

Forever Kids Preschool & Daycare, Inc.
LC# 47000120
5073 Rockfish Rd. Raeford, NC
910-848-1808

Hours of Operation: **5:30am to 6:00pm Monday – Friday**

Teaching children from 6 weeks to 5 years

The following must be completed for enrollment:

- ✓ Child Application
- ✓ Emergency Information
- ✓ Medical Exam
- ✓ Current Immunization
- ✓ Discipline Policy
- ✓ Document of Receipt of Policy
- ✓ **Nonrefundable, One-time Enrollment Fee:**
 - \$40.00 per child
 - \$70.00 for 2 children
 - \$80.00 for 3 or more children

Weekly Rates*:

- Infant's and Toddler's ----- \$150.00
- Two's and Three's ----- \$140.00
- Four's and Five's ----- \$130.00
- Part Time Preschool ----- \$95.00
- B/A School Care ----- \$75.00
- School Age Full Week ----- \$125.00 (Holiday/Seasonal breaks and Summer Camp; field trips included)

*Accounts are billed every Monday for the current week of care. An annual registration fee of \$30/child; \$50/family is billed October 1. Acceptable methods of payment include: Cash, personal checks, cashier's checks, direct deposits, money orders and credit/debit cards.

(Forever Kids reserves the right to discontinue services for past due accounts. Add \$20.00 on any tuition not paid by Friday of that week of care.)

Nutritional breakfast, lunch, and snacks will be offered daily. If interested in providing every meal, snack, and beverage for your child, a "Nutrition Opt Out Form" is available upon request. Creative curriculum planning is used to teach and enrich your child's experience here at Forever Kids. Our Teachers have the highest standards of education possessing teaching credentials, CPR and First Aid. Our classrooms offer developmentally appropriate centers and activities. The infant/toddler classrooms follow the SIDS approved practices. Teachers interact with the children which help them grow socially, emotionally, physically, and intellectually. Our preschool children work on the basic fundamentals to help them succeed in Kindergarten.

Date Application Completed _____

Date of Enrollment _____

CHILD'S APPLICATION FOR ENROLLMENT

To be completed, signed, and placed on file in the facility on the first day and updated as changes occur and at least annually

CHILD INFORMATION:

Date of Birth: _____

Full Name: _____
Last First Middle Nickname

Child's Physical

Address: _____

FAMILY INFORMATION:

Child lives with: _____

Father/Guardian's Name _____ Home Phone _____

Address (if different from child's) _____ Zip Code _____

Work Phone _____ Cell Phone _____

Mother/Guardian's Name _____ Home Phone _____

Address (if different from child's) _____ Zip Code _____

Work Phone _____ Cell Phone _____

CONTACTS:

Child will be released only to the parents/guardians listed above. The child can also be released to the following individuals, as authorized by the person who signs this application. In the event of an emergency, if the parents/guardians cannot be reached, the facility has permission to contact the following individuals.

Name	Relationship	Address	Phone Number
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

HEALTH CARE NEEDS:

For any child with health care needs such as allergies, asthma, or other chronic conditions that require specialized health services, a medical action plan shall be attached to the application. The medical action plan must be completed by the child's parent or health care professional. Is there a medical action plan attached? Yes__ No__

List any allergies and the symptoms and type of response required for allergic reactions. _____

List any health care needs or concerns, symptoms of and type of response for these health care needs or concerns _____

List any particular fears or unique behavior characteristics the child has _____

List any types of medication taken for health care needs _____

Share any other information that has a direct bearing on assuring safe medical treatment for your child _____

EMERGENCY MEDICAL CARE INFORMATION:

Name of health care professional _____ Office Phone _____

Hospital preference _____ Phone _____

I, as the parent/guardian, authorize the center to obtain medical attention for my child in an emergency.
Signature of Parent/Guardian _____ Date _____

I, as the operator, do agree to provide transportation to an appropriate medical resource in the event of emergency. In an emergency situation, other children in the facility will be supervised by a responsible adult. I will not administer any drug or any medication without specific instructions from the physician or the child's parent, guardian, or full-time custodian.

