



Student Registration Packet

Name of Student: _____

Student Registration Form, General Policies & Procedures, Emergency Medical Authorization & Contract Form, Financial Contact Form

15 Kingsland Dr. Stafford, VA 22556 540.659.9227(tel)540.659.9228(fax)
805 Lyons Blvd. Fredericksburg, VA 22406 540.371.6510(tel) 540.371-6518(fax)
1179 Courthouse Rd. Stafford, Va 22554 540.318.8349(tel) 540-602-7946(fax)

www.dawning-point.com

On your child's enrollment at Dawning Point Learning Center please remember:

To turn in the following completed forms:

- Student Registration Form w/USDA Enrollment & Income Eligibility Forms
- Financial Contract w/Tuition Express Enrollment Form
- General Policies & Procedures
- Emergency Medical Authorization & Contact Form (Two complete w/address & #)
- Immunization Record
- School Health Entrance Form (within 2 weeks)
- Child's Birth Certificate

All forms must be received before your child may attend the center.

All parents/guardians must sign their child In and out each day. It is important that you bring your child inside the center and leave him/her with the classroom teacher.

Please call us if your child is going to be absent. Our phone number is (540) 659-9227 (Stafford Center), 540-371-6510 (Fredericksburg Center) and 540-318-8349 (Courthouse Center).

Please be sure to write your child's name on his/her jackets, sweaters, shoes, extra clothes, nap items, etc.

Please take the time to read the postings on the door and parent board.

Please remember to check and clear your child's cubby at the end of each day, and take home any notes or art work, etc.

Feel free to discuss any concerns you have with your child's teacher or a director.

We look forward to a successful and pleasant relationship with each and every one of our parents and children. We are excited that you have chosen our school to impart early learning experiences and foster a love of learning in your child's life.

FIRST DAY ESSENTIALS

- Change of clothes-labeled w/socks & undergarments
- Preferred Snacks for picky eaters (Infants/Toddlers ONLY)
- Sippy cups/Bottles- (If applicable)
- Formula/ Breast Milk (If preferred) w/Bottled water (If preferred)
- Sleeping Blanket & Fitted Crib Sheet: (2) for infants
- Diapers/Pull-ups/Wipes

*****PLEASE KEEP THIS SHEET*****

STUDENT REGISTRATION FORM

Child's Name _____ Nickname _____

Date of Birth _____ Sex _____

Phone Number _____

Address _____

Allergies/ Chronic Physical Problems/Pertinent Development Information/ Special Needs Accommodations

Previous Childcare or Schools Simultaneously Attends/ Please include grade & teacher

PARENTS/GUARDIANS

Father 's Name _____ Cell phone _____

Cell Phone Provider for texts: _____

Home Address (please indicate if same as above) _____

SSN: _____

Email: _____

Place Employed _____ Business Phone _____

Business Address _____

Mother 's Name _____ Cell phone _____

Cell Phone Provider for texts: _____

Home Address (please indicate if same as above) _____

SSN: _____

Email: _____

Place Employed _____ Business Phone _____

Business Address _____

Person(s) having legal custody of child/Special custodial arrangements (or "same as above")

Name/Relationship _____

Phone Number(s): (w) _____ (h) _____ (c) _____

I understand:

1. a) Dawning Point Learning Center agrees to notify the parents or guardians whenever their child becomes seriously ill (Temperature of 101o F or higher; Repeated Vomiting, diarrhea as well as other obvious communicable symptoms) and the parents agree to arrange to have their child picked up, as soon as possible, if requested by the Center Director.

b) Parents agree to notify the center within 24 hours or the next business day if your child or an immediate family member develops any reportable communicable disease per State Board of Health, except for life threatening diseases which must be reported immediately.

2. The parents/guardians authorizes Dawning Point Learning Center to obtain immediate critical medical care in case of an emergency.***

3. Upon enrollment a child's birth certificate must be presented within 7 working days for all children ages one (1) through five (5) and school age children even those enrolled in Stafford County Public Schools. If the birth certificate cannot be presented, Dawning Point Learning Center must notify Stafford County Sheriff's Department.

4. Each child must have a current physical form within two weeks of enrollment and complete shot record to be placed in their enrollment file, before care may begin.

5. I have discussed Van Safety Rules with my child and understand the rules will be strictly enforced for all children's safety while being transported in center vehicles.

