

**Starting Your  
Own  
Day Care**  
Just Got Easier!



## **Your Complete Day Care Kit!**

### **Everything You Need To Get Started!**

Our Day Care Package Is

Hassle Free

Easy To Use

Professionally Written

&

Downloadable





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## Contractual Agreement – Enrollment Form Between Day Care / Child Care Provider and Parent / Guardian. Including Day Care Policies & Procedures

My Day Care  
123 Day Care Road  
Sunshine City, Florida, USA 12345  
Telephone 123-123-1234

This agreement is between the following parties <ENTER NAME OF DAYCARE>

and \_\_\_\_\_  
(Parent/Guardian)

for the care of \_\_\_\_\_  
(Child's Name)

### Child Identification

Child's Name	Sex	Date of Birth
--------------	-----	---------------

### Parent(s)/Guardian(s) Identification

Name Parent/Guardian	Name Parent/Guardian
Relationship to child	Relationship to child
Address	Address
Phone	Phone
Cellular	Cellular
Pager	Pager
Email	Email
Employer	Employer
Work Telephone	Work Telephone

### Hours of Operation

The following table shows the times that our daycare is opened for service.

Hours	Monday	Tuesday	Wednesday	Thursday	Friday
Opening					
Closing					

## Day Care Policies & Procedures

Each day care owner and all staff members are responsible for knowing these rules and regulations and adhering to them at all times.

### Training and Education

All our staff members will be 18 years of age or older and have appropriate educational backgrounds and/or experience in looking after children. There is a six month probationary period for all new employees.

All staff members must undergo an orientation period when they are hired. The orientation training will be provided by an experienced individual such as the owner, director, center trainer, etc. The orientation training will include the following.

- A look at their job description.
- Our day care policies and procedures.
- Introductions with the children.
- Discussions regarding special needs of children.
- How to handle disruptive children.
- How to handle medical emergencies.
- How to handle child illnesses.
- Procedures for releasing children to the parents or guardians.
- Procedures on collecting fees from the parents or guardians.
- Reporting requirements on witnessing abuse, neglect of children.
- How to handle parents or guardians concerns.
- Other ...

All staff members will undergo regular performance evaluations and be provided feedback on how to improve in their child care duties. All performance evaluations will be documented for easy reference in the future. All our staff members are required to have a minimum of <ENTER AMOUNT OF HOURS> hours of personal training each year in order to stay abreast of any new developments. This training may be obtained independently by reading materials, videos, personal workshops, courses, etc.

We also provide in-house training through the use of reading materials, videos, guest speakers, etc. Additional training topics include the following.

- Good nutrition.
- Proper hygiene.
- First aid treatment.
- Accident prevention and safety.
- Looking for signs of illness.
- Coping with crying babies.
- Other ...

## **Staff and Children Health Regulations**

We will not accept children that are sick for the fear that the illness may spread to the other children and to our staff members.

If a child becomes sick at our day care center, the parents or guardians will be immediately contacted and if they cannot be contacted we will try to reach the alternative emergency contact numbers provided to us by the parents or guardians. If a medical emergency arises we will contact a medical doctor to have a look at your child and the center will act according to the recommendations given by the medical doctor.

Parents are to provide us with emergency contact numbers, child's medical history and parental consent in providing emergency medical treatment.

If staff members become sick, they will not be permitted to come to work and care for the children.

## **Medication**

If our day care is to give or apply any medication to a child, the parent or guardian will need to fill out a Medical Permission and Instructions Form. An interruption in medication will require a new permission form. The form will contain the following information, date to begin medication, date to stop medication, dosage, time the medication is to be given and storage of medication and any other important information that's required in the administration of medicine to the child. A medication log will also be maintained.

All medication will be administered by a trained and designated staff member. The caregiver will be trained to do the following in order to secure the well being of the child.

- Verify medication before administering to child.
- Make certain that child is properly identified.
- Proper documentation of administering of the medication.

The day care owner or director will report any adverse reactions or errors that may have occurred and immediately seek medical treatment if necessary and immediately contact the parent or guardian.

