

Enrollment Requirements

Items I will need to enroll your child(ren).

- Copy of current Immunization CERTIFICATE
- Copy of Custody Decrees (Only if necessary)
- Payment for Enrollment Fee (\$30.00)
- Copy of Photo ID/Drivers License for both parents

Forms I will need completed and signed before child care begins.

- Pages 1-7 of enrollment agreement
- Enrollment form for Food Program (must reapply every October)
- Application form for Food Program (must reapply every October)
- Medication Permission slip, if child needs medications
- A small blanket for naptime, change of clothes (diapers, pull-ups, wipes...)

Daily each child must be signed in and out!!!!!!!

JUNGLE ZONE, INC.

1107 North Dixie Ave.
Elizabethtown, KY 42701
270 737-9799
Director: Debbie Kerr

1989 Leitchfield Road
Elizabethtown, KY 42701
270 763-0649
Administrator: Vicki Basham

ENROLLMENT FORM

Enrollment Date: _____

Child's Name _____ Birth date _____

Address _____

Days & Hours of care _____ Fee _____

Father's Name _____ Phone _____ Cell _____

Father's Address _____

Employed At _____ Phone _____

Mother's Name _____ Phone _____ Cell _____

Mother's Address _____

Employed At _____ Phone _____

Emergency Contact's if the parents can not be reached. The following will also be allowed to pick up child(ren). The child will NOT be released to any others without written permission from the parents.

Name _____ Phone _____ Cell _____

Name _____ Phone _____ Cell _____

Name _____ Phone _____ Cell _____

Name _____ Phone _____ Cell _____

Child's Doctor _____ Phone _____

Allergies/Chronic Illnesses _____

Special instructions for any restrictions _____

Health Insurance & Number _____

Any other information which will be useful about your child's habits _____

All Parents MUST read and SIGN below

I realize that children playing under close supervision will have occasional accidents. Therefore, I hereby release, indemnify and hold Jungle Zone, Inc. its agents and employees harmless from any and all claims, damages or other liability for injuries or damages to my child which are not a result of negligence by Jungle Zone, Inc. its agents, employees, or are entirely beyond the center's control. By signing this agreement, I acknowledge that I have read and understand it and am in agreement with its provisions.

Authorization to Photograph and View videos

I understand that Jungle Zone, Inc. has an Audio and Video System installed on the premises and I agree to allow my child to be audio recorded, video taped, or photographed by the staff of Jungle Zone, Inc. I authorize the release of audio recordings, videotapes, or photographs for public viewing on local cable channels, for public showings, or for publications at the discretion of Jungle Zone, Inc.

I release Jungle Zone, Inc. its personnel, and any others persons from any liability connected with the tapings or use of such interviews, photographs, audio, or video recordings.

Also, I agree to allow my child to view video tapes and movies Rated G and PG.

This agreement fully represents all terms and considerations: no other inducements, statements, or promises have been made to me.

Parents Signature

Date

PARENT HANDBOOK ACKNOWLEDGEMENT

I have read the parent handbook provided by Jungle Zone, Inc. and I understand all the policies and procedures.

Parent Signature

Date

JUNGLE ZONE, INC.
Field Trip
Permission Slip
January 2009-January 2010

I, _____, the parent or legal guardian of _____, gives my permission to allow my child/children to walk and visit with the residents of Atria Assisted Living Homes that is located behind Jungle Zone and also adjacent to Freeman Lake Park. These visits will be weekly for an hour each visit.

Parent or Legal Guardian Signature

Date

JUNGLE ZONE, INC.
Field Trip
Permission Slip
January 2009-January 2010

I, _____, the parent or legal guardian of _____, gives my permission to allow my child/children to walk and play at Freeman Lake Park. These visits may be daily weather permitting.

Parent or Legal Guardian Signature

Date

Authorization to Administer

Child's Name: _____ Date _____

I hereby give all staff members of Jungle Zone, Inc. permission to apply or give one or more of the following over the counter medications or external preparations, in accordance with the directions for use on the container:

- Baby Wipes*
- Band-Aids
- Neosporin, Bacitricin, or similar ointment
- Bactine or similar first aid spray
- Sunscreen*
- Insect Repellent*
- Non-Prescription Rash Ointment (Such as A & D, Desitin, Vaseline)*
- Anti Itch Cream*
- Baby Lotion*
- Toothpaste*
- Lip Balm*
- Hydrogen Peroxide

I understand I must mark my child's name on his/her container with a permanent marker.

Special Instructions: _____

Note: If the instructions for administering the medication, cream, etc. are not printed on the container (such as with children under 2), then I understand that I will also need to list under the special instructions section of this form the exact dosage and times to be administered.

