



# ICC TODDLER PROGRAM

## ICC TODDLER PROGRAM CONTRACT - 2024 Ages 18 Months - 3 years

**Please READ, COMPLETE, and RETURN the contract IN- PERSON to ICC Toddler Program Supervisor**

### ABOUT YOUR CHILD:

Has your child ever attended a toddler program or daycare before? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, name of prior school \_\_\_\_\_

Has your child been screened for any other *specific special needs*? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please provide information on how we can assist your child better. \_\_\_\_\_

\_\_\_\_\_

Do they attend an additional support program? \_\_\_\_\_

Which language did your child first learn to speak? \_\_\_\_\_

Which language is your child most comfortable with? \_\_\_\_\_

Does your child speak and/or understand English? \_\_\_\_\_

Is there anything else we need to know about your child? \_\_\_\_\_

### HEALTH HISTORY INFORMATION:

Physicians' Name: \_\_\_\_\_ Physician's Phone: \_\_\_\_\_

Dentist / Orthodontist's Name: \_\_\_\_\_ Dentist / Orthodontist's Phone: \_\_\_\_\_

Is the attendee covered by medical insurance? Yes \_\_\_\_\_ No \_\_\_\_\_

Insurance Carrier: \_\_\_\_\_ Member Number: \_\_\_\_\_

Carrier Address: \_\_\_\_\_ Carrier's Phone: \_\_\_\_\_

Name of Insured: \_\_\_\_\_ Relation to attendee: \_\_\_\_\_

### CONSENT FOR MEDICAL TREATMENT: (Needs signed LIC 9221)

Please provide us a list of ALL prescription and non prescription medications taken by the child. If we need to administer any of those medicines, then please keep them in the original packaging/bottle that identifies the prescribing physician (for prescription drugs), the name of the medication, the dosage, and frequency of administration and give them to us in a sealed bag.

Child does NOT take ANY medications on a regular basis. **Initial:** \_\_\_\_\_

Child HAS BEEN PRESCRIBED TO TAKE the following medication:

Medication Name: \_\_\_\_\_

Frequency: \_\_\_\_\_

Reason for medication: \_\_\_\_\_

Dosage: \_\_\_\_\_

Route: Oral \_\_\_\_\_ Topical \_\_\_\_\_ Injection \_\_\_\_\_ Suppository \_\_\_\_\_

\_\_\_\_\_

Signature and Date

\_\_\_\_\_



# ICC TODDLER PROGRAM

## FOOD AND ALLERGY RESTRICTIONS:

Toddlers are served a morning snack, an afternoon snack, and lunch daily.

**IMPORTANT-** Please list any Food Allergies, Religious Dietary Restrictions or any other details related to food concerning your child. Please list foods your child is allergic to or should not be provided due to their religion or family beliefs.

- 1) Dietary Restrictions: \_\_\_\_\_
- 2) Allergies: \_\_\_\_\_
- 3) Does your child eat eggs? \_\_\_\_\_
- 4) Any other concerns? \_\_\_\_\_

### **NOTE:**

1. Once an item is listed for dietary/allergy restriction. We will not give it to the child any time unless this form is changed and signed by the parent.
2. All changes **MUST** be communicated via email **ONLY**.

## EMERGENCY MEDICAL TREATMENT:

In the event of a medical emergency; every effort will be made to first contact the child's parent/guardian. If we are not reachable, I hereby authorize ICC Toddler Program staff to obtain medical treatment by calling 911 at my/our sole cost and expense. I also hereby give permission to ICC staff to secure and administer treatment and to maintain and/or release any medical records necessary for treatment and insurance purposes.

\_\_\_\_\_ (Parent's Initial)

## INDEMNITY AND CONTRACT AGREEMENT:

Recognizing that ICC will do its best to ensure a safe experience, I understand that sometimes accidents may occur. I will not hold or attempt to hold ICC or its employees, staff, or volunteers liable for any loss, damage, or injury to person or property caused by any act or omission of ICC.

