



Chapman Learning Center Day Care and Preschool

Child Care Agreement Contract

Towers, West End, Tortola, VI, (284) 499-8301, 440-3359

Website: www.chapmanpreschoolbvi.com

Email: carolronandawson@gmail.com or Beautifulliz350@aol.com

Director: Mrs. Carol Ronan-Dawson

Welcome to Chapman Learning Center Day Care and Preschool. Please read the contract carefully and feel free to discuss any questions that you may have with the director. **Please initial each page and sign the acknowledgment at the end of the packet indicating you have read and agree to comply with the policies.**

Enrollment Policy

The following forms must be completed and in the possession of Chapman Learning Center Day Care and Preschool before we can assume responsibility for caring for your child. The forms are as follows:

- Registration Card – you must provide at least one emergency contact.
- Physical Exam (Due within 30 day of enrollment)
- Signed Contract and Rate agreement
- Immunization Record (a copy of original up to date shot record is due upon enrollment)
- Allergy Information
- Permission to transport
- Registration fee: \$100 (non-refundable)
- First month tuition, Student Information Form
- Copy of birth certificate and NHI card
- Disaster Release Form - COVID 19 form

Child Immunization and Physical Policy

Upon enrollment, you must present an updated immunization record for your child. Your child will not be allowed entrance without this document. Immunizations need to be current for children enrolled in the center. If immunizations are delayed for medical reasons, a physician's statement must be provided explaining the reasons for the delay and when the immunizations are expected to be given.

You are required to keep Chapman Learning Center Day Care and Preschool informed of any changes in address, telephone numbers, emergency contacts, and other pertinent information listed on any/all forms.

Hours of Operation

Chapman Learning Center Day Care and Preschool normal business hours are 7:30 a.m. – 5:45 p.m.

Days of operation are Monday – Friday

Day Care: Full day supplies of bottles of feed, baby foods, baby deserts, and water--parents must feed their babies before coming to the Day Care.

Preschool: Parents must provide breakfast to their child before coming to school. Please bring 2 fruits and 2 snacks, 2 bottles of water, and a healthy lunch with vegetables. The Chapman Learning Center Day Care and Preschool promotes healthy eating. Parents are encouraged to give their children milk, 100% fruit juice and a fruit and vegetables with their food.

Children Served

We provide care for children ages 3 months to 5 years. We do offer an age appropriate; curriculum-based Day Care and Preschool program (Connecticut Preschool Curriculum). We do not discriminate on the basis of political affiliation, religion, race, color, and sex, mental or physical disabilities.

Parent Initials _____

Payment Procedures

Payment is to be made on the first of each month's service. All fees are payable whether your child is in attendance or not and are non-refundable. All checks or bank money orders should be made payable to **Chapman Learning Centre Preschool**. There are no tuition adjustments for absences due to illnesses or holidays, breaks or vacations. Your tuition amount is the same each month, regardless of attendance. You pay tuition the same all year round from September to September.

Registration Fees (non-refundable and non-transferable)

Registration fees are due for all full time preschool and daycare children. The registration fee for all new students is \$100. Registration for siblings is \$95. Once you pay your registration fee, and submit your desired start date, we will reserve your spot in the classroom. Please note we can only reserve a spot up to two weeks in advance, or regular tuition rates will apply.

Special Discounts

Chapman Learning Center Day Care and Preschool offers a multiple child discount to children who are enrolled. The discount is \$10 off the 2nd child.

Full Day Pre-School (Children 3 to 5 years old)

Full Day Day Care/Toddlers (Children 3 months 2 1/2 years)

Part-time added only for preschoolers (Children 3 to 5)

Full Day Preschool and Day Care is defined as children who are here from 7:30 a.m. to 5:45 p.m. Part-Time Preschoolers is defined as children who are here from 7:30 a.m. to 12:30 p.m. or 8:00 am to 1:00 pm or 9:00 am to 2:00 pm

Days per week	Amount	Registration Fee (Non-Refundable)
5	\$300 Preschool	\$100.00
5	\$300 Daycare/Toddlers	\$100.00
5 (Part-time)	\$250 Preschool (part-time)	\$100.00

Drop in Rate for School Age Children and Kindergarten to fifth grade

Drop in children must have all enrollment paperwork completed, current shot record, and a per-admission physical exam on file. The drop-in rate is \$35.00 per day. You must notify the Preschool before your child attends.

Drop in Rate

The drop-in rate is \$35.00 for one day; your child must be currently enrolled.

Late Fee for Preschool

Tuition is due by the first of the month in advance and is to be paid no later than that Friday of the month. A \$35 service charge will be added to all past due accounts on that Friday at 6:00 p.m. Your child will not be admitted on the following Monday of that month until the current month's tuition and late fee is paid.

Late Pick Up after 5:45 p.m.

We ask that you call the Center as soon as you know you will be late picking up your child. The late pick-up charge is \$10.00 after 5:50 p.m. If you have not picked up your child by 6:00 p.m. the charge is \$15 and \$10 every 10 minutes. If we have not heard from you by 6:10 p.m. we will try to contact the emergency contacts to arrange for pickup. If your child is still here at 6:30 p.m. and we have not heard from you, we will contact the West End Police. Your child will not be admitted the next day if the late fees are not paid. This fee is per child.

Parent Initials _____

If you are more than 5 minutes late, 3 or more times, in one calendar month, you will be billed on a premium of \$30.00. This policy is to encourage parents to be on time to pick up their child or children. Our staff is required to stay with your child when you are late, and will be working overtime, this puts additional burden on the resources of the school; furthermore, we are licensed to be open during specific hours of the day.