All medications will be secured and will be out of reach from children. All medication should have the following.

- In the original pharmacy container.
- Have the original label.
- Include child's name and instructions for administration.

## **Children Supervision**

We ensure that all children are adequately supervised by maintaining a reasonable ratio of child to caregiver ratio. Children will be monitored at all times during the course of the day including play time and nap time.

When children use the bathrooms we will provide the appropriate supervision.

When the children are in a large group such as outside in the playground, field trips, or in large group activities, supervision and protection will always be maintained.

## **Arrival and Departure of Children**

All parents and guardians are to make certain that the child is brought in and handed to one of our staff members at our day care. All parents and guardians are required to sign in and sign out dropping off and picking up their child.

We must have written authorization from you to allow another person to pick up your child. We do not accept phone calls for pick up authorization. It is our policy to request photo identification from anyone that comes to pick up your child. Please inform the individuals you plan on giving permission to that they have photo identification when they present themselves. You are required to photocopy a piece of identification that has a picture of the individual that you are giving permission to pick up your child.

## **Child Transportation**

Child transportation to and from the day care will be the responsibility of the parents or guardians unless the transportation is concerning fields trips or day outings.

If our day care is to provide transportation to and from the day care for the child, then a written permission is required by the parent or guardian giving the day care authorization to pick up and drop off the child to and from the day care.

All vehicles used by our day care for transporting children to and from our day care are all registered and maintained in order to provide the maximum level of security for the children. Children will not be permitted to remain unattended when in the vehicle and the children will remain seated when the vehicle is in motion. Smoking is prohibited in the vehicle at all times. The children are not to eat or drink while the vehicle is in motion.

Our day care uses the following types of vehicles to transport the children to and from our day care. <ENTER THE TYPE OF VEHICLES USED>

Our policies for transporting the children to and from our day care center are as follows.

<ENTER THE DAY CARE POLICIES HERE>

If a child fails to meet the vehicle at the appropriate time then the following steps will be taken.

<ENTER THE STEPS THAT WILL BE TAKEN TO SECURE THE WELL BEING OF THE CHILD>

## **Field Trips**

All vehicles used by our day care for transporting children to and from our day care are all registered and maintained in order to provide the maximum level of security for the children. Children will not be permitted to remain unattended when in the vehicle and the children will

Photo	<h2 style="margin: 0;">Tell Us About Your Child</h2> <p style="margin: 0;">My Day Care 123 Day Care Road Sunshine City, Florida, USA 12345 Telephone 123-123-1234</p>
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### About Your Child

Child's Name	Age	Date of Birth
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Name of Parents / Guardians
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Street Address	City	State	Zip
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Home Phone	Work Phone	Cell Phone
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Please provide us with the following information concerning anyone who has provided care for your child in the past year.		
Name	Age	Phone



### Social Skills

Does your child make friends easily?

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Does your child tend to play with others or alone?

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What are your child's favorite toys?

---

What are your child's favorite games and activities?

---

Does your child have any fears?

---

If your child gets upset, what helps comfort him/her?

---

Does your child have any special needs or requests that we should be aware of?

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### **Eating Habits**

Does your child feed him/herself?

---

Child's favorite foods?

---

Foods that your child dislikes?

---

Is your child allergic to any foods?

---

General eating habits of your child?

---

Other comments.

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### **Toilet Habits**

Is your child toilet trained?


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Does your child tell you when he/she needs to go to the bathroom?

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Does your child need assistance when going to the bathroom?

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	<h2 style="margin: 0;">Child Pick Up Authorization Form</h2> <p style="margin: 0;">My Day Care 123 Day Care Road Sunshine City, Florida, USA 12345 Telephone 123-123-1234</p>
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We must have written authorization from you to allow another person to pick up your child. We do not accept phone calls for pick up authorization. It is our policy to request photo identification from anyone that comes to pick up your child. Please inform the individuals you plan on giving permission to that they have photo identification when they present themselves.

Please photocopy a piece of identification that has a picture of the individual that you are giving permission to pick up your child.

