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# Valley Creative Minds Preschool, LLC



## Enrollment Packet

## 2017/2018

## School Year

# Valley Creative Minds Preschool, LLC

2021 N Midtown Drive, Palmer, Alaska 99645  
www.valleycreativeminds.com  
907-982-7018

Dear Parents,

Thank you for your interest in Valley Creative Minds Preschool, LLC. We are excited to be involved with you and your child as they begin or continue their school journey.

If you choose to enroll your child in our program, you will have a dedicated experienced Preschool Teacher for your child. Prior to teaching preschool years ago in Idaho Falls, Idaho and Boise, Idaho; I spent more than a decade working with children of all ages.

Teaching children is one of my passions. I truly love to watch a child wonder, question, explore, create, and learn. I have created a program which helps children develop a strong literacy foundation, and love of learning in these critical early years, ensuring your students will enter school ready and confident to learn.

If you choose to enroll your child in the program, he/she will be exposed to a wide variety of high quality, developmentally appropriate activities. All of the activities are designed to increase your child's literacy and social development. Your child will be involved in large and small group activities, as well as individual instruction with the teacher. Our program has a maximum of 8 students per class to ensure that the needs of each individual child are met, and to prepare them to be successful not only in school but in life.

We know that children have an amazing capacity to learn - they just need an environment to encourage such growth. Our Preschool will give your child endless opportunities to expand their knowledge base and to be excited about learning.

In this packet you will find Creative Minds Preschool, LLC Policies and Procedures, as well as enrollment forms. If you have any questions, please feel free to contact me. I would be happy to talk to you.

Thank you again for your interest. I look forward to hearing from you.

Allison Ellibee  
Valley Creative Minds Preschool, LLC  
Director/Lead Teacher

# Philosophy

Valley Creative Minds Preschool, LLC believes that children learn using all their senses with every breath they take. We believe in developing the whole child and building a strong literacy foundation to ensure school readiness and life-long success.

Valley Creative Minds Preschool, LLC program uses a wide variety of best practices in Early Childhood Education. We also utilize developmentally appropriate practices to create a learning environment that encourages every student to achieve his or her own potential. Literacy and social activities are purposefully fused into every aspect of the classroom in order to provide a varied and thorough learning experience. This program provides multiple pathways for learning using a combination of play, children's interests, and excitement in coming to school and involvement as active learners.

Valley Creative Minds Preschool, LLC believes that young children need opportunities to challenge their minds and learn. We believe this occurs best when the child interacts with peers and adults in a social setting as they act upon their environment. The program employs a range of experience in large and small group settings, individual time with the teacher as well as independent time in the classroom to explore. This instructional design allows children to maximize their capacity for learning as well as ensure that their own learning style is being met. In addition, the program presents children with the opportunity to investigate old and new findings, enabling them to expand their academic and social skills in a safe environment.

The preschool day is specifically designed to foster literacy and social skills in a developmentally appropriate setting. This design will create a solid foundation of "school readiness" when the child enters Kindergarten.

# Goals and Objectives

## Goals

Creative Minds Preschool has four main goals.

- ◆ Increase literacy (reading, writing and oral) acquisition.
- ◆ Foster development of the whole child (cognitive, physical, social and emotional domains).
- ◆ Prepare children to transition comfortably into a school setting.
- ◆ Increase parental awareness, support and involvement in their student's academic and social life.

## Objectives

Students will learn, develop, and master skills to the best of their potential in all areas of academic and social learning. The Preschool environment and teacher will help ensure student success in literacy development and domain development (cognitive, physical, social and emotional) with the following objectives:

### Literacy Development Objectives

- ◆ Follow simple directions.
- ◆ Actively listen and participate during discussion and responds appropriately to questions.
- ◆ Encourage children to verbally express feelings and thoughts to peers and adults.
- ◆ Handle books appropriately.
- ◆ Identify some letters (name & sounds), numbers (counting & written), colors, and symbols.
- ◆ Recognize and write own name.
- ◆ Write letters, numbers, and symbols.

