



**TEDDY BEAR DAY CARE**  
**2406 E. 65<sup>th</sup> St.**  
**Indianapolis, IN 46220**  
**(317) 259-8096**

**APPLICATION FOR ENROLLMENT**

Child's Name \_\_\_\_\_ Nickname \_\_\_\_\_  
Date of Birth \_\_\_\_\_ Age \_\_\_\_\_ Sex \_\_\_\_\_ Start Date \_\_\_\_\_  
Home Address \_\_\_\_\_ Phone \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

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Father's Name \_\_\_\_\_ Birth date \_\_\_\_\_  
Address \_\_\_\_\_ Home Phone \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Employer \_\_\_\_\_ Type of work \_\_\_\_\_  
Work Address \_\_\_\_\_  
Work Phone \_\_\_\_\_ Working Hours \_\_\_\_\_  
Last 4 Soc. Sec. \*\*\*-\*\*-\_\_\_\_ Email \_\_\_\_\_

Mother's Name \_\_\_\_\_ Birth date \_\_\_\_\_  
Address \_\_\_\_\_ Home Phone \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Employer \_\_\_\_\_ Type of work \_\_\_\_\_  
Work Address \_\_\_\_\_  
Work Phone \_\_\_\_\_ Working Hours \_\_\_\_\_  
Last 4 Soc. Sec. \*\*\*-\*\*-\_\_\_\_ Email \_\_\_\_\_

Married Status: \_\_\_ Married \_\_\_ Separated \_\_\_ Divorced \_\_\_ Single  
Step Parent/Significant other's Name \_\_\_\_\_  
Other Children (names and ages) \_\_\_\_\_

Name of Emergency Contact and Authorized Person to Release Child to  
in case parent can not be reached:

**Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **Relationship:** \_\_\_\_\_

**OTHER AUTHORIZED PERSONS TO PICK CHILD UP:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Relationship: \_\_\_\_\_

**\*\*\*\*\* Please note that YOU must notify the center if someone other than the child's parents will be picking the child up. We will ONLY release the child to the above listed authorized persons. For anyone else to pick up a child, WRITTEN NOTIFICATION IS REQUIRED BEFORE THE CHILD WILL BE RELEASED.**

*It is each parents responsibility to notify the center **IMMEDIATELY** if there is a change in allowing an Authorized Person to pick up their child.*

Child's Doctor: \_\_\_\_\_ Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_ Address: \_\_\_\_\_

Child's Dentist: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

**My child has the following Allergies/Medical Problems:**

\_\_\_\_\_

I hereby give permission to Teddy Bear Day Care to post pertinent information about my child's allergies, in their classroom, so teachers are aware.

\_\_\_\_\_  
Parent Signature

## TEDDY BEAR DAY CARE ENROLLMENT INFORMATION

- \* Upon enrollment, a **non-refundable registration fee** of **\$50.00 is charged per child**. As long as the child remains continuously enrolled, you will not be charged another registration fee.
- \* A supply fee of **\$30.00** is charged twice a year for all children except infants. The charge is every **January** and **August** and can be added into your weekly payment. This fee is not covered by CCDF.
- \* Tuition is due each **Monday**. Payment received after Wednesday will be considered late and we will no longer honor our "Prepaid" rate.
- \* Tuition is payable each week whether your child is in attendance or not. You are entitled to **1 FREE WEEK** vacation **AFTER** your child has been attending for **6** consecutive months. This week can be taken before your child's anniversary starting date, but **AFTER** being enrolled for 6 months. The **FREE WEEK** cannot be accumulated. Your child may not attend the center during any part of the **FREE WEEK**. If not taken, it is forfeited. You receive another **FREE WEEK each year**. We ask for a two week **prior notification** when wanting to take your free week.
- \* A late charge of **1.00** will be assessed for every minute you are late in picking up your child starting at **6:05 P.M.** We will start calling persons listed in the child's file if a child has not been picked up by 6:15. A staff member will stay with a child until s/he is picked up.
- \* Checks that are returned for insufficient funds will be charged \$50.00. If two checks are returned, tuition must be paid by cash, money order, cashier's check, or charge card.
- \* If you use Tuition Express please know that those payments are processed on **Monday** of each week for the current week. We require a **10 day written notice** to cancel all recurring tuition express payments.

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Signature

- \* If more than **TWO WEEKS TUITION IS OWED**, you will be asked to withdraw your child until the balance has been paid in full. You can re-enroll your child by paying the registration fee again.