Signature of Administrator _____ Date _____

Children's Medical Report

Name of Child _____ Birthdate _____

Name of Parent or Guardian _____

Address of Parent of Guardian _____

A. Medical History (May be completed by parent)

1. Is child allergic to anything? No ___ Yes ___ If yes, what? _____

2. Is child currently under a doctor's care? No ___ Yes ___ If yes, for what reason? _____

3. Is the child on any continuous medication? No ___ Yes ___ If yes, what? _____

4. Any previous hospitalizations or operations? No ___ Yes ___ If yes, when and for what? _____

5. Any history of significant previous diseases or recurrent illness? No ___ Yes ___ ; diabetes No ___ Yes ___ ;
convulsions No ___ Yes ___ ; heart trouble No ___ Yes ___ ; asthma No ___ Yes ___ .
If others, what/when? _____

6. Does the child have any physical disabilities: No ___ Yes ___ If yes, please describe: _____

Any mental disabilities? No ___ Yes ___ If yes, please describe: _____

Signature of Parent or Guardian _____ Date _____

B. Physical Examination: This examination must be completed and signed by a licensed physician, his authorized agent currently approved by the N. C. Board of Medical Examiners (or a comparable board from bordering states), a certified nurse practitioner, or a public health nurse meeting DHHS standards for EPSDT program.

Height _____ % Weight _____ %

Head _____ Eyes _____ Ears _____ Nose _____ Teeth _____ Throat _____

Neck _____ Heart _____ Chest _____ Abd/GU _____ Ext _____

Neurological System _____ Skin _____ Vision _____ Hearing _____

Results of Tuberculin Test, if given: Type _____ date _____ Normal ___ Abnormal ___ followup _____

Developmental Evaluation: delayed _____ age appropriate _____

If delay, note significance and special care needed; _____

Should activities be limited? No ___ Yes ___ If yes, explain: _____

Any other recommendations: _____

Date of Examination _____

Signature of authorized examiner/title _____ Phone # _____

Name of Facility: Forever Kids

Discipline and Behavior Management Policy

Date Adopted 8-21-06

Praise and positive reinforcement are effective methods of the behavior management of children. When children receive positive, non-violent, and understanding interactions from adults and others, they develop good self-concepts, problem solving abilities, and self-discipline. Based on this belief of how children learn and develop values, this facility will practice the following discipline and behavior management policy:

We:

1. DO praise, reward, and encourage the children.
2. DO reason with and set limits for the children.
3. DO model appropriate behavior for the children.
4. DO modify the classroom environment to attempt to prevent problems before they occur.
5. DO listen to the children.
6. DO provide alternatives for inappropriate behavior to the children.
7. DO provide the children with natural and logical consequences of their behaviors.
8. DO treat the children as people and respect their needs, desires, and feelings.
9. DO ignore minor misbehaviors.
10. DO explain things to children on their levels.
11. DO use short supervised periods of time-out sparingly.
12. DO stay consistent in our behavior management program.
13. DO use effective guidance and behavior management techniques that focus on a child's development.

We:

1. DO NOT spank, shake, bite, pinch, push, pull, slap, or otherwise physically punish the children.
2. DO NOT make fun of, yell at, threaten, make sarcastic remarks about, use profanity, or otherwise verbally abuse the children.
3. DO NOT shame or punish the children when bathroom accidents occur.
4. DO NOT deny food or rest as punishment.
5. DO NOT relate discipline to eating, resting, or sleeping.
6. DO NOT leave the children alone, unattended, or without supervision.
7. DO NOT place the children in locked rooms, closets, or boxes as punishment.
8. DO NOT allow discipline of children by children.
9. DO NOT criticize, make fun of, or otherwise belittle children's parents, families, or ethnic groups.