**I verify that my child is in good health and is capable of participating in activities, and when necessary, will tailor his/her activities to those within the bounds of his/her physical health.**

YES \_\_\_\_\_ (Parent's Initial)

## MEDIA RELEASE:

Occasionally, photos and video footage are taken during ICC's Toddler Program activities and used for promotional purposes. I authorize ICC to use photos/videos of my child for ICC events, brochures, articles, websites, ICC Social Media accounts, and for other marketing purposes. Participation in ICC Toddler Program activities constitutes permission to use photos of participants for promotional purposes in all print, electronic and password protected web media for organization promotions.

We do not allow any unofficial pictures or videos of the children without the consent of the Toddler Program staff. Also, for privacy reasons, we do not share RAW files of photos or footage of the participants.

YES \_\_\_\_\_ (Parent's Initial)



# ICC TODDLER PROGRAM

## TERMS, CONDITIONS, AND OTHER SCHOOL POLICIES:

- Fees are payable one calendar month in advance and are NON REFUNDABLE.
- IF, for any reason, a parent wants to cancel their child's enrollment, one full calendar month's notice is required. In the absence of such calendar month's notice, parents will be responsible for paying a full month's fee in lieu of notice.
- Monthly fees are not apportionable for any vacation or sick days off.
- Tuition is due in 12 monthly payments, to be paid on the first day of every month.
- Late payments will be charged a \$30 late fee, due after the 5th day of every month.
- An Exit/Termination Form needs to be turned in before you withdraw from the program.
- PAYMENTS DUE must be PROCESSED before termination.
- A Non Refundable Annual Registration fee of \$175 must accompany all applications. The fee is not applicable towards the tuition and must be paid for a returning student also.
- DISCOUNTS are not available to ICC members.
- I understand that acceptance into the program is not guaranteed.
- Checks should be made payable to the India Community Center Toddler Program.

## REQUIRED DOCUMENTS:

Upon acceptance to our program, the following forms must be SUBMITTED to our office within 5 business days:

You certify that you have accurately completed all the forms listed below. You agree to notify the Toddler Program Supervisor promptly via email if there are any changes in the information you have supplied on the forms list below and failing to do so will result in IMMEDIATE TERMINATION (see Contract Termination Condition).

1. Admission Agreement
2. LIC 995 Notification of parent rights
3. LIC 613A Personal Rights
4. LIC 700 Identification and emergency information
5. LIC 627 Consent for Emergency Medical Treatment
6. LIC 702 Child's Preadmission Health History- parent's report
7. LIC 701 Physician's report
8. Immunization Record

## REQUIRED ITEMS:

The following items are required on the first day of school.

1. Diapers or Pull Ups
2. Two pairs of extra clothes, that include shirts, tops, pants, underclothes, and socks.

## MODIFICATION CONDITIONS:

The facility reserves the right to modify any of the conditions of the agreement upon 30 days written notice to the parent or guardian. The facility also reserves the right to refuse service.

\_\_\_\_\_ (Parent's Initial)

## REFUND/ TERMINATION CONDITIONS:

Each child is accepted into our program on a probationary basis for the first month of his or her attendance. During this time, the child can be dismissed without prior notice and any unused pro rates prepaid fees will be refunded within 48 hours (see below for reasons for termination). A parent teacher conference will be held at that time.

\_\_\_\_\_ (Parent's Initial)



# ICC TODDLER PROGRAM

### RIGHT OF LICENSING AGENCY:

The Department has the authority to interview children or staff, and to inspect and audit child or Toddler program records, without prior consent. Please note:

- 1) The licensee shall make provisions for private interviews with any child (ren) or staff member; and for the examination of all records relating to the operation of the Toddler program.
- 2) The Department has the authority to observe the physical condition to the child (ren), including condition that could indicate abuse, neglect, or inappropriate placement.

\_\_\_\_\_ (Parent's Initial)

### BASIC SERVICES:

The parent/guardian agrees that she/he has received (upon request) or has reviewed a copy of the Toddler Program contract and agrees to all the facility operating policies and procedures as described therein. Any absences or missed days at school should be communicated to the Toddler Program Director by phone message or email ONLY.