### Domain Development Objectives

- ◆ Interact appropriately and be respectful of adults, peers, self, and school environment.
- ◆ Demonstrate independence and self-direction.
- ◆ Resolve conflicts appropriately.
- ◆ Participate in a variety of types of play.
- ◆ Engage in large motor movements (e.g., hopping, jumping) using basic safety rules.
- ◆ Engage in small motor movements (e.g., cutting, coloring).
- ◆ Grasp pencil and use one hand to write, draw, color, cut.
- ◆ Manipulate small objects effectively (e.g., buttons, zip coats, tie shoes).
- ◆ Share creations (e.g., art, show-in-tell) with others.

Valley Creative Minds Preschool, LLC goal of school transition will be met by regular attendance of the student and consistent routines in the classroom that mirror Kindergarten classrooms.

Valley Creative Minds Preschool, LLC goal concerning parental awareness, support and involvement will be met daily by communicating with parents on their student's achievements and struggles. In addition, the Preschool will provide handouts and reading materials on literacy and child development for parents. Conferences /workshops can be set up to further assist parents with concerns.

## Activities

Your preschool child will be participating in activities and tasks such as the Following:

Calendar activities

Read-aloud

Shared reading (with Big Books and follow-up activities)

Partner and independent reading (looking through books)

Phonological awareness activities (playing with the sounds of language)

Oral language development activities

Writing activities

Small-group literacy and language activities

Literacy development activities (working independently with the teacher)

Print awareness activities (learning to look at letters and symbols)

Large and small-group math lessons

Social studies and science projects

Music and movement activities

Library and media center activities

Snack

Play/ exercise/ body movement

Art

Making friends with classmates

Play and learning centers

Writing

Library

Science

Blocks

Art

Listening

Games/ Puzzles/Manipulatives

Sensory Table

Dramatic Play

Our curriculum does not include the use of computers or television. On rare occasion for special events age appropriate movies/ videos may be viewed.

# Daily Schedule

8:45/12:00 Students arrive, sign in, and engage in manipulative activities.

9:00/12:15 Circle Time

Whole-group gathering, daily message, calendar, discussion of the topic being studied, shared reading, overview of the day.

9:30/12:40 Activity Time (Learning Centers)

All centers will be opened for literacy-enriched play. At this time the teacher will work with small groups and one-on-one with students on literacy activities suited to their needs. In addition, the teacher will be taking authentic assessments on students to plan for future lessons.

10:20/1:30 Clean-up and Snack

10:50/2:00 Songs, Poems, and Body Movement / Exercise

11:10/2:20 Literacy Enrichment Time

Whole-group shared reading, review of letters/numbers being studied followed by literacy activities such as patterning, categorizing, and letter searches.

11:25/2:25 Review of the day and prepare to go home.

## Policies & Procedures

### Classes & Ages of Children Served

Valley Creative Minds Preschool, LLC will operate three sets of classes five days a week between the hours of 8:45am-2:30 pm. Our school calendar is coordinated with the Mat-Su Borough School District. We will not be open during the summer months.

We offer three classes, Red class will meet on Monday/Wednesday/Fridays (M/W/F) mornings (8:45- 11:30) for children who are in pre-kinder year. Blue Class will meet on Monday/Wednesday/Friday (M/W/F) afternoon (11:45-2:30pm) for children who are in pre-kinder year. Yellow class will meet on Tuesday/Thursdays (T/Th) Mornings (9-11:30) for children who are 3 and 4 years of age, experiencing preschool for the first time.

Children who are three, four, or five years of age are eligible to attend. Each class will have a Lead Teacher. The maximum class size is 8 students for all classes.

Throughout the day, students will participate in literacy and other academics, play, movement, and snack activities (see enclosed Daily Schedule for details).

### **Children with Special Needs**

Children with special needs are welcome at Valley Creative Minds Preschool. We will make every effort to accommodate their needs and to ensure a positive learning experience for them. A pre-enrollment conference will be required to discuss the needs, concerns, and any adaptations necessary to the classroom and/or program.

### **Enrollment Requirements**

A child will be considered for enrollment in Creative Minds Preschool once a completed Enrollment Packet and the non-refundable (\$75) Enrollment Fee is submitted. The Enrollment Packet includes: Contact Information, Emergency Information, proof of Current Immunization Records or approved exemption form, and a Student Interest Survey.

### **Enrollment & Withdrawal Procedures**

Enrollment will be considered on a first-come, first-served basis after receipt of the completed Enrollment Packet and one time Enrollment Fee. If the class fills, a Waiting List will be created. The Waiting List will also be kept on a first-come, first-served basis after receipt of the completed Enrollment Packet and Registration Fee.

