just completed.)

- Tuition is due by the end of the business day on Friday, for care in the following week.
- Tuition may be paid by the close of Monday with no additional charges as a grace day.
- At the close of business on Monday, a \$25 late fee is applied to any unpaid tuition, per week its late.
- If tuition and fees are not paid by the close of Tuesday, the student cannot attend on Wednesday or after until paid.

**School year specifics:**

Parents must provide at least a two-weeks written notice to dis-enroll from the school-age program or change my chosen plan, or to cancel a scheduled back-up care day/week. I understand that I am still liable for my tuition if I do not give a two-week's notice for a minimum of two weeks or however many additional weeks I have missed. Enrolled tuition is not waived due to absences. (No tuition is charged for school breaks unless you sign up for back up care. In order to attend. You must register for back-up care in advance of the given days.) Tuition costs are based on my chosen school-year program plan regardless of whether I attend all my days, mornings, or afternoons, or not. If you are late more than three times during the school year, you will have to enroll in auto draft to continue in the program.

**Summer Camp specifics:**

Parents must provide at least two week's written notice to cancel or change a scheduled week or my program. If tuition is not paid for a scheduled week, and the child does not attend, I am still liable for the unpaid scheduled week. Pre-scheduled Student tuition is not waived for absences, suspensions, or policy violations. Tuition costs are based on my chosen summer program plan regardless of whether I attend all my days or not. Unpaid balances will prohibit future enrollment in summer camp weeks and Before/After School programs.

I understand that I must provide a two-week notice to dis-enroll completely and that I am responsible for tuition during the duration of the notice for pre-scheduled weeks. All Students must abide by the stated tuition policies. A temporary leave does not qualify as a two week notice to dis-enroll permanently. If you are late more than three times during during the summer, you will have to enroll in auto draft to continue in the program. (initial)

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10. Health and Wellness Policy \*

\*\* SEE UPDATED PROCEDURAL FLYER/NOTICE for special COVID-19 OPERATIONS that SUPERSEDE these standard practices.---

If my child has a temperature of 101 degrees or higher, or any symptom of a contagious disease or infection, I will pick up my child within one hour of notification. In most cases your child should remain away at least 24 hours after the last occurrence of an illness (fever/vomiting/diarrhea/rash). Re-admittance will be at the discretion of an administrator and may require a doctor's note for certain illnesses.

\*\* Covid-19 update: Special measures are taken to keep a sanitary and safe environment during the Corona outbreak. Students may have their temperature taken at any time at the discretion of EB Staff. Students displaying any possible symptoms of a contagious disease may be required to be picked up and not return without an okay from a doctor if needed, based on the discretion of the EB staff. (initial)

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11. Emergency Medical Authorization \*

I agree that Early Beginnings staff may authorize a physician of their choice to provide emergency medical treatment in the event that neither I nor the emergency contact persons or our physician can be reached immediately. I understand that medical personnel or the Center is not able to administer any drug or medication without specific instructions from a physician. I understand that in the event of an emergency, accident, or illness, all medical expenses incurred are my responsibility. I release Early Beginnings and all of its employees, officers, administrators, staff, and agents from liability incurred as a result of any act they may perform on behalf of my child during an emergency. I commit to completing the Emergency Medical and Alternate Pickup Form promptly, and update it when needed.

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12. Field Trips and Special Activities \*

I give my permission for my child to participate in field trips and special activities off campus. I understand that I will be notified in advance of any instances in which my child will be taken off campus, including the date, destination, and method of transportation (usually EB/MID vehicles) of such trip in the form of a monthly calendar or email. I understand that if my child is not able to attend a field trip due to my decision or to disciplinary actions due to behavior that would not permit EB to safely allow the child to participate I will assume responsibility for my child's care on that day unless Early Beginnings is able to make arrangements placing them in a group on campus. \* E-signature agreeing to the EB Trip Waiver Form later in this document is required in order to participate in any off campus activities. (see below)

\* I understand and agree to the Bus rules below and realize that, for safety, violation of them may constitute my child losing the ability to ride, in which case I will be responsible for transportation to off campus activities or care for my child while they go on.

