



## DAYCARE Application 2023-2024

**Full-Time**    
 **Part-Time M**    
 **T**    
 **W**    
 **Th.**    
 **F**

Child's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Child's Address: \_\_\_\_\_

Primary Language spoken at home: \_\_\_\_\_ Place of Birth: \_\_\_\_\_

Child's Physician / Clinic: \_\_\_\_\_ Telephone #: (    ) \_\_\_\_\_

### PARENT'S INFORMATION

Father _____ Home Address _____ Home Tel. No. (    ) _____ Cell Phone (    ) _____ Dad's Email _____ <b>WORK INFORMATION</b> Name of Business _____ Business address _____ Hrs. at Work _____ Tel. No. (    ) _____	Mother _____ Home Address _____ Home Tel. No. (    ) _____ Cell Phone (    ) _____ Mom's Email _____ <b>WORK INFORMATION</b> Name of Business _____ Business address _____ Hrs. at Work _____ Tel. No. (    ) _____
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### CHILD IDENTIFYING INFORMATION

Eye color \_\_\_\_\_ Hair Color \_\_\_\_\_ Sex \_\_\_\_\_

Height \_\_\_\_\_ Weight \_\_\_\_\_ Race \_\_\_\_\_

Identifying Marks: \_\_\_\_\_

For center use:

**Date of Admission:** \_\_\_\_\_

**Age at Admission:** \_\_\_\_\_

**First time non-refundable  
 registration fee \$150.00 to secure  
 placement**  
**Returning children discounted re-  
 enrollment fee is \$75.00 each school  
 year by August 1<sup>st</sup>.**

# **DEVELOPMENTAL HISTORY AND BACKGROUND INFORMATION**

Child's Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

## **DEVELOPMENTAL HISTORY**

Type of birth \_\_\_\_\_ any complications? \_\_\_\_\_  
Age began sitting \_\_\_\_\_ crawling \_\_\_\_\_ walking \_\_\_\_\_ talking \_\_\_\_\_  
Are there any speech difficulties? \_\_\_\_\_  
Special words to describe needs \_\_\_\_\_

## **HEALTH**

Serious illnesses and/or hospitalizations \_\_\_\_\_  
**Special physical conditions, disabilities or allergies** \_\_\_\_\_  
Regular medications \_\_\_\_\_

## **EATING HABITS**

Special characteristics or difficulties \_\_\_\_\_  
Favorite's foods \_\_\_\_\_ Foods refused \_\_\_\_\_  
Child eats with: Hands \_\_\_\_\_ Spoon \_\_\_\_\_ Fork \_\_\_\_\_ Other \_\_\_\_\_

## **TOILET HABITS**

How does child indicate bathroom needs (include special words) \_\_\_\_\_  
Is your child ever reluctant to use the bathroom? \_\_\_\_\_  
Does your child have accidents? \_\_\_\_\_

## **SLEEPING HABITS**

Does child become tired or nap during the day (include when and how long)? \_\_\_\_\_  
When does your child go to bed at night? \_\_\_\_\_  
When does your child get up in the morning? \_\_\_\_\_  
Describe any special characteristic or needs (stuffed animal, story, mood on waking, etc):  
\_\_\_\_\_

## **SOCIAL RELATIONSHIPS**

How would you describe your child \_\_\_\_\_  
Previous experience with other children \_\_\_\_\_  
Reaction to strangers \_\_\_\_\_  
Able to play alone **YES** \_\_\_\_\_ **NO** \_\_\_\_\_  
Fears (the dark, animals, etc) \_\_\_\_\_  
How do you comfort your child \_\_\_\_\_  
How do you discipline your child \_\_\_\_\_



Health Insurance Co: \_\_\_\_\_ Dental Insurance Co: \_\_\_\_\_

I give permission to the school nurse and director to share necessary medical information with the appropriate school personnel relative to my child's medical condition as she/he determines necessary for my child's health and safety.