When planning to withdraw a child from Creative Minds Preschool, the parent/guardian must notify the Preschool as soon as possible. Written notice of at least 30 days prior to removal from the class is required. Tuition will be pro-rated for early withdrawal of a child during the month with notice given to the Preschool prior to the beginning of that month. No tuition will be refunded for withdraw of a student without advance notification.

### **Non-discrimination Policy**

Creative Minds Preschool does not discriminate against children and/or their parents/guardians on the basis of sex, race, creed, color, religion, national origin, physical handicap, marital status, pregnancy, parenthood, or age.

## **Tuition**

Tuition is due the first class day (for your child) of each month. Cash and checks (made payable to Creative Minds Preschool) will be accepted as payment for tuition. Payments made after the 7th day of any school month will be considered late and a \$25 "Late Payment Fee" will be assessed. There is a \$25 fee for "Insufficient Funds" checks.

Tuition for all classes is based on a daily rate of \$26/\$27 per class. We have conveniently provided you with a flat rate to pay each month. The flat rate is determined by adding the total number of school days during the year, multiplying it by the daily rate and dividing that by the number of months of school. The 2015/2016 school year rates are as follows:

**Tuesday/Thursday Class \$190 per month**

**Mon/Wed/Fri classes \$280 per month**

A one-time non-refundable Enrollment Fee of \$75 is due upon submitting the Enrollment Packet.

In the event that the school is closed due to Teacher illness or other circumstances of the Preschool Teacher, you will be credited the daily rate per day for missed days. If the Mat-Su School District closes the public schools for snow or bad weather, the Preschool will also be closed. You will not be credited for those days.

If you have two or more children enrolled in the Preschool at the same time, you will receive a discount of 20% on the least expensive child. This discount does not apply to the Enrollment Fee.

## **Drop off and Pick up**

Parents/Guardians are responsible for dropping off and picking up their children (see enclosed Daily Schedule). For drop off, it is important for the parent/guardian to bring the child into the classroom, sign the child in, and make sure the teacher is aware that the child has arrived. For pick up, the parent/guardian must come into the classroom, sign the child out, and make sure the teacher is aware that the child is leaving. Students will only be released to adults who are listed on the Emergency Contact Sheet.

In order to protect each child, it is the policy of Creative Minds Preschool to refuse to release any student enrolled to a person other than those who are listed on the enrollment forms.



We reserve the right to ask any person for identification before releasing a student into their care. If at any time a person not listed on the enrollment form will be picking up a child, the Preschool teacher must be notified in advance.

### **Parent/Family Involvement**

Parents/guardians and family members are welcome and encouraged to visit Valley Creative Minds Preschool at any time. At Valley Creative Minds we understand the connection between home and school is vital to the success of students.

All notices, schedules, meetings, and information will be posted on the Parent Bulletin Board located near the entryway of the school. Please check that bulletin board daily for messages or announcements. In addition, monthly Preschool Newsletters will be sent home informing parents and family members of happenings in the school and upcoming activities.

### **Parent/Legal Guardian Conferences**

Optional conferences will be held one time during each school year (February). Parents/guardians are invited to attend conferences and may request additional conferences at any time. Parent/Teacher communication is constant and always available.

### **Illness**

For the protection of all children and staff, children who are ill, or are showing signs of illness, will not be allowed in the Preschool. Signs of illness are fever (of 100+ degrees), excessive runny nose/cough, sore throat, puffy or red eyes, upset stomach, rash, lice, etc.

If a child should exhibit any signs of illness while at school, the parents/guardians will be called and asked to pick up their child as soon as possible. Meanwhile, the child will be separated from the group and made as comfortable as possible until the parent/guardian arrives. If the illness is serious, the paramedics will be called, and then the parent/guardian will be contacted.

If your child will be absent due to illness, please contact the Preschool to let us know the nature of the illness. In the event that it is a communicable disease, a release note from a physician will be necessary for the child to return to school. Parents will be notified of any communicable diseases to which their child may have been exposed.