I hereby request that the staff members of Jungle Zone, Inc. administer one or more of the above over the counter medications or external preparations in accordance with the directions on the container as needed. I understand I may withdraw this request at any time in writing.

I release Jungle Zone, Inc. and all staff members from any liability for administering these preparations.

Parent: _____ Date _____

*Denotes items to be supplied by parents if use is requested.

PARENT/GUARDIAN’S PERMISSION TO APPLY SUNSCREEN TO HIS/HER CHILD

Name of Child: _____

As the parent/guardian of the above child, I recognize that too much exposure to UV rays may increase my child’s risk of getting skin cancer someday. Therefore, I give permission for the staff at Jungle Zone, Inc. to apply a sunscreen product that is broad spectrum with SPF 15 or higher to my child, as specified below, when he/she will be playing outside, especially during the months of March through October and between the daily time of 10 a.m. and 4 p.m. I understand that sunscreen may be applied to exposed skin, including but not limited to the face (except eyelids), tops of ears, nose, bare shoulders, arms and legs.

I have *checked* and *initialed* below **all** applicable information regarding the child care program’s choice in brand/type and use of sunscreen for my child:

- ___ I do not know of any allergies my child has to sunscreen.
- ___ Staff may use the sunscreen of the program’s choice following the directions and recommendations printed on the product container.
- ___ I have provided the following brand/type of sunscreen for use for my child:

- ___ For medical or other reasons, please do NOT apply sunscreen to the following areas of my child’s body:

Parent/Guardian’s Name: _____ Date: _____

Parent/Guardian’s Signature: _____

**NOTE: DO NOT RELY ON SUNSCREEN ALONE TO
PROTECT CHILDREN FROM SKIN CANCER!**

Adapted from the *California Early Childhood Sun Protection Curriculum* (1998-Revised) from the Skin Cancer Protection Program, Cancer Prevention and Nutrition Section, California Department of Health Services. • http://www.dhs.ca.gov/cpns/skin/skin_resources.html

California Childcare Health Program (CCHP) 07/03 www.ucsfchildcarehealth.org

JUNGLE ZONE, INC. Parent Handbook

Operating Policy

The goal of our center is to develop your child to his/her full capacity, to do, to think, to feel, to learn. A program geared to his/her abilities will be centered around well-spaced periods of creative activities, quiet and active play.

- Healthy Eating Habits
- Gross Motor Skills
- Good Self Esteem
- Relaxation
- Social Relationships
- Self Expression
- Musical Skills
- Close relationships with Peer and Adult Caregivers
- Learning Environment

Days & Hours of Operation Monday thru Sunday-24 Hours

1107 North Dixie Ave.
Elizabethtown, KY 42701
270 737-9799

1989 Leitchfield Road
Elizabethtown, KY 42701
270 763-0649

For emergency closing due to roads becoming impassable, due to extreme weather snow and ice, you should listen for Hardin County School closings. You may also call the center to see if it is open. The closing at the center due to bad weather is at the discretion of the Director.

Jungle Zone will be CLOSED:

New Year's Day	Labor Day	Christmas Eve
Memorial Day	Thanksgiving	(By Appointment until 12pm)
July 4 th	Christmas	

Clothing

Be sure your child is fully dressed when arriving at the center. Always keep a change of clothing at the center.

Payment of Fees

All payments are due the first day of service for that week. All late payments are charged an additional weekly fee of \$15.00. If payment is not received before the end of the week, we reserve the right to discontinue services for your child. There will be a \$50 fee on all returned checks. If a check is returned for nonpayment only cash payments will be accepted. Each family is allowed one-week (5 days) vacation per year at no charge. These days must be requested in writing and approved. To withdraw from the center, you must sign a 10-day notice of unenrollment. All legal fees and fees charged for collection will be the responsibility of the parent(s).

*All fees are for a maximum of 10 hours per day. A \$1.00 late fee is charged for each minute each child is in attendance for more than the 10 hours, due immediately upon picking the child(ren) up. There is a late fee of \$5.00 for every 5 minutes past the regularly scheduled hours, payable immediately upon picking your child up.

Full-day weekly Rates

6 weeks to 2 years	\$125.00
2 years	\$100.00
3 years to 5 years	\$95.00
School age	\$90.00

Before & After School

\$50.00 (3:30am - 7am or 2:30pm - 6pm) for after-school if paid in advance

Daily Rates \$25.00 2 years & up (All full time children have priority)
 \$30.00 newborn to 2 years

Summer Enrollment Fee (for school age day camp)

\$30.00 due at registration & then annually the first of May each year.

PRESCHOOL Enrollment Fee

\$30.00 due at registration & then annually the first of May each year.

Sibling Discounts

Sibling discounts are only for full-time students.