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Parent Initials

## **POLICIES AND PROCEDURES**

1. Teddy Bear Day Care will be open Monday through Friday from **6:30 A.M.** until **6:00 P.M.** Each child shall be picked up **BEFORE 6:00 P.M.** A late charge will be assessed for each minute starting at **6:05 P.M.**
2. Teddy Bear Day Care will be closed the following days each year: **Labor Day, Thursday and Friday of Thanksgiving, Christmas Eve, Christmas Day, New Year's Day, Memorial Day and July 4<sup>th</sup>.** Full tuition is expected for both full & part-time children during these holidays. If a holiday falls on a Saturday, we will be closed the Friday prior. If a holiday falls on a Sunday, we will be closed the following Monday.
3. A morning snack is served at 7:30. Breakfast is served at 9:30. Lunch is served between 11:30-11:45 depending on age of child(ren). An afternoon snack at 2:30.
4. We ask for a **TWO WEEK NOTICE** if you are planning on withdrawing your child. If two weeks is not given, you will be charged and expected to pay for two week's tuition.
5. We ask for **1 FULL CHANGE OF CLOTHING** to be left in your child's cubby for use in an emergency. Please keep clothing current with the season and kept in a plastic bag, shoebox or basket. **We will not borrow clothes!**
6. Parents must sign each child in at the front desk each day. Please take each child to their proper room and see that the child is under the supervision of a teacher before leaving. **Children may not leave the building unless they are with an adult!** **Do not let your child run around the halls. Do not allow your child to exit the building without you or ahead of you.**
7. We ask that you notify the center **immediately** if your work, cell or home phone number changes.
8. **Anyone different that would be picking up your child will be asked for identification before releasing the child into their care. We ask for written notification when possible, or at least one phone call, without either of these **WE WILL NOT RELEASE THE CHILD** until we have spoken to a parent.**
9. Children go outside daily except when the wind chill is below 25. We ask that the children are dressed accordingly. A written note must be left stating a health related reason for a child to remain indoors. If a child needs to remain indoors for more than 3 days, a doctor's statement is required.
10. **Medication must be signed in at the front desk or it will not be given.** Medicines are given at **12:00 Noon and 4 P.M. ONLY.**

\*Medication must be in the original container

\* Over-the-counter medication must have a written note signed by the doctor stating: child's name, name of specific medication, reason for giving the medication, how often medication is to be given, the date the order was written and dosage to be given.

\* Medications requiring 1 or 2 doses per day are to be given at home. We will only administer medications requiring 3 or more doses per day.

11. If your child becomes ill at the center, you will be contacted to make arrangements to come or have someone come and pick up your child. Please refer to our **EXCLUSION POLICY FOR SICK CHILDREN.**
12. Please be advised that we do not carry health/accident insurance on each child. If your child would become injured while at the center, you would need to file a claim with your insurance company.
13. Parents will be notified of any significant occurrences such as an injury, medication that was given, problems that affect the child including exposure to a communicable illness. Parents may request a conference at any time with the child's teacher and Director. These conferences will be as often as deemed necessary.
14. Parental concerns, issues, or allegations regarding staff, parents of other children, or other children are to be brought to the director's immediate attention. The director will then look into the situation and get back to each party. Under no circumstance should a parent ever directly confront another parent and or child with a concern. By violating this policy, you could be asked to withdrawal your child/ren.
15. A pre-entrance health exam is required by law for each child. Parents should notify the Director each time the child goes to the doctor so the health form can be updated. Children under the age of 2 years are required to have an annual exam.
16. It is our policy not to release a child to any intoxicated or impaired person. If an intoxicated or impaired person insists on removing a child from the center, by law we are required to call the local police.
17. In accordance to Indiana law, we are required to report any suspected child abuse and/or neglect to Child Protective Services.
18. Parents will be notified in the event the center must close due to lack of water, electricity, or heating problems. According to law, we may not operate the center and parents will be required to pick their child/ren up immediately.
19. The center must have a copy of any relevant court orders that affect the child that is enrolled at the center. These will be kept in the child's file
20. The center shall require written parental permission for field trips and/or all excursions off the premises for infants through school aged children. All licensing requirements will be maintained during these excursions.