If a child needs to take any medication during school hours, the parent/guardian must fill out an Administration of Medication Authorization Form. All prescription medications must be in the original container labeled with the child's name, expiration date, dosage, and doctor's name and phone number. Vitamins, aspirin, acetaminophen, ibuprofen, cough drops, etc., are also considered medications

and require a completed Administration of Medication Authorization Form to allow us to administer them to your child.

In order to prevent the spread of germs in the classroom, all staff and children will be asked to wash their hands after: handling secretions, nose blowing, using the bathroom, and before and after food preparation, service, and consumption.

### **Outdoor/Cold Weather Play**

We will be going outside for recess/play; therefore outdoor playwear will be necessary at school. Please make sure that your child is properly clothed for outdoor weather when they arrive and leave the Preschool. There will be certain exceptions to outdoor play. Certain weather conditions will prevent children from going outside such as high winds causing poor air quality, extremely cold temperatures below -10 degrees Fahrenheit and any other weather conditions that are hazardous.

### **Bathroom Skills**

All children must be potty trained and able to use the bathroom without assistance. If a child is struggling with a difficult fastener on his/her clothing, the Preschool Teacher will assist them.

### **School Rules**

Preschool participants are expected to abide by elementary school rules and regulations in order to provide a consistent set of guidelines both for parents/guardians and children. The Preschool Staff will refer to the rules as "Being safe/Making safe choices" and "Being respectful".

The Preschool expects families to comply with the following guidelines:

Children will...

- be kind and courteous to themselves, their peers, adults and school property.
- keep their hands and feet to themselves.
- follow all directions and safety rules.
- share materials.
- be a good active listener.

Parents/Guardians will...

- follow the example of the school staff when interacting with students.
- model appropriate listening skills during class lessons.
- be active in their child's school experience.
- direct all questions and concerns to school staff.

## **Discipline**

Valley Creative Minds Preschool, LLC staff will model and reinforce positive behavior at all times.

Valley Creative Minds Preschool, LLC discipline policy is as follows:

1. A verbal warning will be given to change and/or redirect unacceptable behavior.
2. Repeated unacceptable behavior will result in a "Time-out", and the child/children will be separated from the group.
3. If the behavior issues continue, a private conference with parents/guardians of the child/children with disciplinary problems will be held. During this time we will discuss concerns of their behavior, expectations and consequences of behavior, and a plan to ensure elements of consistency between school and home.
4. In cases of serious irresolvable discipline problems, the child/children may be suspended from the program.

Valley Creative Minds Preschool, LLC reserves the right to terminate enrollment in the event of irresolvable behavior problems that affect the rights of the other students in the class.

## **Preschool Staff**

The staff consists of the Preschool Teachers. In the event that a preschool teacher has an emergency or absence for any reason a substitute will be provided. Phone calls and e-mails will be issued as early as possible to inform parents of any school closures.

## **Food**

Students will participate in Snack Time each day. Each child should bring a healthful packed snack to each school day. The school will provide water, and will have snacks available to children who have forgotten or are unable to provide their own. We will have many opportunities to share snacks from home on special party days, and super kid days.

Some snacks suggestions are: granola bars, fruit slices, cheese sticks, pretzels, fruit snacks, sandwiches, trail mix, crackers, pudding, etc.

## **Clothing**

Students should be dressed in comfortable play clothes when they arrive at school each day. If we will be going outside, parents/guardians will be notified in advance if special clothing is required.

Each child must have a full change of clothes (sealed in a large zip lock bag) and indoor shoes to be kept at school. The change of clothes should include underwear, pants, a shirt, and socks.

All clothing, shoes, coats, hats, etc. must be marked with the student's name.

### **Field Trips**

Field trips will occur throughout the school year (approximately 1 time a month). A child can participate in a Field Trip if the parent/guardian has signed the Permission Form. Field Trip Permission Forms will be sent home prior to the Field Trip and parents are required to drive their own children to and from all field trips.

### **Show and Tell**

Show and Tell will be held on Thursday/Friday of each week. A child may bring one or two items to show and talk to about with their classmates. These items can be toys, books, pictures, etc. The item(s) brought to school for Show and Tell will return home the same day.

### **Super Kid**

For one week during the school year each child will be selected as the "Super Kid". The purpose of this week is to celebrate the child. On the first day of their week your child may bring a poster board with pictures of their family. In addition, each day of their week your child can bring in a show and tell item, favorite snack to share with classmates, family members to read a story to the class, etc. Parents will be notified in advance of their child's Super Kid week.

