

# Eastwood Childcare Center

## Child Information and Emergency Card

# 2023-2024

Date of Admission \_\_\_\_\_  
Enrollment Fee paid \_\_\_\_\_

Child's Name \_\_\_\_\_

Male  Female Birth date \_\_\_\_\_

Medical conditions \_\_\_\_\_

Allergies/Food Allergies \_\_\_\_\_

Special Needs/Diet Restrictions \_\_\_\_\_

**Email \*\*\*REQUIRED\*\*\*** \_\_\_\_\_

**Person responsible for paying account** \_\_\_\_\_

Person(s) with whom child lives \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_ Relationship to child: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City Zip

Place of Employment: \_\_\_\_\_

Cell # \_\_\_\_\_ Other # \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_ Relationship to child: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City Zip

Place of Employment: \_\_\_\_\_

Cell # \_\_\_\_\_ Other # \_\_\_\_\_

Does the family attend church?  YES  NO  
If yes, where: \_\_\_\_\_

Is either parent in the military?  YES  NO

(more on back)

Person to **call in emergency** when parents cannot be reached:

Emergency contact \_\_\_\_\_

Relationship to child \_\_\_\_\_ Telephone # \_\_\_\_\_

**Only authorized persons listed will be allowed to pick up your child.**

Those who have my permission to pick up my child are:

1. \_\_\_\_\_ Phone # \_\_\_\_\_ Relationship \_\_\_\_\_

2. \_\_\_\_\_ Phone # \_\_\_\_\_ Relationship \_\_\_\_\_

3. \_\_\_\_\_ Phone # \_\_\_\_\_ Relationship \_\_\_\_\_

4. \_\_\_\_\_ Phone # \_\_\_\_\_ Relationship \_\_\_\_\_

5. \_\_\_\_\_ Phone # \_\_\_\_\_ Relationship \_\_\_\_\_

6. \_\_\_\_\_ Phone # \_\_\_\_\_ Relationship \_\_\_\_\_

I hereby authorize this center:

1. To care for my child during the time he/she is in the center or on field trips
2. To secure emergency medical care for my child in case of inability of the center to reach me.

EMERGENCY INFORMATION:

CHILD'S DOCTOR \_\_\_\_\_

DOCTOR'S PHONE # \_\_\_\_\_

HOSPITAL PREFERENCE \_\_\_\_\_

My child will be attending Eastwood Childcare Center for: **(check one)**

Full Time Childcare

Preschool Only (Monday - Friday) 12:30 pick-up

Preschool Only (Monday - Friday) 2:30 pick-up

After School Care School: \_\_\_\_\_ Grade: \_\_\_\_\_

Summer Only

\*I agree to pay childcare fees as indicated in the parent handbook.

\_\_\_\_\_  
Parent signature

\_\_\_\_\_  
Date

# Eastwood Childcare Center

## Phone, Pictures & Social Media Policy

### Phone

Teachers are not permitted to give their personal cell phone numbers to parents. Phone calls are prohibited. If you would like to talk to your child's teacher, please call the office. If you need to be contacted during the day for any reason you will be contacted by office personnel or your teacher will call you from the office phone.

### Pictures

Teachers are prohibited from taking pictures of your children with their personal cell phones and sending them to you. Only office staff, with office camera/cell phone, is permitted to take pictures and send them to parents.

### Internet/Social Media

Posting pictures of children from ECC on personal social media pages is prohibited. Eastwood has its own website and Facebook page and will post pictures to them for media purposes and during special events. Please check the appropriate box if you do give or do not give permission to post pictures of your child.

- I DO give Eastwood Childcare Center permission to post pictures of my child on its website and Facebook page
  
- I DO NOT want pictures of my child posted on the website and Eastwood Facebook Page

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Parent signature

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Date

(more on back)

# Eastwood Childcare Center

## Consent to Release Information, Recordings, or Photographs

I give my consent for Eastwood Childcare Center to release information/ photographs/recordings of my child, \_\_\_\_\_, from  
(Child's Name)  
which my child might be identified, to be utilized for observation and/or security purposes.

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

\_\_\_\_\_  
Date

## Consent to Watch Movies

**\*For children 5 & Older\***

I give permission for my child to watch "PG" rated movies that are deemed appropriate by ECC Management.

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

\_\_\_\_\_  
Date

# Eastwood Childcare Center

## Authorization for the Application of Topical Products

Child's Name \_\_\_\_\_

I give permission to the center staff to apply the following topical products to my child whether center provided, or parent provided:

Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sunscreen
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Insect Repellant
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Diaper Rash Ointment
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other _____ (Name)

This one-time authorization will remain in effect until a new authorization is signed.

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

\_\_\_\_\_  
Date

(more on back)

# Eastwood Childcare Center

## Authorization Of Maintenance Medication and/or Special Medical Procedures

All prescription medication must be signed in and all information provided, before the medication can be administered.

I hereby authorize Eastwood Childcare Center:

- A) To care for my child during the time he/she is in the childcare center.
- B) To meet the needs of my children in case of an emergency.
- C) To secure and administer emergency medical care for my child in case of the inability of the childcare center to reach me.

