

CAPITAL KIDS POLICIES

1. All parents must complete and/or provide the following information prior to enrollment:
 - a) Registration Form, Payment Agreement, Policy Agreement
 - b) A current physical form and immunization record.
 - c) Proof of child's identity, such as, a birth certificate or notification of birth letter.
2. Operating hours: 6:00 a.m. – 6:30 p.m. Monday through Friday
3. We will be closed on all Federal holidays. In inclement weather, please call to see if we are open.
4. Capital Kids is opened to unannounced parent visitation during our hours of operation, enabling parents to observe the children in their learning environment.
5. Children **may not** be released to anyone except those persons with **specific written permission**. Teachers will release children to all parents unless a court order indicating that sole custody has been awarded to one parent/guardian is provided to the office.
6. Parents agree to support and reinforce Capital Kids' rules and procedures that concern the health and safety of the children. Parents will inform Capital Kids within 24 hours or the next business day after their child or any member of the immediate household has developed any reportable communicable diseases, as defined by the State Board of Health. Life threatening diseases must be reported immediately.
7. Children may not attend Capital Kids with any illness that threatens the health of the other children. Health Department regulations governing periods of contagious infection will be enforced. **Any child with a temperature of over 100 degrees is not allowed in the Center and must be picked up immediately** upon notification by a staff person.
8. Parents authorize that in the event of an emergency, services can be arranged for immediate medical attention.
9. Written consent is required before administering any medication to your child. This includes the application of diaper ointment or cream, sunscreen and insect repellent. Please refer to the following page for specific requirements regarding the use of these over-the-counter skin products.
10. All suspected child abuse will be reported by Capital Kids to Social Services, without notification of the parent.
11. A child may be discharged for one of the following reasons:
 - a) The needs of the child cannot be served by the Center
 - b) The parents do not comply with the policies, such as, but not limited to:
 - failure to pay weekly fees
 - failure to submit health forms
 - failure to comply with Capital Kids' rules related to arrival and departure schedules
 - c) Behavior of child is deemed detrimental to the other children at the Center.
12. I authorize Capital Kids staff to administer First Aid to my child in the event of a minor accident or injury. I understand that this may include applying certain first aid items to my child's skin, such as peroxide, Neosporin or other antibiotic ointment, Bactine, baking soda, rubbing alcohol, etc. **Parents are responsible for notifying Capital Kids of all allergies their child has to any first aid supplies.**
13. All children are expected to participate in all outdoor activities unless you bring a statement from your child's physician. Weather permitting, there will be time to play outside each day. Therefore, please anticipate weather conditions and dress your child accordingly.

I have read the above policies and agree to follow them as stated. _____

Signature / Date