I, the undersigned parent or guardian of _____ (child's full name), do hereby state that I have read and received a copy of the facility's Discipline and Behavior Management Policy and that the facility's director/operator (or other designated staff member) has discussed the facility's Discipline and Behavior Management Policy with me.

Date of Child's Enrollment: _____

Signature of Parent or Guardian _____ Date _____

Distribution: one copy to parent(s) signed copy in child's facility record

Three Warning Policy

1. After a child demonstrates a behavior which is disruptive, destructive or harmful, written documented observations will be done on the child by both the teacher and administration. A behavioral modification plan is developed and a note is sent home to the parent explaining the problem and what we are trying here at the center and what might be done at home to help us and the child.
2. If the behavior continues or shows no improvement over a reasonable length of time, a conference is scheduled with the parent to discuss having a professional health person come in and do evaluations on the child and see what they might suggest. It is also explained to the parent that this is the second warning and if the next step is not successful, it will be recommended to the owner that our child care service be terminated.
3. If the problem still continues, the parent will be contacted about the service termination and will have one week to make other arrangements.

Immediate Termination of Services

Forever Kids Preschool and Daycare reserves the right to terminate child care services of any child who is constantly physically aggressive/ violent towards other children, teachers or administration.

I _____ have read the above Three Warning Policy statement and agree to abide by this regulation.

Signature

Date

Documentation of Receipt of Policies

Parent Handbook and Summary of NC State Childcare Laws and Rules

I have received and read a copy of the Forever Kids Parent Handbook and have received a summary of the NC State Childcare Laws and Rules that govern this facility.

Parent/ Guardian Signature

Date

Date of Enrollment

Permission for Release of Photographs

We sometimes take pictures of the children engaged in fun activities to be displayed in the classroom, with the possibility of being sent to the local newspaper or posted to Forever Kids' website for advertisement purposes. Please sign below allowing Forever Kids to use your child's photograph in this manner. The children's names will not be used at any time.

_____ I will allow Forever Kids to use my child's photograph.

_____ I will **not** allow Forever Kids to use my child's photograph.

Signature

Date

Outside Fenced Area Play

I hereby give my permission to Forever Kids for my child/children to play outside the fenced area, with supervision, for planned activities and emergency situations.

Signature

Date

Notification of Smoking and Tobacco Restriction

Children must be in a tobacco free environment. Smoking and the use of any product containing, made, or derived from tobacco, is **NOT PERMITTED** on the premises, in vehicles to transport children, or during off premise activities.

Parents/Guardians please refrain from using and/or discarding any tobacco product on Forever Kids' premises during drop-off and pick-up.

Signature

Date

Forever Kids Parent Acknowledgement Form

Prevention of Shaken Baby Syndrome and Abusive Head Trauma Policy

Parent or guardian acknowledgement form

I, the parent or guardian of _____
acknowledges that I have read and received a copy of the facility's Shaken Baby
Syndrome/Abusive Head Trauma Policy.

Date Policy given/explained to parent/guardian

Date of child's enrollment

Print name of parent/guardian

Signature of parent/guardian

Date

Forever Kid's Preschool & Daycare, Inc.