\_\_\_\_\_ (Parent's Initial)

### TERMINATION POLICY:

This agreement may be terminated by the ICC Toddler STAFF with a 2 week notice for not complying with one or more of the following reasons:

- Parent/guardian has not cooperated with the facility regarding the child's discipline needs.
- Parent / guardian has not paid the agreed upon fee or has been paying late fees for more than a six-month period.
- Missing or Incomplete Documents as REQUIRED by the child care license department will result in IMMEDIATE TERMINATION.
- Consistent late pick-ups: If a child is picked up late three times in a month and the parent does not agree to pay a late fee. The first 5 mins after 5.00pm/5.30pm ie 5.05/5.35 respectively will be grace period after which there will be \$1 per minute late fee charge added to your account (without prior notice)
- If a child with consistent difficulties puts the health, safety, and welfare of him/herself, and/or that of another child or the children of the group at risk, a conference with the parents will be held to discuss the seriousness of the situation and the possibility of withdrawal from school as per our policies and agreed upon terms.
- If it is observed that a child is having considerable difficulty learning/coping with the class and the teachers feel the need of special attention/coaching and care for the overall development of the child, a conference with the parents will be held to discuss the situation and consider the next course of action for the betterment of the child or possibility of withdrawal as per our policies.
- Termination is Immediately Effective, if any parent/guardian or caretaker of the child ill-treats/abuses/misbehaves in a fashion not in compliance to the Toddler program code of conduct.

\_\_\_\_\_ (Parent's Initial)

### DIAPER POLICY:

It is the parent's responsibility to provide diapers and for your child as needed throughout the year. A notice will be given to you as a reminder, parents will have up to 3 days to provide a packet of diapers to the program. Diapers are checked frequently and changed every three hours or more often if required. Diapers containing #2 are changed immediately. The diaper changing tables are cleaned and disinfected between each diaper change, and hand washing of the childcare provider and child is performed after each diaper change.

\_\_\_\_\_ (Parent's Initial)



# ICC TODDLER PROGRAM

## TOILET TRAINING POLICY:

Potty training will be done in a relaxed manner with the cooperation of the family. We require that the child be at least 2 1/2 years of age and must also show signs of readiness (Please read the Potty-Training Readiness Checklist Handout). **Positive reinforcements and consistency must be continued at home.** The child must be wearing pull-ups at all times. Please keep in mind that the activity level here at the center can distract your child from responding to an urge to use the potty, more so than at your home. It is required that parents provide pull-ups, diapers (until the child is ready for pull-ups only) and a few extra changes of clothing.

**PLEASE NOTE: We will only assist your child in potty training if you have successfully begun training at home for one week prior.**

\_\_\_\_\_ (Parent's Initial)

## DRESS CODE:

Do not bring your child in panties or underwear until he/she has naptime and bedtime control established. The best items are shorts and pants with elastic waist.

Please DO NOT dress your child in the following:

- Tight or jeans clothing, Shirts that snag in the crotch, Pants with snaps & zippers, Overalls or bib type clothing, Belts, One piece outfits (dresses).
- The clothes listed above can make it difficult for your child to reach the potty in time. Your child also needs to be able to pull his/her pants up and down and these items will hinder your child's ability to do so. Please dress your child in comfortable clothes that they can manage on their own.
- Teachers are always there to assist if they need help.
- Flat; closed-toe; Velcro closing footwear is Required (crocs, flip-flops, heels, and shoes with laces are to be avoided)
- Please send a hat or jacket to suit the weather. Teachers will not apply any sunscreen or any other type of cream.

\_\_\_\_\_ (Parent's Initial)

## BIRTHDAY POLICY:

We enjoy celebrating birthdays in the classroom. Due to the younger age of the children in the program, we will be keeping this celebration low key. Due to allergies and dietary restrictions, we do NOT ALLOW ANY CUPCAKES, OR COOKIES in the classroom as birthday give away. We will NOT be asking parents to pass out goody bags. Prior to your child's birthday we will send home a birthday poster, which you are welcome to decorate using family pictures. Your child can share his/her birthday poster on their special day!