- Remain seated while the bus is in motion.
  - Do not throw items inside or outside the bus.
  - Be respectful to all other students and staff members.
  - Do not bully, tease, or cause physical or emotional harm to another student or staff member.
  - Keep all objects and body parts inside the bus at all times.
  - Speak using a moderate tone.
  - Do not use inappropriate language or gestures.
  - Do not distract the driver.
  - Do not bring/use items that are not permitted.
  - No eating, drinking or removing food and drink items from backpacks. (initial)
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13. Medications \*

Early Beginnings CDC will not administer any over the counter medications. This does not include epi-pens, life threatening allergy medications, or inhalers. A Permission To Administer Medications Form must be completed on any prescription medications that will be on campus. You may request one from the School Age Office. (Initial)

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14. Discipline Policy \*

Early Beginnings CDC is a Christ centered facility and we do not allow profanity, bullying, violence, inappropriate actions or words, disrespect for other campers or adults, disregard for property, or weapons of any sort. Early Beginnings Staff use the following techniques (and others) for discipline:

1. Redirection, where staff may redirect the child by suggesting a more appropriate behavior
2. Logical consequences
3. Teaching problem solving where staff are used as a facilitator if needed
4. Letting children work through or talk through a situation
5. Sensitizing their needs or feelings toward others
6. Using age appropriate Time Out if other techniques fail
7. Losing privileges, having reflective time and assignments, suspension, loss of field trips, calling parents, disenrollment, and other discipline practices stated in the EB Family Handbook.

\* I understand that I will be consulted for advice and/or suggestions of other possible disciplinary actions for my child if necessary.

\* If a parent is unwilling to work with staff of Early Beginnings to correct behavior and/or the behavior continues it can result in termination from the program. A Student that causes intentional harm to another camper or teacher or carries a weapon of any sort onto the property will be immediately dismissed and not allowed to return. (initial)

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15. Photo Authorization \*

I give permission for my child to be photographed or videotaped while attending Early Beginnings. I understand that photos are used for the purposes of Early Beginnings and/or Jackson Day School such as, but not limited to, bulletin boards, flyers, participation documentation, crafts, Facebook and our websites. ([www.earlybeginningcdc.com](http://www.earlybeginningcdc.com)) ([www.jacksonday.org](http://www.jacksonday.org)) Photos and videos are for program use and those authorized persons only. I understand that on rare occasions my child may be on the news in a background situation and if my child is individually interviewed special permission will be asked for prior to airing. (initial)

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16. Child Abuse and Neglect \*

I understand that as a child care provider, Early Beginnings CDC is mandated by state law to report any cases where there is reasonable cause to believe that a child has been neglected, exploited, deprived, sexually assaulted, sexually exploited, physically injured or suffered death by other than accidental means by a parent, guardian, or caretaker, to the proper authorities. Early Beginnings will cooperate fully with the authorities in the investigation of all such cases. To avoid any misunderstandings, I will keep the Administrators of Early Beginnings aware of any unusual bruises, marks or injuries occurring at home and bring any of these with unknown causes to them first. (initial)

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17. Confidentiality Statement \*

I understand that information pertaining to my child and our family is considered confidential and will not be released by Early Beginnings CDC or MID to third parties without first obtaining my written permission. However, I understand that it may be necessary to share relevant information relating to my child, his/her medical status and/or his/her behavioral characteristics with authorized members of the State, other childcare licensing agencies, or with a special needs consultant. I also understand that confidential matters of other children or staff will not be discussed with me. (initial)

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18. Change of Status \*

I agree to notify Early Beginning CDC immediately of any changes that occur in the information provided in my Registration Packet including work and home addresses, phone numbers, physicians name, living arrangements, custodial rights, health information, emergency contacts, etc. (initial)

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Field Trip/Activity Waiver Form

19. Please complete this waiver in order for your Student to be eligible for trips and activities. This waiver applies to the Student/s listed at the beginning of this form. \*