Parent Handbook

- 1. Procedures for Checking In & Out:** For the safety of all children, parents are required to park in a marked space, turn engine off and accompany their child/children into and out of the building daily. All children must be signed in and out daily. If a parent or guardian is not able to pick up their child/children, please notify the center in writing as to who will pick up the child. That person must present a picture I.D. in order to pick up the child. The children should arrive at Forever Kid's no later than 10:30 a.m. in order to get a head count for lunch.
- 2. Personal Belongings and Required Items:** All children enrolled are required to have an extra change of clothing in their cubbies at all times in case of an accident. Children are allowed to bring a small blanket to use at naptime, please remember to label it with the child's name. At the end of every week we ask that the blanket be taken home, washed, and returned with them the following week. Children in the infant and toddler rooms will need to have a supply of diapers and wipes. Depending on the age of your child/children there are additional items needed to be brought with them on a daily basis. This information will be discussed upon enrollment, prior to your child's first day. Parents are responsible for labeling them with the child's name or initials and current day's date. Two-year-olds, who are not potty trained, must have a supply of wipes, diapers, and/or pull-ups. When your child starts to potty train please supply the teacher with a generous amount of underwear, as accidents are highly likely to occur. We also ask that children do not bring toys to the center, as they can get lost or broken.
- 3. Meals and Snacks:** We serve breakfast from 8:30 a.m. until 9:00 a.m. All children are served a hot lunch from 11:00 a.m. until 12:00 p.m. and an afternoon snack from 2:00 p.m. until 2:30 p.m. If your child has an allergy to food that we serve, please provide documentation from the child's health care provider. We ask that any food brought into the center be nutritional and healthy, as we promote good eating habits. All food must be individually packaged and labeled with child's name.
- 4. Illness:** If your child gets sick while in our care, you will be contacted and arrangements will need to be made for them to be picked up within a reasonable amount of time. Some examples of why you might be contacted are a fever of 101.5 or higher, a sudden onset of constant diarrhea or vomiting, an unexplained rash, red/pink watery eyes with discharge, untreated ring worm etc. Remember, if your child is not well enough to participate in daily activities they are not well enough to be in our care. Please be considerate of your child's health and the others at the center by being prompt in picking your child up when called. If we are unable to reach a parent or guardian, we will contact the child's emergency contact person to pick them up.

5. **Injuries:** In the event your child has a minor injury there will be an incident report explaining what happened and what measures were done for your child. We ask that you sign the report and return it to the front desk so that a copy of it may be put in your child's file. If your child has a serious injury, we will follow our Emergency Medical Care Plan and S.O.P. for assessing an injury. The office staff will notify you immediately and let you know what happened and what we feel needs to be done. We will also notify you if your child receives a bite that breaks the skin or a bump on their head.
6. **Medicine:** Medicine can be administered to your child if you complete a Medication Administration Permission and Record form for each medicine to be given. All lines on the form must be completed or we will not be able to administer your child's medication. A doctor must prescribe all medicine and it must be provided to us in its original container. Medicine will be stored in a locked box that is not accessible to children. There is a separate form for ointments, creams, and sunscreen that will allow us to apply it for up to 12 months. All ointments, creams, and sunscreen must be provided to us in its original container.
7. **Holidays:** Forever Kids will be closed on the following holidays; New Year's Day, Good Friday, Easter Monday, Memorial Day, Week of July 4th, Labor Day, Veterans Day, Thanksgiving Day and the day after, and the Week of Christmas. Forever Kid's reserves the right to add any other Federal Holidays and closings to this list with at least a five-day notice. There will be a sign posted on our doors reminding parents of the upcoming holiday closing.
8. **Procedures for Reporting Suspected Child Abuse and Neglect:** If any staff member suspects child abuse/neglect due to physical evidence, they are required to notify the director and together they will document the case. These reports will be kept in the child's file for reporting purposes of the case to the Department of Social Services. We will speak to the parent to find out what happened or to inform them that we have to report the case, which is required by law.
9. **Changes in Policies:** You will be given a two week notice to be signed by you; if there will be any changes in our operational policies that will affect you or your child/children.
10. **Summary of NC Child Care Laws & Rules:** Please read the attached brochure regarding child care and parental rights.

The following requirements apply to both centers and homes.

Transportation

Child care centers or family child care homes providing transportation for children must meet all motor vehicle laws, including inspection, insurance, license, and restraint requirements. Children may never be left alone in a vehicle and child-staff ratio must be maintained.

Program Records

Centers and homes must keep accurate records such as children's attendance, immunizations, and emergency phone numbers. A record of monthly fire drills and quarterly shelter-in-place or lockdown drills practiced must also be maintained. A safe sleep policy must be developed and shared with parents if children younger than 12 months are in care.