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

\_\_\_\_\_  
Date

## Authorization Of Transportation

I give my permission to Eastwood Childcare Center to transport my child (ages 3 and up) by bus/van to and from activities outside the childcare center.

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

\_\_\_\_\_  
Date

# Eastwood Childcare Center

## Water Activities Permission

My child, \_\_\_\_\_, has permission to participate in all types of water activities including: on-campus kiddie pools, slides, and sprinklers, and, for school-age children, public pool.

Can your child swim? (They can keep head above water without touching bottom and **without** a floatation device)  YES  NO

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

\_\_\_\_\_  
Date

## Non-Vehicular Excursions Authorization

My child, \_\_\_\_\_, has my permission to participate in activities, which are on-campus but outside of the daycare building and playground, when the children are walking and accompanied by staff of the center. Examples of such excursions are: nature walk, pumpkin patch, and photo session for class or individual pictures.

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

\_\_\_\_\_  
Date

*Permission must be updated at least annually.*

*If activity is off-site, transportation authorization is required and regulations regarding transportation must be followed.*

(more on back)

# Eastwood Childcare Center

## Discipline and Guidance Policy

### **Discipline must be:**

1. Individualized and consistent for each child
2. Appropriate to the child's level of understanding
3. Directed toward teaching the child acceptable behavior and self-control

### **A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:**

1. Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior
2. Reminding the child of behavior expectations daily by using clear, positive statements
3. Redirecting behavior using positive statements
4. Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age
5. If the measures mentioned above are unsuccessful, the child may be taken to management to help redirect the issue.
6. If the above measures are unsuccessful, a parent/teacher conference will be called.
7. Children can be prohibited to participate in special activities including field trips for discipline.
8. If all measures are unsuccessful, the child may be dismissed from the center for violent behavior, or misbehavior.

### **There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:**

1. Corporal punishment or threats of corporal punishment
2. Punishment associated with food, beverages, naps, or toilet training
3. Pinching, slapping, spanking, shaking, or biting a child
4. Hitting a child with a hand or instrument
5. Putting anything in or on a child's mouth
6. Humiliating, ridiculing, rejecting, or yelling at a child
7. Subjecting a child to harsh, offensive, abusive, profane language, telling a child to "shut up", or making derogatory remarks about children or family members of children in the presence of children
8. Threatening of a prohibited action even if there is no intent to follow through with the threat
9. Being disciplined by another child, or being bullied by another child
10. Requiring a child to exercise or placing a child in an uncomfortable position or in extreme temperatures
11. Placing a child in a locked or dark room, bathroom, or closet with the door closed
12. Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age
13. Being restrained by devices such as highchairs or feeding tables for disciplinary purposes
14. Having active play time withheld for disciplinary purposes, except time out may be used during active play time for an infraction incurred during the playtime
  - Time out shall not be used for children under the age of 2.
  - A time out shall take place within sight of staff.
  - The length of each time out shall be based on the age of the child and shall not exceed 1 minute per year of age.
  - For children over the age of 6, a time out may be extended beyond 1 minute per year of age, if a signed and dated statement, including maximum time limit, from the parent granting permission, is on file at the center.

My signature verifies I have read and received a copy of this discipline and guidance policy.

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

\_\_\_\_\_  
Date



# Eastwood Childcare Center

## Agreement & Contract

I have been given a copy of the ECC Parent Handbook and have read the information given to me by Eastwood Childcare Center. This agreement is a contract binding both the center and the parent and is subject to revision with a two-week notice to parents. The following items are a reminder of what was mentioned in our contract that you agree to as a parent or guardian.

A two-week notice is required when removing your child from our center. Please submit this in writing to the childcare office.

A child with a fever of 100.4 degrees or higher will not be allowed to stay at the center and must remain fever free for at least 24 hours without fever reducing medication in order to return. If the child is sent home due to fever, the child may not return the next day.

A one-week notice is required to use a vacation week. This should be submitted, in writing, to the office. All accounts must have a zero balance, in order to receive this week of vacation.

Failure to keep your tuition paid up to date could result in your dismissal from our childcare center.

Any child can be dismissed by the ECC director and/or Eastwood Daycare Team at any time.

Participation in slander or negative representation of ECC or EBC on any social media platform may result in immediate dismissal from the center.

I agree to adhere to all policies, procedures, and guidelines stated in the ECC parent handbook.

\_\_\_\_\_  
Child's Name

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

\_\_\_\_\_  
Date

*School-age only*

# Eastwood Childcare Center

## Daily Transportation Authorization

*For school-age children only*

I give permission for my child, \_\_\_\_\_, to be  
(First and Last Name)

Transported in an Eastwood Childcare Center van to and from school:

\_\_\_\_\_  
(Name of School)

Child's grade: \_\_\_\_\_

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

\_\_\_\_\_  
Date

### **I hereby authorize this center:**

1. To care for my child during the time he/she is in the center or is being transported by Eastwood Childcare Center
2. To secure emergency medical care for my child in case of inability of the center to reach me

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

\_\_\_\_\_  
Date