In order to participate in the stated field trips and off-campus activities of the Early Beginnings summer camp and after school program, the undersigned hereby releases Early Beginnings/Mountain Island Day/Jackson Day, its respective directors, officers and employees of and from any and all claims whatsoever arising or which may arise by reason of the Child's participation in the field trips including any claims due to personal injuries or illness excepting any such claim resulting from and/or arising out of the gross negligence of Early Beginnings/Mountain Island Day/Jackson Day, its respective directors, officers or employees. Should the Child suffer injury or illness while on the field trips, the undersigned hereby authorizes any representative of Mountain Island Day/Early Beginnings/Jackson Day and, in particular, any teacher/staff accompanying the Child to authorize such medical attention for the Child as may be deemed appropriate by said representative of Early Beginnings/Mountain Island Day/Jackson Day in the circumstances. The undersigned agrees to bear the costs of all medical care and procedures required by the Child. The undersigned also agrees to maintain appropriate medical insurance coverage for the Child while on the field trips. The undersigned hereby releases Early Beginnings/Mountain Island Day/Jackson Day, its respective directors, officers and employees from any claim arising out of any medical treatment the Child may require. The undersigned acknowledges that should the Child fail to keep and obey all rules and regulations prescribed by Early Beginnings/Mountain Island Day/Jackson Day, its respective directors, officers and employees, while participating in the field trips, Early Beginnings/Mountain Island Day/Jackson Day may, in its sole and absolute discretion, terminate the Child's participation in the field trips without refund for the cost of the field trips or the related programs. In the case of a day trip, it is unlikely that the Child would be returned to campus. Were this to occur, the Child would return in the company of a member of the faculty. Otherwise they would be required to be picked up at the trip location by a legal guardian as promptly as travel allows. In the case of an overnight trip, the undersigned will be contacted in advance by an administrator to make the necessary arrangements to ensure that the Child is properly supervised on the return trip home. Any additional costs incurred by reason of the termination of the Child's participation in the field trip and/or as a result of the Child being sent home will be the responsibility of the undersigned.

\* I have carefully read this Waiver and Permission Agreement and understand the terms and conditions of it and agree to be bound thereby. The Child has the undersigned's permission to participate in the field trips and related programs.  
(E-Signature of Guardian's First and Last Name)

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Bring Your Own Device Form (BYOD)

20. Please complete this form in order for your Student to bring personal electronics on campus. \*

EBDCDC takes seriously its mission of providing a safe, healthy environment for kids in our care. As part of our technology policy, students who are interested in bringing personal electronic devices to EB/JDS are required to follow the guidelines set forth by their teachers, staff and administrators. These guidelines begin with having the required permission to bring/use personal electronic devices to the program, accomplished by signing this BYOD form. Your signature on this form indicates you have read and agree to the following guidelines pertaining to using personal electronic devices at school and the Technology Policy as defined in the section below.

1. I have read and agreed to abide by the abbreviated Technology policies on the reverse of this form.
2. I/my child will not share my personal electronic device/s with any other student(s) to use independently as I/my child am/is solely responsible for the use and care of the device.
3. I/my child will only use my/their personal electronic device in the setting and context in which the teacher/staff has granted permission.
4. I am fully aware that EB/JDS will not be held responsible for any damage, loss, or theft of my electronic device and release them of any such liability. I bring/send my personal electronic device to school at my own risk.

5. Use of technology devices for any purpose other than the designated EB specified activity or time will result in an immediate consequence including loss of privilege, collection of the device, or inability to bring it again.  
(E-signature of Guardian's First and Last name)

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21. Technology Use Policy \*

Early Beginnings has the responsibility to maintain an orderly and positive learning, social and recreational environment. Electronics are great, but can be a disruption to the group, used inappropriately or used too often.

\* Please adhere to the following guidelines:

- Electronics brought onto campus must be stored out of sight and turned off and only used during times permitted by the group leader. -
- All phone calls, incoming or outgoing, should be made through the front office.
- Electronics will be confiscated if being used when told not to, or used inappropriately. Parents will be able to pick the devices up from the front office. If misuse continues the camper may not be allowed to bring electronics again and/or they may have other disciplinary consequences as listed in the Discipline Policy..