- 21. Children will be supervised at all times while at the center. They will never be left unattended.
- 22. All information pertaining to admission, health, families or discharge of a child is confidential.
- 22. My child may participate in any extracurricular activities that are offered by the center \_\_\_\_\_  
Parent Initials
- 23. Person legally responsible for the center is Maureen Longenecker.
- 24. As parent or legal guardian, I authorize Teddy Bear Day Care to administer acetaminophen to my child as prescribed by a physician. \_\_\_\_\_
- 25. I have received and reviewed Teddy Bear Day Care's curriculum and special needs policy. \_\_\_\_\_  
Signature

I have read and understand Teddy Bear Day Care's **POLICIES AND PROCEDURES**. I know that I am responsible for payment each week and if payment is not made; I will be responsible for all court and legal fees incurred by TBDC to obtain monies owed to them.

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MOTHER'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

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FATHER'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**DISCIPLINE POLCY FOR CHILDREN 3 YEARS AND OLDER**

We will begin by telling the child what the appropriate behavior should be and explain why the behavior was not appropriate. This will be done twice, if the inappropriate behavior continues, the child will be taken to a quiet area until s/he can gain control and compose themselves. The child may return to the group after they regain control. If a child continues to have a behavioral problem, parents will be notified and a conference will take place. Behavioral modification charts may be used with parental consent and cooperation. We do reserve the right to ask any parent to make other child care arrangements for their child due to inappropriate behavior, lack of parental support or the child shows no signs of improvement.

In the case of a child physically attacking or injuring a staff member and/or another child, parents will be called and asked to come pick up their child immediately and the child may not return for the remainder of the day. If this would occur a second time, the child would be removed from the center immediately and not be allowed to return for two days. It would be up to the parent to make other arrangements for their child at their expense. If a physical attack would occur a third time, the parents would be asked to withdraw their child permanently or UNTIL the behavior was under control.

\_\_\_\_\_  
Parent Initials

**Child Introduction Form**

Please help us get to know your child.

1. Has your child been in a daycare/preschool before? Yes / No
  - a. If yes, was it a licensed center, registered ministry or a home based?
  
2. The reason for making a change in your child care at this time? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
3. Please list a few of your child's likes, dislikes and favorite activities: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
4. Does your child have any siblings? \_\_\_\_\_  
\_\_\_\_\_
  
5. Does your child have any special needs or considerations that you would like to share with us? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
6. Tell us a little about where your child is developmentally and your goals for them.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
7. Has anything happened recently in your child's life that might have an effect on him/her (separation, divorce, death of a relative, recent move, etc.)? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
8. How would you describe your child's personality on a normal basis? (outgoing, shy/introverted, observant, freely participates, etc.) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
9. What aspects of a childcare experience are most crucial to you and your child? \_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
10. What other information should we know or be aware of to better care for your child as an individual? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# HOSPITAL RELEASE FORM

## AUTHORIZATION TO CONSENT TO MEDICAL TREATMENT FOR MINOR CHILD.

I, (we) \_\_\_\_\_ and \_\_\_\_\_  
(Parent/Guardian) (Parent/Guardian)  
of \_\_\_\_\_, \_\_\_\_\_,  
(City) (state)  
\_\_\_\_\_, a minor, age \_\_\_\_\_.

Born \_\_\_\_\_, who resides with me (us) at  
(Date of birth)

\_\_\_\_\_  
(street) (city) (state)

Mother: Home phone #: \_\_\_\_\_ Father: Home phone #: \_\_\_\_\_  
Cellular #: \_\_\_\_\_ Cellular #: \_\_\_\_\_  
Work #: \_\_\_\_\_ Work#: \_\_\_\_\_

I authorize: Teddy Bear Day Care, at 2406 E. 65<sup>th</sup> St. in the city of Indianapolis, Indiana, in case of emergency to take my child \_\_\_\_\_, to the nearest medical facility to receive any needed emergency treatment until I can be reached.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
(Signature of parent or Legal Guardian)

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Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
(Signature of Notary)

Residing in \_\_\_\_\_ County. My commission expires \_\_\_\_\_



LICENSED CHILD CARE CENTER AND HOMES CONSENT  
FORM

State Form # \_\_\_\_\_

Instructions: To be completed for each child enrolled

Parent, Guardian, or custodian permission:

I give my permission for **Teddy Bear Day Care** to report the name and birth date of my child or children to the Divisions of Family and Children pursuant to IC 12-17.2-2-1.5

NAME OF CHILD \_\_\_\_\_  
BIRTH DATE \_\_\_\_\_

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Signature of Parent, Guardian or Custodian

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Date

\*Verification of birth date may be completed by a documented copy of the birth certificate or duly attested transcript of a birth certificate.