### **Insurance Coverage**

Valley Creative Minds Preschool, LLC carries liability insurance in accordance with State Licensing Regulations.

### **Confidentiality**

Valley Creative Minds Preschool, LLC will not disclose any information about the child/children or their families to any individual or group without the written permission of the parents/guardians, with the exception of any required/directives from State Licensing, Child Protective Services, and State Epidemiology.

### **Child Abuse Incident Report Procedure**

Alaska State Law requires that all licensed preschool providers report any suspected child abuse or neglect the Department of Health and Social Services, Division of Family and Youth Services (550 W. 8th Ave, STE 300, Anchorage, AK 99501 – 907-269-3900) within 24 hours.

### **Complaint Procedures**

If you have a complaint about the staff or program of the Preschool, please discuss your concern with Valley Creative Minds Preschool Teachers. If your problem is not resolved using that procedure, you may contact Child Care Program Office located in Anchorage 907-269-4500.

### **Smoking**

Smoking will not be permitted at any time in the Valley Creative Minds Preschool, LLC facility, or on the steps and sidewalk surrounding the Preschool.

### **Changes in Preschool Policy**

30 days written notification will be given to all parents/guardians in the event the Preschool amends or adds to the current Policies and Procedures Handbook.

### **Class Supply List**

The following are items that each child is asked to bring on or before the first day of school:

- 1 Backpack/or bag
- 2 boxes of facial tissues (such as Kleenex, Puffs, etc.)
- 1 pair of indoor shoes (non-lace) to be left at school
- 1 complete change of clothes (in a zip lock bag) to be left at school
- 6 rolls of paper towels
- 1 box of sandwich/snack/ or gallon size zip lock bags



# CHILD CARE LICENSING PROGRAM

Division of Public Assistance  
Child Care Program Office



## PARENTS' GUIDE TO LICENSED CHILD CARE

This form is required to be included in a child care facility's policies and must be provided to parents at enrollment.

◆ **Choosing care for your child is a significant decision.**

When you entrust the care of your child to another person, you are making an important decision. Visit, ask questions, and carefully compare several programs. Licensed care includes child care homes, group homes, and centers. Your choice depends on what you want and need for your child.

◆ **Licensing is a key to quality child care.**

Licensing promotes good care by setting basic health and safety standards. Before a center, group home, or home is granted a child care license, it must meet minimum regulatory standards such as: health, safety, and program requirements. Child Care Licensing Specialists from the Child Care Program Office conduct on-site inspections at a facility to monitor regulatory compliance and to investigate reports of concern. The goal of licensing is to prevent predictable risks of harm to children; however, licensing cannot guarantee that a facility meets all requirements at all times.

◆ **An informed parent is a key to quality child care.**

Parents are responsible for choosing and monitoring their child's care. Licensors generally visit a minimum of twice a year, but you visit each time you take your child. Visit unexpectedly sometimes or in the middle of the day. Keep an eye on the quality of care. What do you see when you visit? Is the environment safe? Are caregivers knowledgeable, nurturing, and communicating with you about your child's daily care and needs? How many children are present, are there enough caregivers? Are activities appropriate? Watch how your child responds to the program and interacts with caregivers. Listen to what your child says and pay attention to changes in their behavior. It's ultimately a parent's decision to choose a facility which meets their family's needs and their standards for health, safety, and quality.

◆ **What to do if you have questions or concerns about the care your child is receiving:**

First discuss with your caregiver or the facility's Administrator or Child Care Associate if you have any concerns, observe any health or safety issues, or feel the facility's program needs improvement. If you are still concerned, believe children may be in danger, or feel a licensing standard has been violated, **contact the Child Care Program Office toll free at 1-888-268-4632.**

### CHILD-TO-CAREGIVER RATIO REQUIREMENTS FOR LICENSED CHILD CARE FACILITIES

#### CHILD CARE HOMES

- 1 caregiver required; must be at least 21 years of age
- No more than 5 children younger than 13 years of age including the caregiver's own children, without fire safety approval
- No more than 8 children total, younger than 13 years of age, including the caregiver's own children, with fire safety approval
- No more than 3 children under the age of 30 months
- No more than 2 children may be non-ambulatory
- No more than 5 children, including the caregiver's own children under the age of 18 years, are allowed in nighttime care between the hours of 10:00 p.m. and 6:00 a.m., with fire safety approval