2nd CHILD-----\$5.00 discount

Meal times

6:30 - 8:00 a.m.	Breakfast
11:00 - 12:00 p.m.	Lunch
2:00 - 3:30	Snack
6:00 - 6:30	Supper
7:45 - 8:15 p.m.	Late snack

We cannot serve any meal beyond its allotted time because of staff restraints. We will also have to have the kitchen cleared to prepare for the following meal. If you wish to have your child served a particular meal, please have them here at the proper time.

Birthday and Holiday Celebrations

Each child's birthday will be recognized and observed after regular snack time. If a parent wishes to bring in a cake or other food items for a child's birthday, the cake/food must be prepared commercially.

Arrival and Departure

Please see that your child, is received by a member of Jungle Zone staff and that they are properly signed in and out each day. We will not release your child to anyone who has not been designated in writing. If your child will be coming in late please notify us as soon as possible.

Nap Time

All children ages 2 thru 5 years of age will take a nap. Each child is required to supply their own crib sheet and blanket. If desired your child may bring a small pillow. These items must be clearly marked in permanent marker with the child's first and last name.

Jungle Zone Non-Discrimination Statement

Jungle Zone admits children of any race, sex, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to the children enrolled in the program. It does not discriminate on the basis of race, sex, color, national or ethnic origin in the administration of its admission policies, program policies and procedures.

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex age or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call (202) 720-5964 (voice or TDD). USDA is an equal opportunity provider and employer."

Medicine and Illness

All medicine must be signed in on the medicine sheet located at the front desk. Non Prescription drugs may be given if the dosage written by the parent is the same as the recommended dosage on the bottle. Sick children will not be admitted to the center. If your child will not be attending due to illness or if you child will be late please call and notify us as soon as possible. If your child becomes ill while at the center, we will notify you to pick them up promptly. Your cooperation in preventing the spread of illnesses is appreciated.

Emergency Care

Should the need arise the following emergency treatment procedure will be followed.

- A trained and certified staff member will take whatever immediate steps necessary to stabilize the child's condition
- If further care is needed, appropriate medical personnel will be contacted (i.e. 911)
- Staff will notify parent/guardian of situation as soon as possible.

****Please be sure that we have up-to-date emergency information at all times.**

Reporting Child Abuse

State law (KRS620.030(2)) requires school/child care staff who SUSPECT the physical, emotional or sexual abuse or neglect of a child to report their suspicion to Child Protective Services. Jungle Zone staff will immediately report any suspicions of abuse or neglect to the proper agency for investigation.

Child Care Rules:

1. Running in the building is dangerous and will not be permitted.
2. Loud voices are for outside.
3. Gum, Candy, and valuables are to be left at home, unless granted special permission.
4. Rough and/or aggressive behavior (including fighting, hitting, kicking, shouting, using profanity, bullying, wrestling, biting) is UNACCEPTABLE.

Every child is expected to: abide by the rules of Jungle Zone, respect staff members, other children, and all property. **If a child violates these standards, we will first take action by removing the child from the group and seating him/her by him/herself for a time-out, a cooling off period, or loss of privileges. If the child does not respond to this and the problem behavior persists, the parents will be called in for a conference. Should there continue to be problems, a second conference will be arranged and at that time the child may be dismissed.**

******* AT NO TIME WILL CORPRAL PUNISHMENT BE USED!**

DISCIPLINE METHODS

Time Out:

The child is removed from the activity for a period of time not to exceed 1-minute X age of the child, during which time the child is expected to think of a more appropriate behavior. Often a discussion with a staff person will help the child find an alternative to such behavior.

Cooling Off Period:

A cooling off period is time for a child to sit quietly and calm him/herself to enable discussion to take place. The length of the cooling off period is determined by the child's response and will end when the child can speak or interact with a staff person calmly. A cooling off period does not replace a Time-out but allows for a constructive Time-out to take place.

Loss of Privileges:

In some cases a more appropriate discipline than a time out from all activities is to take away a child's privilege of participating in certain activities, or using certain areas of the childcare. **FOR EXAMPLE:** A child who marks all over themselves with the markers may not be able to use the markers for a certain amount of time that day.

Staff

The staff will follow some basic rules when approaching a problem situation:

- Intervene quickly to preserve safety.
- Use praise and constructive discipline NOT punishment.
- Be consistent with procedures, but be aware of individual differences in determining the best approach to take with the child and/or situation.
- SET A POSTIVIE EXAMPLE!

Parents of a child with special behavior difficulties such as ADD or hyperactivity need to include such information on the child's enrollment form. This information helps the staff find the most appropriate discipline for each child and information will be held in confidence. If a staff member ever gets a

referral on them regarding a child, that worker will no longer be allowed to work alone with the children until the paper work is completed and the director has a copy in hand. If the referral is substantiated then that worker will be terminated immediately.