Discipline and Behavior Management

Each program must have a written policy on discipline, must discuss it with parents, and must give parents a copy when the child is enrolled. Changes in the discipline policy must be shared with parents in writing before going into effect. Corporal punishment (spanking, slapping, or other physical discipline) is prohibited in all centers and family child care homes. Religious-sponsored programs which notify the Division of Child Development and Early Education that corporal punishment is part of their religious training are exempt from that part of the law.

Parental Rights

- Parents have the right to enter a family child care home or center at any time while their child is present.
- Parents have the right to see the license displayed in a prominent place.
- Parents have the right to know how their child will be disciplined.

The laws and rules are developed to establish minimum requirements. Most parents would like more than minimum care. Child care resource and referral agencies can provide help in choosing quality care. Check the telephone directory or talk with a child care provider to see if there is a child care resource and referral agency in your community. For more information visit the Resources in Child Care website at: www.ncchildcare.nc.gov. For more information on the law and rules, contact the Division of Child Development and Early Education at 919-527-6335 or 1-800-859-0829 (In State Only), or visit our homepage at: ncchildcare.nc.gov

Reviewing Files

A public file is maintained in the Division's main office in Raleigh for every center or family child care home. These files can be

- viewed during business hours (8 a.m. -5 p.m.);
- requested via the Division's web site at www.ncchildcare.nc.gov; or
- requested by contacting the Division by telephone at 919-527-6335 or 1-800-859-0829 -800-859-0829.

How to Report a Problem

North Carolina law requires staff from the Division of Child Development and Early Education to investigate a licensed family child care home or child care center when there has been a complaint. Child care providers who violate the law or rules may be issued an administrative action, fined and may have their licenses suspended or revoked. If you believe that a child care provider fails to meet the requirements described in this pamphlet, or if you have questions, please call the Division of Child Development and Early Education at 919-527-6500 or 1-800-859-0829.

Child Abuse, Neglect, or Maltreatment

Every citizen has a responsibility to report suspected child abuse, neglect or maltreatment. This occurs when a parent or caregiver injures or allows another to injure a child physically or emotionally. It may also occur when a parent or caregiver puts a child at risk of serious injury or allows another to put a child at risk of serious injury. It also occurs when a child does not receive proper care, supervision, discipline, or when a child is abandoned. **North Carolina law requires any person who suspects child maltreatment at a child care facility to report the situation to the Intake Unit at Division of Child Development and Early Education at 919-527-6335 or 1-800-859-0829.** Reports can be made anonymously. A person cannot be held liable for a report made in good faith. The operator of the program must notify parents of children currently enrolled in writing of the substantiation of any maltreatment complaint or the issuance of any administrative action against the child care facility. **North Carolina law requires any person who suspects child abuse or neglect in a family to report the case to the county department of social services.**



Summary of the North Carolina Child Care Law and Rules

Division of Child Development
and Early Education

North Carolina Department of
Health and Human Services
820 South Boylan Avenue
Raleigh, NC 27699

Revised March 2016

The North Carolina Department of Health and Human Services does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or provision of services.

What Is Child Care?

The law defines child care as:

- three or more children under 13 years of age
- receiving care from a non-relative
- on a regular basis - at least once a week
- for more than four hours per day but less than 24 hours.

The North Carolina Department of Health and Human Services is responsible for regulating child care. This is done through the Division of Child Development and Early Education. The purpose of regulation is to protect the well-being of children while they are away from their parents. The law defining child care is in the North Carolina General Statutes, Article 7, Chapter 110.

The North Carolina Child Care Commission is responsible for adopting rules to carry out the law. Some counties and cities in North Carolina also have local zoning requirements for child care programs.

Star Rated Licenses

Centers and homes that are meeting the minimum licensing requirements will receive a one star license. Programs that choose to voluntarily meet higher standards can apply for a two through five star license. The number of stars a program earns is based upon the education levels their staff meet and the program standards met by the program.