#### CHILD CARE GROUP HOMES

- 2 caregivers required, one must be the Administrator and must be at least 21 years of age
- Caregivers must be at least 18 years of age
- No more than 12 children total younger than 13 years of age, including the caregiver's own children, with fire safety approval
- No more than 5 children under the age of 30 months
- No more than 4 children may be non-ambulatory
- No more than 5 children, including the caregiver's own children under the age of 18 years, are allowed in nighttime care between the hours of 10:00 p.m. and 6:00 a.m., with fire safety approval

See 7 AAC 57.505 for child-to-caregiver ratio requirements allowing 1 caregiver in a Group Home.

#### CHILD CARE CENTERS

- Administrator and/or Child Care Associates must be at least 21 years of age
- 13 or more children in care, with fire safety approval

The number of caregivers, who are at least 18 years of age, needed to meet child-to-caregiver ratios:

- 1 caregiver for every 5 infants (birth through 18 months)
- 1 caregiver for every 6 toddlers (19 months up to 36 months)
- 1 caregiver for every 10 preschool children (3 and 4 year olds)
- 1 caregiver for every 14 kindergarten children (5 and 6 year olds)
- 1 caregiver for every 18 school age children (7 through 12 years old)

See 7 AAC 57.510 for allowable maximum group sizes in a Center.

## CHILD CARE FACILITIES MUST MEET THE FOLLOWING REQUIREMENTS

### TO BE LICENSED

- Required to apply for a Provisional or Biennial License
- Must meet all licensing standards and requirements
- Must be in compliance with all licensing regulations
- Must allow Child Care Licensing access to inspect the facility and premises to ensure licensing compliance and to investigate complaints
- All staff/household members must have valid criminal history check from the State of Alaska Background Check Program
- All caregivers must meet the licensing early child development training requirements

### OBTAIN FROM PARENTS

- Child's immunization records or an approved exemption form
- Child emergency information
  - must be updated by parent when changes occur or at least semi-annually
- Permission for:
  - medication administration
  - transportation
  - field trip participation
- A plan of care for a child identified with a special need
- A behavior guidance plan for a child with a behavior issue

### PROGRAM REQUIREMENTS

- Must promote children's healthy development
- Must include quiet and active, group and individual, indoor and outdoor activities
- Must include minimum of 20 minutes of vigorous physical activity for every 3 hours in care
- Must ensure screen time viewing is limited to 1½ hours in a 24-hour period
- Must have a specialization approved by Child Care Licensing to provide nighttime care or allow children to participate in a moderate risk activity

### SUPERVISION

- Ensure children are always supervised by an adult caregiver
- Ensure children receive age appropriate supervision
- Ensure a child's whereabouts are known at all times while in care
- Ensure child-to-caregiver ratios are always met

### SAFETY

- Must meet Child Care Licensing and fire safety standards
- Must have an emergency evacuation plan, train staff, and document monthly evacuation drills
- Ensure water temperature is between 100 and 120 degrees Fahrenheit
- Ensure firearms and ammunition are stored properly away from children. Note: firearms and ammunition are prohibited in a child care center.
- Ensure the facility is free of hazards inside and outside
- Ensure electric outlets accessible to children under age 5, have child protective outlet covers

### BEHAVIOR GUIDANCE

- Must be positive and never cruel, humiliating, or damaging to the child
- Must set realistic expectations and clear and consistent limits
- Must not be disciplined or punished related to eating, napping, or toileting
- Ensure if time-outs are used they are age appropriate and a child is never removed from other children for more than 10 minutes
- Ensure corporal punishment of children is prohibited. Note: corporal punishment means "the infliction of bodily pain as a penalty for a disapproved behavior. It includes: shaking, spanking, delivering a blow with a part of the body or an object, slapping, punching, pulling or any other action that seeks to induce pain."