Other forms required:

- Authorization Form for Non-prescription O-T-C skin products
- USDA Enrollment & Income Eligibility Form
- Infant Choice Formula Form
- School Health Entrance Form
- Immunization Record
- Financial Contract
- Tuition Express Enrollment Form

Parent or Guardian Signature _____ Date _____

Center Director or Assistant Director _____ Date _____

Date Child Entered Care _____ Date Child Left Care _____

GENERAL POLICIES & PROCEDURES

Dawning Point Learning Center is a non-religious affiliated, individually owned and operated childcare center located in Stafford County Virginia. Dawning Point Learning Center welcomes children of all ethnic backgrounds, race, color, or religious beliefs. Children who have disabilities may attend Dawning Point Learning Center provided the center is qualified to provide such care. At Dawning Point Learning Center your child's needs and interests are given top priority.

ARRIVAL

Children must be brought into the center fully dressed and checked in upon arrival and checked out upon being picked up. No children may be dropped off in the parking lot, and no child may check themselves in or out of center programs. Please make sure that your child is in care of a staff member, and the staff member is aware of your child's presence before you leave the center. This is to ensure the safety of your child and promotes communication between the center and the parents/guardians.

ILLNESS

Dawning Point Learning Center is a place for well children. If your child has a fever over 101, is vomiting, or has diarrhea, they must be kept home for a period of twenty-four (24) hours after any symptoms occur or prescribed medication is administered, or can provide a doctor's note specifying they may return sooner. Other exclusionary symptoms include rash-like skin conditions, redness, swelling, draining of eyes, or any other clear symptom of a communicable illness.

If your child becomes ill while at the center, you will be notified and expected to pick-up your child, or make arrangements to have your child picked-up as soon as possible. Sick children may not remain at the center to minimize exposure to other children to illness and communicable diseases. School-age children will not be picked-up from the public schools when they are too ill to stay in class or too ill to attend school that day and brought back to center. If a school age child is too ill to attend public school they may not attend the center either. If your child is exposed to a communicable disease while at the center, the center will notify you accordingly.

ACCIDENTS

In the event of an accident, first aid will be administered by a staff member with certified first aid/CPR training. In case of an accident where professional medical treatment may or is needed, the parent/guardian will be notified, and the rescue squad will be called (911).

MEDICATION

The center will administer only emergency medication, this includes rescue inhalers, Epipen, or antihistamines for allergic reaction, etc. Maintenance drugs can no longer be administered due to no center nurse on staff. Any child with acute medical issues will have to have a treating physician's plan of care on file for any emergency treatment, as well as a signed permission form by the parent/guardian, authorizing Dawning Point Learning Center to follow the written medical plan.

RELEASE OF CHILDREN

Children will be released from center care, only to persons listed on their child's enrollment form. Parents must send a written note authorizing anyone not listed on their child's form, if they wish the release of their child to that person. In an emergency or unforeseen situation a telephone authorization may be accepted by a center director for the release of a child, provided a photo identification is provided upon pick up.

PARENT VISITATION

Dawning Point Learning Center has an open visitation policy. Parents are always welcomed visitors at the center, however, the staff may not have time to chat with parents, and provide quality care for the children at the same time. Conferences may be scheduled. Parents may stop by the office to see the director or assistant director with any concerns, complaints, or compliments.

CLOTHING

Each pre-school age child must have at least one seasonal appropriate complete change of clothing at the center. All clothing items must be clearly labeled with your child's full name. The center cannot be responsible for lost clothing items.

TOYS & PERSONAL BELONGINGS

Children may not bring toys or personal articles from home except in the case of nap time security items or Share and Tell items for their Sharing Day. The center will not be responsible for such articles. All personal articles must be stored in the child's assigned cubby or personal backpack.

FOOD

Only children with special diets authorized by a physician will be allowed to bring food into the center. Special treats from home may be brought in, if there is enough for the child's entire class to share. Appetizing, nutritious meals and snacks are served each day. Dawning Point Learning Center abides by and provides USDA Food Program

guidelines and requirements. Menus are posted weekly for your information. All meals and snacks are included in the charged weekly fees.

NAP/QUIET TIME

Following lunch, a rest or nap time is provided for all the pre-school age children. The center will provide each child with their own individually assigned and marked mat as well as blanket. Their personal bedding and pillows will be sent home daily to be laundered.