Family Child Care Homes

A family child care home is licensed to care for five or fewer preschool age children, including their own preschool children, and can include three additional school-age children. The provider's own school-age children are not counted. Family child care homes will be visited at least annually to make sure they are following the law and to receive technical assistance from child care consultants. Licenses are issued to family child care home providers who meet the following requirements:

- Home providers must be 21 years old with at least a high school education or its equivalent, and mentally and emotionally capable of caring for children.
- He or she must undergo a criminal records background check initially, and every three years thereafter.
- All household members over age 15 must also undergo a criminal records background check initially, and every three years thereafter.
- All family child care home providers must have current certification in CPR and first aid,

complete an ITS-SIDS training (if caring for infants 0 -12 months) every three years and the Emergency Preparedness and Response in Child Care training and plan. They also must complete a minimum number of training hours annually.

All family child care homes must meet basic health and safety standards. Providers must maintain verification of children's immunization and health status. They must provide developmentally appropriate toys and activities, as well as nutritious meals and snacks for the children in care. All children must participate in outdoor play at least one hour per day, if weather conditions permit.

Child Care Centers

Licensing as a center is required when six or more preschool children are cared for in a residence or when three or more children are in care in a building other than a residence. Religious-sponsored programs are exempt from some of the regulations described below if they choose to meet the standards of the Notice of Compliance rather than the Star Rated License.

Programs that operate for less than four consecutive months, such as summer camps, are exempt from licensing. Child care centers may voluntarily meet higher standards and receive a license with a higher rating. Centers will be visited at least annually to make sure they are following the law and to receive technical assistance from child care consultants.

Licensed centers must meet requirements in the following areas.

Staff

The administrator of a child care center must be at least 21, and have at least a North Carolina Early Childhood Administration Credential or its equivalent. Lead teachers in a child care center must be at least 18 and have at least a North Carolina Early Childhood Credential or its equivalent. If administrators and lead teachers do not meet this requirement, they must begin credential coursework within six months of being hired. Staff younger than 18 years of age must work under the direct supervision of staff 21 years of age or older. All staff must complete a minimum number of training hours including ITS-SIDS training for any caregiver that works with infants 12 months of age or younger. At least one person on the premises must have CPR and First Aid training. All staff must also undergo a criminal records background check initially, and every three years thereafter. One staff must complete the Emergency Preparedness and Response in Child Care training and plan.

Staff/Child Ratios

Ratios are the number of staff required to supervise a certain number of children. Group size is the maximum number of children in one group. Ratios and group sizes for licensure are shown below and must be posted in each classroom.

Age	Teacher: Child Ratio	Max Group Size
0-12 mths	1:5	10
12-24mths	1:6	12
2 years old	1:10	20
3 years old	1:15	25
4 years old	1:20	25
School-age	1:25	25

Small centers in a residence that are licensed for six to twelve children may keep up to three additional school-age children, depending on the ages of the other children in care. When the group has children of different ages, staff-child ratios and group size must be met for the youngest child in the group.

Space and Equipment

Centers must have at least 25 square feet per child indoors and 75 square feet per child outdoors. Outdoor play space must be fenced. Indoor equipment must be clean, safe, well maintained, and developmentally appropriate. Outdoor equipment and indoor furnishings must be child size, sturdy, and free of hazards that could injure children.

Curriculum

Four and five star programs must use an approved curriculum in their four-year-old classrooms. Other programs may choose to use an approved curriculum to get a quality point for the star-rated license. Activity plans must be available to parents and must show a balance of active and quiet, and indoor and outdoor activities. Rooms must be arranged to encourage children to explore, use materials on their own and have choices.

Health and Safety

Children must be immunized on schedule. Each licensed center must ensure the health and safety of children by sanitizing areas and equipment used by children. Meals and snacks must be nutritious, and children must have portions large enough to satisfy their hunger. Food must be offered at least once every four hours. Local health, building, and fire inspectors visit licensed centers to make sure standards are met. All children must be allowed to play outdoors each day (weather permitting) for at least an hour a day for preschool children and at least thirty minutes a day for children under two. They must have space and time provided for rest.