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

**EMERGENCY CONTACT INFORMATION**  
**IF PARENTS CANNOT BE CONTACTED, NOTIFY:**

Name _____ Address _____ _____	Name _____ Address _____ _____
Relationship _____ Work tel. No. (    ) _____ Home tel. No. (    ) _____	Relationship _____ Work tel. No. (    ) _____ Home tel. No. (    ) _____

**MEDICAL TRANSPORT CONCENT FORM**

I understand that effort will be made to contact me in the event of emergency requiring medical attention for my child

**Name:** \_\_\_\_\_

However, if I cannot be reached, I hereby authorize DAYSPRING CHRISTIAN ACADEMY DAYCARE to transport my child the necessary medical treatment. I understand the teachers in the daycare center are trained in the basics of First Aid and authorize them to give my child First Aid when appropriate and that DCA has a school nurse.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature

## Pick Up List

***I authorize the following person(s) to pick up/ drop off my child to/from school (please include parents):***

Name \_\_\_\_\_ Relationship \_\_\_\_\_  
Address \_\_\_\_\_ Telephone # \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_  
Address \_\_\_\_\_ Telephone # \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_  
Address \_\_\_\_\_ Telephone # \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_  
Address \_\_\_\_\_ Telephone # \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_  
Address \_\_\_\_\_ Telephone # \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_  
Address \_\_\_\_\_ Telephone # \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
Date

Parent's Signature

## **SAFE SLEEP FOR INFANTS POLICY**

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Please note: The American Academy of Pediatrics has determined that placing a baby on his/her back to sleep reduces the risk of Sudden Infant Death Syndrome (SIDS). If your child does not usually sleep on his/her back, please contact your pediatrician immediately to discuss your child's sleeping position with your caregiver. Here at Dayspring, all infants under 12 months will be placed on their backs to sleep with only a light blanket and pacifier (if provided). If your child sleeps in any other position (side, belly) please fill out the following information and speak to the director about more information on reducing the risk of SIDS.

I give Dayspring Daycare consent for my child,  
\_\_\_\_\_ to sleep in an alternate sleeping  
position (stomach OR side) with \_\_\_\_\_ (heavy  
blanket, stuffed animal, etc.). By filling this form out, I understand the  
risk of SIDS in infants under 12 months of age and spoken to my  
pediatrician about the risks of alternative sleep positions. Dayspring  
Daycare recommends all infants under 12 months to sleep on their  
backs. Unless otherwise specified above, Daycare at Dayspring will  
place all infants under 12 months on their backs to sleep.

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

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

**SUNSCREEN PERMISSION FORM**  
**(Does not apply for infants under 6 months)**

Name of child: \_\_\_\_\_ Date: \_\_\_\_\_

Name of sunscreen and the SPF Number: \_\_\_\_\_

I / we understand that:

- It is the my/our responsibility to provide a non-expired waterproof sunscreen with a minimum SPF of 30, labeled with the child's name.
- DAYCARE AT DAYSPRING asks that children arrive at school with their application already applied to allow more time for morning activities.
- My child's care provider will assist by applying sunscreen to bare surfaces including the face, tops of ears and bare shoulder, arms, legs and feet before outdoor activities.
- Sunscreen will not be applied to any broken skin or if skin reaction has been observed. Any skin reaction observed by staff will be report to the parent/guardian.

Special instructions:

- In the event that my child's sunscreen is not readily available, my child my use The sunscreen provided by the school usually Coppertone water babies SPF, or Banana Kids/Children SPF 50.
- I do not want my child to use any other sunscreen other than the one he or she brings to school.

Parent / guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **PHOTOGRAPHY PERMISSION FORM**

From time to time, we or other enrolled families take pictures during the day, activities, birthday parties and fieldtrips throughout the year. We would like your permission to use these pictures on our website, in our newsletter, on our bulletin board, or to do a project. We will never reference your child by name or provide any specific information regarding your child. We also will never sell these pictures; we will use them exclusively for DAYCARE AT DAYSPRING's purposes.

Please take a moment to let us know your preferences regarding our use of photos of your children:

\_\_\_\_\_ **YES.**  
child on

I grant you permission to use photos of my  
  
DAYCARE AT DAYSPRING website, bulletin  
board, Projects, and/or newsletters or by  
Other enrolled families.