CORRECTIVE BEHAVIOR

Dawning Point Learning Center will not allow any physical or mental punishment of children in our care. Teachers are trained to use redirection or reasoning techniques to address behavior problems. Occasionally, supervised TIME OUT may be used as a corrective measure. Time Out is limited to one minute per year of age for children to quietly sit. Children are kept actively involved in a wide variety of learning experiences, and positive reinforcement is used to encourage appropriate behavior. In those rare cases where the center's methods of correction do not prove successful, parents may be asked to suggest appropriate methods, within the center's guidelines. If correction of the behavior is documented and unsuccessful and behaviors escalate or prove to be beyond what can be addressed while in care- a parent may be asked to withdraw their child with a one-week notice. Parents may be asked to withdraw a child who purposely harms themselves, other children or staff members, without notice due to safety concerns.

TRANSPORTATION

Transportation to and from local public schools and on center sponsored field trips is provided by Dawning Point Learning Center. All children under the age of eight or four feet nine inches tall must ride in an approved booster seat. Parents may be requested to provide a seat if their child is required to use one. If a child is scheduled to be picked up at a public school and does not show or need transportation for that day, the parent MUST NOTIFY the center at least one hour prior to the scheduled pick up time. If a child does need to be picked up from their public school, but was not at the center earlier that day, the parent MUST NOTIFY the center at least one hour prior to the scheduled pick up time to expect the child's arrival. All children's schedule changes are the responsibility of the parent/guardian, a staff member will check-in any child who was not checked in earlier in the day.

NAP TIME

Nap time is after lunch. ALL children are expected to respect this "quiet time". The children need this rest time and we need the quiet time to be able to clean up and prepare for the afternoon activities, catch up on paperwork etc. Please be reminded

that we do not get "breaks" and "lunch breaks" as in other jobs! Nap time is our only time to regroup in a 12+ hour workday! Parents are discouraged from visiting during nap time unless the child is being picked up for the day. It is very disruptive to the other resting children. They do not understand why one child can get up and play and yet others have to have quiet time.

TUITION

Children may not attend the day care unless FULL payment and ALL late fees have been paid up to date. Partial payment is not acceptable. More specific guidelines are outlined in the Financial Contract.

Dawning Point Learning Center reserves the right to change the above policies with a thirty day written notice. I have read the policies and procedures as stated above and agree to abide by them.

Parent Signature _____ Date _____

Director Signature _____ Date _____

----- **FOR OFFICE USE ONLY** -----

Birth Certificate Information

Birth Place:	Certificate #:	DOB:
Date Viewed:	Administrator's Printed Name:	Administrator's Signature:

STUDENT EMERGENCY MEDICAL AUTHORIZATION & CONTACT FORM

Insurance Company _____

Medical Number _____

Allergies, Medications/Dosages & Actions to be taken in case of emergency

Physician's Name _____ Phone: _____

Address _____

Emergency Contacts: People to be contacted when parents cannot be reached & authorized to pick up with proper identification. MUST PROVIDE TWO w/ADDRESS & PHONE #

Name: _____ Relationship _____

Address: _____

Phone: _____ Work: _____

Name: _____ Relationship _____

Address: _____

Phone: _____ Work: _____

Name: _____ Relationship _____

Address: _____

Phone: _____ Work: _____

Other pick-up authorizations: _____

List any persons NOT authorized to pick-up: _____

The parents/guardians authorizes immediate medical care and consents to the hospitalization of and/or the performance of necessary diagnostic test upon, the administration of drugs to his/her child or ward if an emergency occurs when he/she cannot be immediately contacted.

Parent Signature _____

Date _____

FINANCIAL CONTRACT FORM

I. The following contract is between _____
(Parents of child(ren) in care) and Dawning Point Learning Center located at
_____ (Address of child care facility) children
listed below:

Child's Name _____ Date of Birth _____

Child's Name _____ Date of Birth _____

Child's Name _____ Date of Birth _____

Child's Name _____ Date of Birth _____

Child's Name _____ Date of Birth _____

This contract begins on the following date: _____ and may be terminated by either parent/guardian or provider by giving two weeks' written notice. The provider may terminate the contract without notice if the parent/guardian is over two week(s) late with scheduled payments. Changes to the contract, desired by either provider or parent/guardian, must be made in writing and acknowledged in writing by the other parties at least 2 weeks before the desired change takes effect. A new contract may be signed at that time to reflect the changes.