**PART TIME TUITION POLICY**

Our part time enrollment policy is that a child must be enrolled a minimum of two days per week. Please be advised that Teddy Bear Day Care’s Tuition Policy states “...**full tuition is due each week whether or not your child is in attendance.**” Depending on availability, prior notification, and approval from director, days may be interchangeable, as long as proper child/staff ratio is maintainable.

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Parent Signature

Date

**Photo Release Form**

I hereby give Teddy Bear Day Care permission to take photographs of the minor named below or photographs in which the minor may be involved with others for the purpose of promoting Teddy Bear Day Care. Pictures will be used on our website.

I hereby release the discharge Teddy Bear Day Care from any and all claims arising out of use of the photos, or any rights that I or the minor may have.

I, \_\_\_\_\_ am of full age, and am able to contract for the minor in the above regard. I have read the foregoing document and fully understand its contents.

Child/ren’s Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

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

Date: \_\_\_\_\_

**Sunscreen Policy**

I authorize Teddy Bear Day Care, Inc., to apply sunscreen which I will provide, to my child without restriction.

\_\_\_\_\_  
Child(ren)’s Name(s)

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Parent’s Signature

Date

## **Positive Discipline Policy**

All caregivers shall use positive discipline when guiding the child's behavior. Caregivers will do the following steps; communicate to children using positive statements, encourage children, with adult support, to use their own words and solutions in order to resolve their own interpersonal conflicts and they will communicate with children by getting down to their eye level and talking to them in a calm, quiet manner about what behavior is expected. Discipline is an ongoing process to help children develop inner control so they can manage their own behavior in a socially approved manner and appropriate to their age and development level. The center's goal is to teach children to work through problems themselves with positive adult communication. In regards to children 3 years and older the caregiver will communicate with the child what the appropriate behavior should be and explain why the behavior was not appropriate. This response will be done twice, if the inappropriate behavior continues, the child will be taken to a quiet area with adult supervision until s/he can regain control and compose themselves. The child may return to the group after they regain control.

Caregivers of children under the age of three will look for the cause of the misbehavior and try to prevent the behavior that is not wanted. They will attempt to understand what the child is trying to communicate and meet the unmet need or redirect the behavior when possible.

Caregivers shall document any history of recurring discipline problems and subsequent formal parent conferences in a child's record. The center shall implement and document a specific plan of action with the child's parents for dealing with the child's unacceptable behavior. We do reserve the right to ask any parent to make other child care arrangements for their child due to inappropriate behavior, lack of parental support or the child shows no signs of improvement.

In the case of a child physically attacking or injuring a staff member and/or another child, parents will be called and asked to come pick up their child immediately and the child may not return for the remainder of the day. If this would occur a second time, the child would be removed from the center immediately and not allowed to return for two days. It would be up to the parent to make other child care arrangements for their child at their expense. If a physical attack would occur a third time, the parents would be asked to withdraw their child permanently or UNTIL the behavior was under control.

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Parent Signature

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Date

## **Vacation Policy/School-age snow days & holidays:**

It is the policy of Teddy Bear Daycare that every child is given 1 vacation week per year after they have been enrolled continuously for 6 months. A vacation week is classified as a Monday-Friday week and where as the child may not attend the daycare. The vacation week is given annually in accordance with the month that you began care here (May 2009-to May 2008). If your child is not here due to school holidays or a snow day, full tuition will still be expected. If your child will be attending here during a school holiday or due to a snow day extra tuition will be charged for that week or day. Full time tuition will be charged for attendance in our summer camp.

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Parent Signature

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Date

**TEDDY BEAR DAY CARE RELEASE AND WAIVER OF LIABILITY**  
**FOR USE OF NON-TBDC RELATED CHILDCARE**

**Teddy Bear Day Care (“TBDC”) understands that TBDC Parents may hire TBDC Employees to work as child care providers off-site, outside of TBDC’s business hours of 6:30 a.m. to 6:00 p.m. Should Parents use TBDC Employees for Non-TBDC Related Childcare, the following Release and Waiver of Liability should be signed by all Parent(s)/Legal Guardian(s).**

In consideration for the use of Teddy Bear Day Care (“TBDC”) Employee(s) as child care providers off-site, outside of TBDC’s regular business hours of 6:30 a.m. to 6:00 p.m.