\*Students/Campers are not permitted to pick up confiscated electronics.

\*The school/program is not responsible for the loss or damage of electronics on students or in confiscation.

\* Internet Policy

Early Beginnings and Mountain Island Day students for school, after school and summer camp are responsible for good behavior on the internet. If MID/JDS/EB becomes aware of a student who uses the internet or any other communication system (on or off campus) in an immoral or inappropriate manner the student may be subject to consequences while in care or dis-enrollment. Examples of inappropriate use is offensive language, making threats, posting or viewing sexually suggestive material, posting or viewing offensive photos/videos, harassing, slandering, etc.... To protect students while at school and home, and to meet the Children's Internet Protection Act (CIPA) requirements, access to the Internet is filtered through a commercial filtering system. A student's right of possession and use is limited to and conditioned upon full and complete compliance with the School/Program Policy. General Terms and Conditions of Use Early Beginnings/Mountain Island Day/Jackson Day may provide enrolled students who request it access to the Internet for supervised recreational and/or instructional purposes. There are limitations imposed on student use of technology and Internet resources (their own or the schools), which are included herein.

1. Transmission of any material in violation of Federal, State, or local law, ordinance, School Board policy, regulation or the Code of Conduct is prohibited. This includes, but is not limited to, the following: copyrighted material, cyber bullying, inappropriate use of blogs and/or wiki pages, threatening, violent, obscene, or pornographic communication and/or material, material protected by trade secret, and uploaded or created computer viruses, or Commercial activity, which includes but is not limited to, the following: any activity that requires an exchange of money and/or credit card numbers; any activity that requires entry into an area of service for which the school will be charged a fee; any purchase or sale of any kind; and any use for product advertisement or political lobbying.
2. Students are also expected to use appropriate behavior when using social media (Facebook, Twitter, Instagram, Snap Chat, You Tube, etc.) Students/Campers are not permitted to use social media to: Post inappropriate, hurtful or threatening messages about another student, faculty member, or administrator; Post explicit photographs or videos of themselves or another student; Misrepresent, criticize, or belittle the school or its employees in any way.
3. Students/Campers are prohibited from accessing or attempting to access instant messages, chat rooms, forums, message boards, or hosting personal web pages while on campus unless authorized by a teacher or administrator for instructional purposes.
4. Students/Campers shall not attempt to locate or make use of files/data that are unacceptable in a school setting. This includes, but is not limited to pornographic, obscene, graphically violent or vulgar images, sounds, music, video, language, or materials, including screensavers, backdrops, and/or pictures, or anything that would be hurtful to other students or staff.
5. Students may not use headphones with personal electronics so that EB may meet their commitment to parents to monitor what students view and listen too while on campus, unless approved by staff. Wireless or wired earbuds may not be worn at anytime.

(E-signature of Guardian's First and Last name)

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**Final Submission**

By submitting this form electronically, I verify the above release and consent guidelines, and policies and procedures have been read, fully understood, and agreed to.

(Type first and last name of responsible party below under electronic signature)

22. Please check box to confirm you have read and understand the Terms, Safety Rules, Release and Consent above, and that you understand that by \* submitting this form electronically, you are accepting terms and giving your consent/permission. \*

*Mark only one oval.*

I accept

23. Electronic Signature (Guardian's First and Last Name) \*

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These policies are put in place for the purpose of providing a safe and exciting quality School Age program for you and your family that enriches the lives of those involved and brings Glory to God. We look forward to the days ahead!

Remember to complete the appropriate Registration Form, Medical Form, and make your deposit in order to complete the registration process and confirm your spot. (Found on the Early Beginnings Website)

**No Affiliations**

Early Beginnings CDC (Early Beginnings Inc, EB, EBCDC) is an independent non-profit Religious company that has no affiliation with, or sponsorship from Mountain Island Day Community Charter School/Jackson Day School or any other entity. As a religious entity, EBCDC is a non-denominational Christian independent organization not affiliated with any other organization.