TUITION FEES AND LATE FEES

A nonrefundable registration fee of \$ 100 for the 1st child and \$50 per additional child is due at the time of enrollment. The total book fee for your child(ren) will be _____. When a child is withdrawn from the center and wishes to re-enroll, a new registration fee must be paid. A registration fee constitutes a hold for up to four weeks, unless otherwise noted by a director. New registration paperwork must be filled out annually.

Tuition is charged weekly throughout the year. A 10% reduction in the weekly fee will be given for each of the second, third, etc. child enrolled within a family. The tuition rate for all children enrolled is _____ per week. This is a flat rate and stays the same amount regardless of attendance or hours. An additional _____ is added for Head Start/School-Age children when there is a full day out of school for a holiday, teacher workday, conferences etc.

Please note- in the event where the center is mandated to close as imposed by another governing agency or inclement weather due to no fault of its own- tuition will not be reimbursed.

TUTION PAYMENTS

All payments are due in advance. Tuition can be paid weekly, bi-weekly or monthly. Payment is due in full each Thursday, for the following week. Tuition is processed through Tuition Express. All families are required to have a credit card or bank account on file for payments. If parents do not wish for payment to be charged to the credit charge or account on file, tuition must be prepaid by cash, credit card or certified money no later than Wednesday the week before service. Any families without a credit card or bank account on file will be charged a **\$5 handling fee** for each transaction processed- along with the weekly tuition.

ADDITIONAL FEES

Dawning Point does not desire to collect any additional fees from parents or families. Any breach in the financial policies warrant specific fees. The only other monies collected from parents are for a direct service, or special event such as Easter Bunny, Santa Clause, Petting Zoo/Pumpkin Patch visit, field trips, and school photos.

COLLECTION

The information disclosed will be used to collect any debts accrued. If an account is left unpaid for over 30 days it will be turned over to our collections department. Any court fees or collections costs accrued in the attempt to collect a balance will be billed directly to that client.

LATE PAYMENT

There is a late fee of \$15.00 added for each late payment. Any payment made after Thursday, is considered late.

HOURS

Dawning Point Learning Center is open from 5:30 a.m. to 6:30 p.m. Monday through Friday. The day care is CLOSED at 6:30 p.m. After 6:35 p.m. late charges will be added at the rate of \$15.00 for every fifteen minutes, added at the BEGINNING of each quarter hour. At 6:36 p.m. you are late! All times in and out are taken from the clock at the day care.

After 7:27pm the charge is an additional \$2/minute in addition to the earlier imposed fees. If a child has NOT been picked up by 7:30pm and the parents/guardians have NOT contacted the center as well as an emergency contact, the Stafford County Sherriff's office will be notified.

HOLIDAYS

The learning center will be closed on federal holidays- New Year's Day, Martin Luther King Jr. Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the day after, and Christmas Day. The childcare center will have

to be determined early closings, or full day closings on Christmas Eve and New Year's Eve.

The learning center located at 15 Kingsland Drive and 1179 Courthouse Center will also be closed for Columbus Day. Veteran's Day the centers will remain open.

The learning center located at 805 Lyons Blvd. will be closed early at 5:30pm on the first Day of Yom Kippur and Rosh Hoshana, as well as the first full day after. For that reason, the center stays open on Columbus Day and Veterans Day.

It is the parent's responsibility to find alternate care if needed during any holiday closing times. Tuition does not change the week of a holiday unless a vacation has been previously requested.

There is no maximum hours a student can be in attendance when fulltime. Part time enrollment is defined by designated days & hours. Late fees and additional charges are assessed for attendance outside the designated part time hours/days. Please call and let us know by 10:00 a.m. if your child will be late or absent for the day. This helps us know how many students to plan for at lunch, activities etc. Parents that have not notified the center cannot be accepted in care after 12:00pm, unless previously arranged.

SICK CHILDREN

Sick children may not attend day care. This is a state regulation. Sick children make the other children sick too. "Sick", according to the regulations is any child that may be running a fever, has a rash, unexplained symptoms- red goopy eyes, rashes, blisters and bumps, or who appear to be less than healthy. It is up to the day care provider to decide if a child is too sick to be at day care. If a child becomes ill at day care, the parents will be notified and expected to pick up the child within the hour, or within reason. Ill children will be isolated from the rest of the children. More information on communicable symptoms can be found under general policies & procedures. Tuition remains consistent when students are ill.