Divorced or Separated Parents

Please know that the law prevents childcare centers from denying visitation and/or release of a child to even a non-custodial parent, **WITHOUT A COURT'S RESTRAINING ORDER OR AN EMERGENCY PROTECTIVE ORDER**. If you have such an order a copy must be on file for us to prevent a parent from taking a child.

Children's rights and expectations

1. To have a safe, supportive and consistent environment.
2. To use all program equipment, materials and facilities on an equal basis.
3. To participate in all program activities on an equal basis.
4. To receive respectful treatment.
5. To have discipline that is fair and nonpunitive.
6. To receive nurturing care from staff members who are actively involved with them.

Program expectations of the children

1. To be responsible for their actions.
2. To know and follow the program rules.
3. To be respectful of staff and other children.
4. To take care of materials and equipment, returning them to their proper place before moving to a different activity or leaving for the day.
5. To remain with group and childcare staff at all times.
6. To participate in program activities to the best of his/her ability.

Parents expectations of the program

1. That your children are cared for in a safe, supportive, nurturing environment.
2. That you may visit with the Director (by appointment if lengthy discussion is anticipated) about concerns related to your child and/or the program.
3. That you will be told about any significant misbehavior.
4. That you will be informed regularly about program activities.

Program expectations of parents

1. Treat staff with respect and courtesy at all times.
2. Discuss any problems or concerns with the director in private. Be aware that the director has immediate responsibilities. If a lengthy discussion is warranted please make an appointment to ensure that the problem or concern is adequately addressed.
3. Keep all emergency information up to date.
4. Send only AUTHORIZED persons to pick up your child.
5. SIGN YOUR CHILD IN AND OUT EACH DAY.
6. Drop off and Pick up your child by the times listed at enrollment. Late pick-ups are subject to fees to be paid immediately upon arrival to pick your child up.
7. READ all communications from Jungle Zone.

MY FIRST DAY

Infants will need the following supplies

- Immunization certificate
- Completed enrollment forms with Field trip permission slips
- Disposable diapers, a small blanket, box of facial tissue, extra clothes labeled, baby wipes, baby food and formula. The infant formula must be prepared and all bottles clearly labeled with child's name. Baby food provided by the parent must be clearly labeled. Any opened baby food/formula will be refrigerated until the end of the day; if it is not taken home by the parent it will be discarded.

Toddler supplies

- Immunization certificate
- Completed enrollment forms with Field trip permission slips
- Change of socks and tennis shoes for outside play
- Disposable diapers, training pants and/or pull-ups if potty training with lots of extra clothes for beginners, a small blanket, box of facial tissue, and baby wipes. All items must be labeled.

Preschool children

- Immunization certificate
- Completed enrollment forms with Field trip permission slips
- Change of clothing with socks and tennis shoes for outside play, box of facial tissue and a small blanket.

School age children

- Immunization certificate
- Completed enrollment forms with Field trip permission slips
- Socks and tennis shoes, box of facial tissue, and a small blanket.

Children and Parent Rights

Pursuant to KRS 199.898

All children receiving child care services in a day care center licensed pursuant to KRS 199.896, a family child care home certified pursuant to KRS 199.8982, or from a provider or program receiving public funds shall have the following rights:

- a) The right to be free from physical or mental abuse,
- b) The right not to be subjected to abusive language or abusive punishment, AND
- c) The right to be in the care of adults who shall meet their health, safety and developmental needs.

Parents, custodians or guardians of these children specified in subsection (1) of this section shall have the following rights:

- a. The right to have access to their children at all times the child is in care and access to the provider caring for their children during normal hours of provider operation and whenever the children are in the care of the provider.
- b. The right to be provided with information about child-care regulatory standards, if applicable; where to direct questions about regulatory standards; and how to file a complaint:
- c. The right to file a complaint against a child-care provider without any retribution against the parent, custodian, guardian or child: AND
- d. The right to obtain information from the cabinet regarding any type of licensure denial, suspension, or revocation of an operator, and cabinet reports that have found abuse or neglect by any child care provider or any employee of a child care provider. Identifying information regarding children and their families shall remain confidential;
- e. The right to obtain information from the cabinet regarding the inspections and plans of correction of the day care center, the family child care home, or the provider or program receiving public funds within the past year; and
- f. The right to review and discuss with the provider any state reports and deficiencies revealed by such reports.

3) The child-care provider who is licensed pursuant to KRS 199.896 or certified pursuant to KRS 199.8982 shall post these rights in a prominent place and shall provide a copy of these rights at the time of the child's enrollment in the program.

Effective: July 15, 1998

Division of Regulated Child Care, 275 East Main Street, 6E-B, Frankfort, Ky 40621

Telephone # 502-564-7962