I give permission to the following people to pick up my child from <ENTER NAME OF DAYCARE>.

Name	Relationship
Address	Telephone

\_\_\_\_\_

Signature Parent/Guardian


Date

Name	Relationship
Address	Telephone

\_\_\_\_\_

Signature Parent/Guardian

Date

	<h2 style="margin: 0;">Field Trip Consent Form</h2> <p style="margin: 5px 0;"><b>My Day Care</b>                  123 Day Care Road                  Sunshine City, Florida, USA 12345                  Telephone 123-123-1234</p>
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I give permission to my child \_\_\_\_\_ to leave the child care provider's premises with qualified supervision for a field trip to <ENTER DESTINATION & DATE & TIMES>.

I understand that every precaution and care to insure my child's safety will take place. Adults will provide proper supervision and will exercise every precaution to avoid accidents, in accordance with state licensing regulations.

Transportation	Cost	Meals
<input type="checkbox"/> Walking	<input type="checkbox"/> None	<input type="checkbox"/> Lunch Provided
<input type="checkbox"/> Automobile	<input type="checkbox"/> Admission \$0.00	<input type="checkbox"/> Sack Lunch Required
<input type="checkbox"/> Bus	<input type="checkbox"/> Transportation \$0.00	<input type="checkbox"/> Lunch Money \$0.00

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Signature of Parent / Guardian

Date



## Medication Permission & Instructions

### My Day Care

123 Day Care Road  
Sunshine City, Florida, USA 12345  
Telephone 123-123-1234

If you are giving or applying any medication to a day care child, the following must be completed by the parent for each medication. An interruption in medication will require a new permission form.

### To Be Completed By Parent


I give permission for \_\_\_\_\_ to give or apply  
(specify provider)  
medication, \_\_\_\_\_, to my  
(specify the type of medication(s))  
child \_\_\_\_\_, as per the following  
(child's name)  
directions below.

### Directions

Date to begin giving medication.	Date to stop medication.
Times medication is to be given.	
Amount (dosage) of medication to be given each time.	
Storage of medication.	
Additional information.	

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

	<h2>Emergency Contact &amp; Medical History &amp; Parental Consent Form</h2>
<p><b>My Day Care</b>          123 Day Care Road          Sunshine City, Florida, USA 12345          Telephone 123-123-1234</p>	

### Emergency Contact

Childs Name	Birth Date
-------------	------------

Child resides with (circle one)?      Parents      Mother      Father      Guardian

Mother/Guardian	Father/Guardian
Address	Address (complete only if different)
Telephone	Telephone
Cellular	Cellular
Pager	Pager
Email	Email
Employer	Employer
Work Telephone Number	Work Telephone Number

Are there any court-ordered restrictions on the release of information or the dismissal of this child to any family members? Please circle.    YES    NO

If YES please explain.

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Person to contact if parents/guardians are unavailable.

Name	Relationship
Address	
Telephone	Cellular

<b>FOR OFFICE USE ONLY</b>			<b>Employment Application</b>
Date Received	Application Number		<b>My Day Care</b> 123 Day Care Road Sunshine City, Florida, USA 12345 Telephone 123-123-1234

Please complete all sections of this application clearly and legibly. If questions are not applicable, enter N/A.

Date of Application	
---------------------	--

Type of Position	
------------------	--

Name			
	First	Middle Initial	Last
Street Address	City	State	Zip
Home Phone	Work Phone	Cell Phone	
Social Security Number		Date of Availability	
Full Time <input type="checkbox"/>	Part Time <input type="checkbox"/>	Availability Morning <input type="checkbox"/>	Afternoon <input type="checkbox"/> Both <input type="checkbox"/>
Have you ever been employed by us? If yes, give date and position held and reason for leaving.			

**EDUCATION**

Type of Institution	Name & Location	Dates From / To	Hours Completed	Graduated	Diploma, Degree, Certificate, etc.
University					
College					
Vocational					
High School					
Other					

**REFERENCES**

Please provide three professional references. Do not list family members or relatives.

Name	Address	Phone	Occupation