VACATION TIME/TUITION BREAK

After a child has been enrolled for a minimum of 6 months, they may take one week of a tuition break per enrollment year with no charge. The child can be present or absent for this tuition break. The center must be given a two weeks' notice to program the tuition break into the payment system. An additional 2 half (50% off) billed weeks are redeemable at any time in the child's enrollment year.

DAMAGES

Small repairs and accidents go with the territory when running a day care facility. However, parents / guardians will be held financially responsible for damages

that cannot be classed as accident or fair wear and tear (Such as deliberate breaking of toys, poking holes in furniture etc.)

Persistent late payments are grounds for termination of childcare services. Childcare positions will be lost after two weeks of non-payment. (late fees will still accrue until the account is paid in full).

If your childcare account remains unpaid for any reason, be advised that your account will also be reported to collection agency immediately. A delinquent account is any account with a balance on it for two weeks or more.

Clients are responsible to pay all tuition, late fees and two weeks' additional fees after submitting notice of termination of childcare services in writing. Clients will also be held responsible for all court, attorney and collection agency fees involved in collection of late payments and debts. Unresolved balances will be submitted to our collections agency and all personal information disclosed in the Registration and Financial Contract Form may be used to collect that debt.

NOTICE OF TERMINATION

Two full weeks advance notice in writing is required to drop your child from the day care facility. Payment is required for these two weeks even if the child is not in attendance.

Dawning Point Learning Center reserves the right to terminate this contract for any reason. Two week's notice will be given under usual circumstances. However we reserve the right to immediate termination of services under certain circumstances. (i.e. children who are a threat to others or themselves, non-payment etc..)

SIGNATURES

By signing this contract, all parties agree to all of the above terms and policies, including financial responsibility for child care provided. The provider is responsible for providing all parties a copy of the signed contract.

Parent Signature: _____ SSN: _____ Date: _____

Parent Signature: _____ SSN: _____ Date: _____

Administrator's Signature: _____ Date: _____



Coronavirus (COVID-19)

COVID19 is a virus causing serious illness and even death across our country and all over the world. With a myriad of information, opinions, regulations and guidance- it has changed the face of everything we do including the way we provide licensed childcare and early education. Dawning Point Learning Center seeks to address and update its' policies and interpretation of guidance from the Virginia Department of Health, the Center for Disease Control and the Department of Social Services as they are issued. Above all, while providing quality care and education to our students, we seek to keep each one safe and healthy to stop the spread of this virus.

Health/Sanitation & Prevention

- Parent drop offs and pick-ups will be handled at the door, unless otherwise advised.
- Any adult requiring entrance to the building will have temperatures taken, directed to handwashing, and must wear a mask or face covering.
- Students are directed to handwashing immediately at drop off.
- Group size remains reduced as advised by Department of Social Services.
- All surfaces will be sanitized before and after every meal/snack as well as intermittently and as needed between activities.
- Proper handwashing should occur before AND after every meal/snack as well as throughout the day and after outdoor play.
- All the usual health & sanitation licensing procedures will stay in place including diaper changing stations, potty seats and toilets, handwashing signage at all stations with hand soap and single use paper towels, as well as the continued washing & sanitizing of all surfaces including nap mats.
- We will continue the usual licensing health & sanitation procedures regarding the cleaning and sanitizing toys and manipulatives.
- Nap mats and bins with personal belongings are assigned to single students. Siblings may share, if necessary.
- Rug time, table time and center time will be at half capacity and social distancing will be practiced as much as possible. Increased presence of social distancing signage will be used to provide visual guidelines to our students and staff.

Personal Protective Equipment

- Staff are required to wear masks while working. Under the CDC's guidance students over the age of 2 are encouraged to wear masks.
- Staff will continue to use proper gloving procedures for all mealtimes and snacks as well as diapering and toileting. Staff will also be using gloves for hands-on activities with students.

Exclusionary Symptoms & Detection

- Parents are asked to inform the center of any known first or second-hand exposure and follow CDC guidelines.
- Students will be visually health inspected and temporal temperatures taken at the door.
- Any symptoms of illness related to the coronavirus will be warrant for parent pickup but not limited to those published by the CDC- cough, fever, chills, shortness of breath, sore throat, loss of taste or smell.
- Parents will not be reimbursed tuition fees from absences associated with COVID19.
- Staff members who are sick will be required to stay home. Any combined symptom of illness related to the coronavirus will be warrant for testing with clearance from a doctor or full quarantine according to the CDC guidelines which will also apply to those possibly exposed.

Parent Signature: _____

Date: _____