(“Non-TBDC Related Childcare”), I/We \_\_\_\_\_,

Parent(s)/Legal Guardian(s) of \_\_\_\_\_ (minor child(ren)) do

herby release, waive, discharge and covenant not to sue TBDC, its owners, shareholders and directors from any and all claims, including claims of negligence, resulting in bodily injury, personal injury, accidents, illnesses, death or property damages, arising from my/our use of a TBDC Employee for Non-TBDC Related Childcare.

I/We agree to indemnify and hold harmless TBDC from any and all claims, actions, suits, procedures, costs, expenses, damages and liabilities, including attorney’s fees brought as a result of my/our use of TBDC Employees in Non-TBDC Related Childcare.

I/We further understand that nothing in this Release should be considered by TBDC as a warranty, recommendation or certification of the services provided by TBDC’s Employee(s) in Non-TBDC Related Childcare.

I/We have read this wavier of liability and indemnity agreement, fully understand its terms, and understand that I am giving up substantial rights, including my right to sue. I acknowledge that I am signing the agreement freely and voluntarily.

\_\_\_\_\_  
Parent /Legal Guardian

\_\_\_\_\_  
Parent /Legal Guardian

## EXCLUSION POLICY FOR SICK CHILDREN

Please **DO NOT** bring your child to the Center under the following conditions:

1. If your child has a fever of 101 or higher, or has had a fever of 101 in the past 24 hours. They must be fever free, without Tylenol or Advil for 24 hours before returning to the center.
2. If your child is vomiting or has vomited in the last 24 hours. They must keep **ONE FULL MEAL** down before returning to the Center. This is especially important during flu season to keep from spreading illness.
3. If your child has a widespread rash which has not been examined by a physician.
4. If your child has persistent diarrhea (especially children 2 years and younger). Diarrhea is highly contagious for small children. Diarrhea is many liquid bowl movements in a short time span.
5. If your child has drainage or matting coming from the eye and/or the eye is red. This is **PINK EYE** and is highly contagious. The child must be on prescription medication and receive at least **2 DOSAGES BEFORE RETURNING TO THE CENTER.**
6. If your child has symptoms of respiratory infection, such as a persistent cough, fever, large amounts of nasal drainage, we ask that you keep your child home.
7. If your child has chicken pox, they may not attend or will be sent home. Your child may return when **ALL THE BLISTERS HAVE SCABBED OVER.** This is usually 5-7 days.
8. If your child is on an antibiotic, they may return **AFTER THEY HAVE BEEN ON MEDICATION FOR 24 HOURS AND MUST BE FEVER FREE** before returning to the Center.

Should a child become ill at the Center, or need to be observed for any of the above conditions, the child will be isolated from the other children and the parent will be notified to come pick up the sick child, or make arrangements for someone else to pick up the child. We will allow the parent **ONE HOUR** to make arrangements for the child to be picked up.

## Center Closing Policy

Teddy Bear Day Care will make every effort to remain open during inclement weather. We know many people have jobs that require them to be at work regardless of weather conditions. If Teddy Bear Day Care would need to close the center due to some unforeseen circumstances, we ask parents to:

1. Watch for the closing to be announced on WTHR Channel 13. We will wait to the very last moment to close. wthr.com will have the most recent updates.
2. **CALL THE CENTER.** This is to make sure our opening person did make it to the center. They may be a little late due to road conditions.
3. Center closures will also be posted on the Teddy Bear Day Care Face book page.
4. Teddy Bear Day Care will try to also send out an email informing you if we will be closed.
5. Be understanding if our ratios are not correct as you drop your child off. Our teachers live in outlying areas, and even though they may have allowed extra time to get to the center they may be running late due to slow traffic or poor road conditions.
6. Remember that if we are open, allow yourself enough travel time to get back to the center to pick your child up by 6:00 P.M. We want our staff to get back to their homes safely and in a timely fashion.
7. Teddy Bear Day Care will definitely be closed if the county or city in which the center is located is under a snow emergency. It is against the law to be on the roads if a snow emergency is declared.

If the center would have to close due to inclement weather, or for any other reason, tuition remains the same. There is no reduction in the tuition rate if the center can not open. We will make every effort to keep the center open and be staffed, but your understanding during this difficult time is appreciated to help things run smoothly.