### HEALTH

- Ensure the facility meets cleaning and sanitation standards
- Ensure meals and snacks are nutritious and follow Alaska Food Program standards
- Ensure sanitary practices are used for food preparation and handling
- Must notify parents if their child is exposed to a contagious or communicable disease
- Ensure a medical provider approves attendance before admitting a seriously ill child
- Ensure drinking water is safe
- Ensure facility is smoke free
- Ensure there is always a caregiver with CPR and first aid certification present
- Ensure medicine and toxic materials are labeled and stored safely out of reach
- Ensure medicine is only administered with parent permission
- Ensure a caregiver's own child and all children in care are treated equitably

### EQUIPMENT AND SUPPLIES

- Ensure furniture and equipment are safe and durable
- Ensure there is an adequate and varied amount of age appropriate toys and books available for children in care
- Ensure children have storage space for their belongings
- Ensure children under age 5 have a cot/mat/bed and bedding that is clean and sanitary for resting
- Ensure infants sleep on their backs in an approved crib free from materials and blankets that could increase the risk of suffocation

### SPACE

- Must have indoor and outdoor space to accommodate the physical and developmental needs of children in care:
  - 35 square feet of usable indoor space per child
  - 75 square feet of usable outdoor space per child

# Valley Creative Minds Preschool, LLC

## ENROLLMENT APPLICATION 2016/2017

I would like to enroll my child in the following:

\_\_\_\_\_ Mon/Wed/Fri w/ Ms. Allison PM 8:45-11:30 Class (4-5 year old children)

\_\_\_\_\_ Mon/Wed/Fri w/ Ms. Allison PM 11:45-2:30 Class (4-5 year old children)

\_\_\_\_\_ Tues/Thurs w/ Ms. Summer AM 9:00-11:30 Class (3 & 4 year old children)

A Tues/Thursday afternoon class will be added if the enrollment is high for the morning class.

Please Note: A \$75 (non-refundable) Registration Fee must be submitted with this application to hold your spot.

**Printed Name of Child:** \_\_\_\_\_ Birthdate: \_\_\_\_\_

Name your child likes to be called: \_\_\_\_\_

Siblings enrolled at our Preschool: \_\_\_\_\_

**Contact Information for Parent(s) or Legal Guardian(s) - (Please print):**

MOTHER \_\_\_\_\_ FATHER \_\_\_\_\_

Home Address \_\_\_\_\_ Home Address \_\_\_\_\_

\_\_\_\_\_ Mailing Address \_\_\_\_\_ Mailing Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

Work Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

E-mail Address \_\_\_\_\_ E-mail Address \_\_\_\_\_

Authorized to pick child up? \_\_\_\_\_ Authorized to pick child up? \_\_\_\_\_

**The following people are also authorized to pick my/our child up from school:**

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Hm Phone \_\_\_\_\_ Wk Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Can this person also be called in an emergency situation? Yes \_\_\_\_\_ No \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Hm Phone \_\_\_\_\_ Wk Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Can this person also be called in an emergency situation? Yes \_\_\_\_\_ No \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Hm Phone \_\_\_\_\_ Wk Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Can this person also be called in an emergency situation? Yes \_\_\_\_\_ No \_\_\_\_\_



# Student Interest Survey

Child's Name: \_\_\_\_\_ Sex: Male \_\_\_ Female \_\_\_

Child's Nickname: \_\_\_\_\_

Brothers/Sisters of Child: \_\_\_\_\_ Age \_\_\_\_\_

\_\_\_\_\_ Age \_\_\_\_\_

\_\_\_\_\_ Age \_\_\_\_\_

\_\_\_\_\_ Age \_\_\_\_\_

\_\_\_\_\_ Age \_\_\_\_\_

Others Living in the Home:

\_\_\_\_\_ Relationship: \_\_\_\_\_

\_\_\_\_\_ Relationship: \_\_\_\_\_

If the child is adopted, a foster child, or a stepchild, or the parents are divorced, please provide any information regarding the child's past history or custody arrangements that will be helpful to our staff:

\_\_\_\_\_  
\_\_\_\_\_

**If the child is adopted, does he or she know?** \_\_\_\_\_

Language(s) spoken at home: \_\_\_\_\_

Is the child right-handed or left-handed? \_\_\_\_\_

Food allergies: \_\_\_\_\_

Food preferences: \_\_\_\_\_

Food dislikes: \_\_\_\_\_

Favorite colors: \_\_\_\_\_

Favorite books: \_\_\_\_\_

Favorite movies/TV shows: \_\_\_\_\_

Favorite indoor activities: \_\_\_\_\_

Favorite outdoor activities: \_\_\_\_\_

Child's current interests: \_\_\_\_\_

Does your child have any special fears? \_\_\_\_\_

Are there any special problems/concerns that we should be aware of? \_\_\_\_\_

\_\_\_\_\_

Areas of child's development that most please you: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Areas of child's development that most concern you? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Names of other children that your child plays with regularly:

\_\_\_\_\_ Age \_\_\_\_\_

\_\_\_\_\_ Age \_\_\_\_\_

\_\_\_\_\_ Age \_\_\_\_\_

Are there any holidays or occasions that you do NOT celebrate? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Printed Name)

\_\_\_\_\_

(Relationship to Child)

\_\_\_\_\_

(Signature)

\_\_\_\_\_

(Date)



**CHILD EMERGENCY INFORMATION**

Items indicated with an \* are required by Child Care Licensing regulations 7 AAC 57 and/or Child Care Assistance regulation 7 AAC 41.

**CHILD'S INFORMATION**

*Child's Name:	Date of Birth:
Siblings Enrolled? <input type="checkbox"/> Yes <input type="checkbox"/> No Name:	Any Custody Arrangements/Restrictions <input type="checkbox"/> Yes <input type="checkbox"/> No

**PARENT(S) OR LEGAL GUARDIAN(S) INFORMATION**

*Name:	*Relationship:	Name:	Relationship:
*Cell Phone:	*Home Phone:	Cell Phone:	Home Phone:
Physical Home Address:		Physical Home Address:	
Place of Employment/Other:		Place of Employment/Other:	
*Employment or Other Main Phone:		Employment or Other Main Phone:	

**PERSONS AUTHORIZED TO PICK-UP CHILD**

List the names and phone numbers of persons who can pick up your child. You must include at least one name and phone number of an individual who can assume responsibility for your child if you cannot be reached immediately in an emergency. Clarify whether these individuals can pick up the child in emergency situations only or at other routine times.

*Name:	*Daytime Phone:	Cell:	<input checked="" type="checkbox"/> Emergency <input type="checkbox"/> Routine
Name:	Daytime Phone:	Cell:	<input type="checkbox"/> Emergency <input type="checkbox"/> Routine
Name:	Daytime Phone:	Cell:	<input type="checkbox"/> Emergency <input type="checkbox"/> Routine
Name:	Daytime Phone:	Cell:	<input type="checkbox"/> Emergency <input type="checkbox"/> Routine

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**MEDICAL INFORMATION AND RELEASE FOR MEDICAL CARE**

Items indicated with an \* are required by Child Care Licensing regulations 7 AAC 57 and/or Child Care Assistance regulation 7 AAC 41.

Child's Name:	Child Care Facility:
* Health Concerns <input type="checkbox"/> My child has NO health concerns, including allergies or medications -OR- <input type="checkbox"/> My child has the following: Medication, medical, or other treatments: _____ Allergies (including foods, drugs, others): _____ Special needs (ex: dietary, health related services): _____	

**PREFERRED PHYSICIAN AND MEDICAL FACILITY INFORMATION**

*Physician's Name:	Physician's Phone:
*Preferred Hospital:	

I verify the information contained on this record is correct and complete. I hereby give the permission for emergency medical treatment, including emergency transportation to a health care facility, for my child. I understand that every effort will be made to locate me or my child's other parent or legal guardian as soon as possible. I understand my obligation to keep my child care provider informed of my whereabouts. This authorization remains valid until revoked by myself.

\*  
Signature of Parent or Legal Guardian \_\_\_\_\_ Date Signed \_\_\_\_\_

* Information on this Child Emergency Record must be reviewed and updated at least semi-annually and when new information becomes available.				
Date & Initial	Date & Initial	Date & Initial	Date & Initial	Date & Initial

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# WALKING FIELD TRIP PERMISSION FORM

I give permission for \_\_\_\_\_ to go on Walking Field Trips in the vicinity of the school. An example of a Walking Field Trip: walking to the vacant lot adjacent to the Preschool to collect leaves. This permission slip will be kept in your child's file for repeated occasions. Parents will be notified in advance of all Walking Field Trips.

Printed Parent Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_