\_\_\_\_\_ **NO**  
child.

Please do NOT take or use any photos of my

Child(ren)'s Name(s) – Please print:

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Parent/Guardian's Name – Please print:

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Parents/Guardians' Signature:

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**Date:**

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## **REGISTRATION FEE AND ENROLLMENT POLICY**

**APPLICATION FEE** - A \$150.00(non-refundable) application fee is required for all new student applicants. This fee secures your child's placement in the program and may be paid up to 6 months prior to your child's anticipated start date. A discounted enrollment fee of \$75.00 (non-refundable), for returning students only, is offered if paid between *June 1st and August 1st*. Enrollment fees are payable at the time of enrollment. Before the enrollment process can be completed, all prior year financial obligations must be paid in full which would be by August 20<sup>th</sup>. ***These fees are not part nor do they go towards the tuition at all.***

2023-2024 Annual Tuition FACTS Link: <https://online.factsmgt.com/grant-aid/inst/3FR9R/landing-page>

If you elect not to enroll your child after the registration fee is paid you will **not** be refunded. In the event you have processed enrollment information, selected a start date and signed an enrollment agreement form, you are financially responsible for **Month** or **30 days** of tuition, should you choose not to enroll your child within 15 days of their anticipated start. For example, if your child is supposed to start on September 6<sup>th</sup> and you decide on Aug 31<sup>st</sup> you no longer need for them to attend- you will be financially responsible for that **Month** or the **30 days** of their designated tuition rate. Under no circumstance will a registration fee be refunded. These policies are set in place in order to support the functioning and cover costs of lapse in enrollment here at Dayspring Daycare.

### **TUITION PAYMENT OPTIONS**

- **FULL PAYMENT PLAN:** A discount, \$150 per student will be granted for full prepayments on or before August 1<sup>st</sup> There will be no exceptions on the pre-payment due date. Payment is to be made directly to DCA using cash, check, or credit cards.

**TWO PAYMENT PLAN:** Half of the total tuition (less the discount) is due by August 1<sup>st</sup> The remaining half is due by February 1<sup>st</sup> Failure to make the payment on time will result in a payment plan via FACTS. The prepayment discount for this option is \$75.00. The discount is applied in half increments after the payments are made.

- **BUDGET PLAN:** A twelve-month direct withdrawal payment plan is mandatory through FACTS Tuition Management Company. Payments run from September (From the first Friday to the last Friday) through August (withdrawals are made on the 5th or 20th day of the month). Monthly withdrawals may be made via a bank account auto draft or credit card.
- **PAYMENT METHODS:** Credit Cards, Cash, or Check

I understand and have read the registration and enrollment policy

Parent signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **TUITION QUESTIONNAIRE**

1. Has your family been enrolled in daycare previously? If so where?

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

2. If previously enrolled did you leave or are you leaving in good standing?

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

3. Do you have any hinderances that would prevent you from paying your tuition as outlined in the parent handbook?

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

***I give Dayspring Christian Academy and their representative permission to check these statements***

Parent signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **FINANCIAL POLICY AGREEMENT**

### **Tuition**

Daycare tuition is collected through FACTS Tuition. This is an automatic payment system that needs to be set up upon enrollment. If you have any questions, please contact our finance department. Tuition will not be reduced for snow days, absences, illness, holidays, school in-service or professional days, or emergency school closings. This means that you are still responsible for paying tuition for these days. Tuition rates are adjusted to reflect the costs and needs of the daycare. Should tuition rates change, you will be notified by the school in writing with ample notice. Please see handbook for additional information regarding tuition policies. DCA makes financial and employment decisions based on anticipated enrollment, therefore if a family withdraws before a 30-day notice is given families are responsible for paying full tuition for their child's slot until 30 days have allotted. Please see parent handbook for additional details.