\_\_\_\_\_ (Parent's Initial)

## ILLNESS POLICY:

We depend on the parent's assessment of their child's health before sending him/her to school. Germs can spread quickly in any child-care environment. We request that you please keep your child home in case of a constant runny nose or cough. If the runny nose is green, it is highly contagious; the same goes with constant coughing and may cause an infection to the other children. This symptom usually takes about 48 to 72 hours to recover. Also, note that if your child develops this symptom while at school, we will call you to take your child home, to avoid spread of the infection. Thank you for your support! In a case where we feel that your child is unwell while in school you will be asked to pick him/her up for the day. **We do our part to make sure we keep all children healthy by sanitizing toys and surfaces on a daily basis.**

\_\_\_\_\_ (Parent's Initial)



# ICC TODDLER PROGRAM

### DAILY SIGN-IN AND SIGN-OUT POLICY:

I understand that I must sign in and sign out my child daily and that I have to take full responsibility, according to Licensing regulations, of my child once I have checked them out of the Toddler Program daily. I am responsible to pick up any belongings from my child's cubby. The Toddler Program staff or teachers will not take responsibility for lost or misplaced items. (Any communication to the teachers of ICC Toddler Program related to my child must be made via email only)

\_\_\_\_\_ (Parent's Initial)

### TODDLER PROGRAM POLICY:

The parent or guardian agrees to the Toddler Program Yearly Payment Plan as well as understand all the School Regulation and Policies.

I have read the Toddler Program Contract, I understand and agree that no changes will be made to the school rules, regulations, timings, fees, and other policies listed in the application form unless approved or changed by ICC Toddler Program staff members alone.

\_\_\_\_\_  
Signature and Date

### COVID-19 REQUIREMENT:

To support the health and well-being of the families, children, and staff India Community Center has implemented a contact tracing process in coordination with the Department of Health as part of a layered tracing and testing approach for families, children, and employees across all programs.

Contact tracing slows the spread of COVID-19 by identifying and notifying people that they may have been exposed, asking them to monitor their health, and asking them to self-quarantine. Timely and thorough contact tracing can effectively interrupt the chain of disease transmission and is an important public health intervention to prevent or contain an outbreak. By keeping those that may have been exposed to COVID-19 away from others, further transmission may be prevented.

To support the privacy of those involved in the contact tracing process, the identity of the families, or employee who reports, as well as the individual who has tested positive or is presumed positive, will not be shared.

How many family members currently live in your home? \_\_\_\_\_

Have they all been vaccinated by either Pfizer, Moderna, or Johnson & Johnson's Janssen? \_\_\_\_\_

If NO, please provide information name and reason

\_\_\_\_\_  
Families that have been vaccinated please share the following information. We will need a copy of your vaccinated card to keep in our record.

Full Name \_\_\_\_\_ Relation to child \_\_\_\_\_

Full Name \_\_\_\_\_ Relation to child \_\_\_\_\_

Full Name \_\_\_\_\_ Relation to child \_\_\_\_\_

Full Name \_\_\_\_\_ Relation to child \_\_\_\_\_

Full Name \_\_\_\_\_ Relation to child \_\_\_\_\_



# ICC TODDLER PROGRAM

The goal of the information gathering is to help focus on identifying, notifying, and monitoring students who have come in close contact with a student who has been diagnosed with COVID-19 while they were infectious. If you have family or friends visiting, we will need to gather their information. Please ask a teacher for a Family/ Friend COVID Form.

All our teachers have been vaccinated and trained to follow standard practices and appropriate regulations specific for cleaning and disinfecting the classroom and materials in the programs.

The agreement is between the ICC Toddler Program and \_\_\_\_\_  
(Parent or Guardian) for the care of \_\_\_\_\_ (child's name) for the academic  
year \_\_\_\_\_ - \_\_\_\_\_.

\_\_\_\_\_  
Signature and Date

### **FOR OFFICIAL USE ONLY**

Child's Full Name: \_\_\_\_\_

Age: \_\_\_\_

Birth Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

ICC Toddler Program received your application (Date): \_\_\_\_\_

Your child:

Has Been Accepted. Your child's start date is/will be: \_\_\_\_\_

Has Not Been Accepted and Is Currently on the Waitlist: \_\_\_\_\_

Has Graduated on Date: \_\_\_\_\_

### **Toddler Program Assistant Director**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date