### **Delinquency**

If circumstances occur that force you to delay a payment, please notify our financial department in advance so he can work with your family. Families who become 30 days behind will be notified by email or verbal warning. After 60 days you will be given a written warning and be in jeopardy of termination. If termination of a child's enrollment becomes a consideration, parents will be provided with written notice and a termination date. Families are responsible for all outstanding balances. A family who has been terminated or has willfully withdrawn from the program and has an outstanding balance are financially obligated to pay the amount due, or make payments within the first two weeks of termination/withdrawal. Contact will be made via phone, or email. If your family makes no contact or neglects to make payments to the school, your account will be forwarded to our business manager and handled from there. Please see the parent handbook for additional information.

I have read and understand the financial policy and information provided in the parent handbook. I understand any information disclosed on this form is confidential. I understand if I do not fill out the appropriate information below my child may not be accepted into the daycare program. All information provided below is for tuition and verification purposes only.

#### **Financial Policy Parent Signature:**

Parent: Mother or Father

Name: First \_\_\_\_\_ Last: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

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

Parent: Mother or Father

Name: First \_\_\_\_\_ Last: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

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



## **LATE FEE POLICY**

Dear Families: Our faculty schedules are based on your children's schedules and teacher/child ratios. When parents are late to pick up their children it causes hardships for faculty because they are unable to leave at the end of their scheduled shift. Many teachers have classes, families and regular commitments for which they are responsible. Late pick-up is not a normal program option and should be considered an exceptional occurrence.

### **There are two situations in which late fees can be applied to a family's account:**

**1. Late fees that are assessed during normal hours of operation (7am – 6pm) a**

Normal Hour Late Fees are based on the fee for adding hours to one's normal schedule at the rate of \$10/hour. For example; a family's schedule may be 9am-4pm. A parent may arrive for pick-up at 4:15pm. A late fee of \$10 will be assessed to the family's account. We may ask that a family change their schedule if they are having difficulty consistently picking up at their regularly scheduled time.

**2. Late fees that are assessed when children are picked up after 6pm.**

After hour late fees are assessed when a child is in care from 6:00 on. A late pickup fee of \$10.00 will be assessed at 6:01 and \$1.00 per minute thereafter per child until the family has exited from the building. Please allow enough time at the end of the day to arrive at the Center at 5:50 when picking up your child(ren) to allow enough time to leave by 6:00.

This fee is subject to change. We appreciate your understanding and cooperation with this important policy.

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

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_



*Dayspring Christian Academy Daycare uses a daily report system called HiMama!  
Upon enrollment you will be sent an email invitation to join, please check your spam!*

Welcome Families,

Upon enrollment you will receive a message from HiMama via email which will contain your personal login

Information for accessing HiMama. You will be prompted to a link which will have you create a password.

It is vital you contact the daycare director should you need to update your email account information.

Upon logging on to your child's HiMama Account you will be able to access your child's profile. From the profile tab,

You will see your child's unique email for HiMama, this is the most important piece of information to obtain

From your child's profile, as it will be how you can contact your child's teachers and send important messages.

Immediate concerns, please call the school. Each room will utilize HiMama differently, the youngest classrooms

Receiving the most detailed information. If there are specific concerns, you would like to be notified of throughout

The day please be sure to contact your child's teacher to arrange for this information to be included on the daily.

To send a message to the teachers, you will simply send an email to your child's unique HiMama email address.

**Infant room families must email the following information each morning at drop off:**

**Time child woke Last diaper, Last bottle/breakfast and any other important information about the day.**

## HiMama FAQ

**What is HiMama?** Dayspring Christian Academy will be using HiMama to document your child(ren)'s activities and share them with you! You can use HiMama to record moments of your own as well and share them with family and friends.

**How does HiMama work?** As a parent or guardian, you'll automatically get updates delivered to this email address. But by logging into HiMama, you'll also be able to view reports and manage your child's personal journal from our website and mobile apps ([iPhone](#) & [Android](#)).

**Still have questions?** Visit the [FAQ](#) on the website for more information!

Have fun and happy sharing!

Daycare Families, below is the privacy policy for the HiMama application. After reviewing this information please sign this form allowing DCA to send pictures of your child via the HiMama Application. Please note, when sending pictures other families whose child is present in the picture may be sent the photo as well. These photos will only be shared amongst DCA daycare families. If you do not wish to share photos with other families, please indicate so.

## **Privacy Policy**

At HiMama, we collect and manage user data according to the following Privacy Policy, with the goal of incorporating our company values: transparency, accessibility, privacy, usability. This document is part of HiMama's Terms of Service, and by using himama.com (the "Website"), you agree to the terms of this Privacy Policy and the Terms of Service. Please read the Terms of Service in their entirety.

## **Data Collected**

We collect anonymous data from every visitor of the Website to monitor traffic and fix bugs. For example, we collect information like web requests, the data sent in response to such requests, the Internet Protocol address, the browser type, the browser language, and a time stamp for the request.

We ask you to log in and provide certain personal information (such as your name and email address) in order to be able to save your profile, associated accounts, photos, and comments associated with it. In order to enable these or any other login based features, we use cookies to store session information for your convenience. You can block or delete cookies and still be able to use HiMama, although if you do you will then be asked for your username and password every time you log in to the Website. In order to take advantage of certain features of the Website, you may also choose to provide us with other personal information, such as your picture or personal website, but your decision to utilize these features and provide such data will always be voluntary.

You are able to view, change and remove your data associated with your profile. Should you choose to delete your account, please contact us at [info@himama.com](mailto:info@himama.com) and we will follow up with such request as soon as possible. You can also modify your notification preferences by clicking the appropriate link included in the footer of email notifications.

## **Use of the Data**

We only use your personal information to provide you the HiMama services or to communicate with you about the services or the Website.

With respect to any photos or comments you may choose to upload to HiMama, we take the privacy and confidentiality of such materials seriously. We employ industry standard techniques to protect against unauthorized access of data about you that we store, including personal information. Your photos and comments are yours and we will remove them from our site at your request.

We do not share personal information you have provided to us without your consent, unless:

- doing so is appropriate to carry out a user's request;
- we believe it's needed to enforce our Terms of Service, or that is legally required;

- we believe it's needed to detect, prevent or address fraud, security or technical issues;
- otherwise protect our property, legal rights, or that of others.

HiMama is operated from the United States and Canada. If you are visiting the Website from outside the U.S. or Canada, you agree to any processing of any personal information you provide us according to this policy.

HiMama may contact you, by email or other means. For example, HiMama may send you promotional emails relating to HiMama or other third parties HiMama feels you would be interested in, or communicate with you about your use of the HiMama website. HiMama may also use technology to alert us via a confirmation email when you open an email from us.

#### Sharing of Data

We don't share your personal information with third parties. Only aggregated, anonymized data is periodically transmitted to external services to help us improve the HiMama Website and service. We currently use Google Analytics (traffic analysis, SEO optimization), Amazon (file storage), Dropbox (optional user file storage), GitHub (software development platform) and Mailchimp (mailing list management). We listed below what data these third parties extract automatically. Feel free to check out their own Privacy Policies to find out more.

- Google Analytics: anonymous (ad serving domains, browser type, demographics, language settings, page views, time/date), pseudonymous (IP address)
- Mailchimp: name and email of our beta subscription list

We also use social buttons provided by services like Twitter, Google+ and Facebook. Your use of these third party services is entirely optional. We are not responsible for the privacy policies and/or practices of these third party services, and you are responsible for reading and understanding those third party services' privacy policies.

#### Changes to the Privacy Policy

We may amend this Privacy Policy from time to time. Use of information we collect now is subject to the Privacy Policy in effect at the time such information is used. If we make changes in the way we collect or use information, we will notify you by posting an announcement on the Website or sending you an email. A user is bound by any changes to the Privacy Policy when he or she uses the Services after such changes have been first posted.

**( ) I grant permission for DCA to release photos of my child on the HiMama application, I understand this may mean other families will have access to group photos including by child**

**( ) I DO NOT grant permission for DCA to release photos of my child on the HiMama Application.**

**Parent's signature: \_\_\_\_\_ Date: \_\_\_\_\_**