Bad Check Policy

It is our policy to allow bounced checks to happen only once. If your check comes back a second time you will be required to make tuition payments in cash or by a bank money order for three months period. Please remember that our return check fee is \$125 which will be added to your account in addition to any late fees.

Dress Code

Uniforms are provided for the preschool children 2 to 5 years, which are orange, purple, yellow, fuchsia, royal blue, coral, lime green, burgundy, green, white, T shirts or polo shirts with school logo printed on it. Children can wear blue, khaki shorts or long pants – girls can wear navy blue or khaki skirts, shorts or long pants; they should wear a short pants under their skirts -- purchase price for T shirts or polo shirts are \$14); white or black sneakers or shoes black or brown any color socks, white, beige, navy, or black preferable. When dressing your child for Day Care and Preschool, please consider the variety of activities in which they will participate. Please dress your child in comfortable skirts, pants or shorts that your child can easily manipulate in the restroom. Clothing should also be washable – we use cover-ups for painting with washable paint, makers and stamp pads but clothes still may come home with hard-to-remove spots or stains. We will play outdoors each day except in cases of extreme heat, rainy, or windy weather. Please dress your child appropriately for the weather (which may include a jacket, sweater or a raincoat and a hat).

No thongs or floppy sandals, please. There shorts should not be too short. The Infants and Toddlers should dress in comfortable clothing -- No tank tops, tube tops or belly out tops or back outs no hot pants. Please do not put necklace, bracelets, or rings on your child. They can wear small studs on their ears. Chapman Learning Center Day Care and Preschool is not responsible for lost or broken jewelry. All clothing should be labeled with your child's first and last name. **No hair beads.**

Supplies

Chapman Learning Center Day Care and Preschool provides all school supplies, such as paper, markers, paint, etc. You are responsible for a full change of clothing, including socks and underwear's. All items need to be labeled with your child's name. We ask that each child have 2 extra changes of clothing and 3 pull ups, in their backpack. Please do not bring plastic bags for the safety of our children. Day Care must have plenty of pampers, wipes, 5 sheets, 5 bibs, 5 wash cloths.

Alcohol and Tobacco Use

It is our responsibility to provide a safe and healthy environment for each child. We maintain a drug, tobacco, and alcohol free facility. The use of alcohol, drugs, or tobacco is strictly forbidden anywhere in the buildings or on the grounds of the Preschool by staff, parents, and visitors.

Holidays

The Center is closed on the following holidays; New Year's Day, Hamilton Lavity Stoutt birthday; Commonwealth Day, Holy Thursday, Good Friday, Easter Monday, Whit Monday, Sovereign's Birthday, Territory Day, Festival Monday, Festival Tuesday, Festival Wednesday, Festival Thursday and Friday, St. Ursula's Day, Christmas Day, Boxing Day. **There are no tuition adjustments or makeup days for vacations or holidays and break closures. Please see the accurate yearly list of holidays at the Center; Tuition are also paid in the summer months July and August even if the child does not attend during those months or has graduated.**

Parent Initials _____

Vacations

- The Center is closed for vacation during Festival Week in August and eight days after Festival week **however, you are still responsible for the full month's tuition**
- The Center break for Christmas is December 17 January 1 return to school on the 4th; however, **you are still responsible for the full month's tuition.**
- The Center breaks for Easter are Wednesday, Holy Thursday, Good Friday and Easter Monday.

Personal Belongings

Please do not allow your child to bring personal items such as toys. We ask that such items be left at home, unless it is for a specific occasion such as show and tell, however we cannot be held responsible for any items. Your child will be assigned a cubby in the classroom, please check the cubby daily for school projects or newsletters to take home. Your child may bring a backpack labeled with their name, but this is not a requirement. Please keep all jewelry and makeup at home. Please do not bring plastic bags for the safety of your child.

Toilet Training

By the age 3 the child should be toilet train; however, if your child is not toilet train we will help the child. Children are never punished or forced when toilet training. We will work with the parents on toilet training your child.

Please be advised that our policy includes; never to force a child to remain on the toilet for a prolonged period of time or punish a child for wetting or soiling his/her clothing; we will not leave a child unattended while the child is sitting on the toilet; and we will instruct and assist the children in washing their hands after using the toilet.

Visitors

We have an open door policy for parents and potential families that are looking for childcare at our center. Our parents are welcome to stop in at any time to visit their child. We encourage parents to come to our classroom parties and special events. Visitors are to sign the visitors' book.

Picture Permission

Pictures are taken for chores responsibilities at the center. Class and individual pictures are also taken. By initialing below you are releasing the use of images of your child. You further understand that all rights, titles, and interest in the finished photographs are relinquished and there is no financial remuneration for use of the pictures. A photographer will be at the center in May to take class pictures and individual pictures. Individual pictures are also used for activities at the Center.

Lunch and Snack

Parents are responsible to give their child breakfast in the morning before coming to the center. Parents are also responsible for bring two healthy snacks which includes a fruit and two bottles of water; Parents are also responsible for a healthy lunch and 100 percent fruit juices. Please do not bring candies, popsicles or sodas including diet or caffeine free. For infants bring 1 bottle of water and bottle feeds and baby food. If your child's lunch is forgotten we will call you and one will need to be provided. **Please be sure that the teacher is aware of any allergies and diet restrictions before the start of the school year.**

Parent Initials _____

Nap Time

Nap time is from 12:30 pm to 2:30 pm daily. If your child naps you are required to bring a blanket (items need to fit in bag (no plastic bags) and placed in cabinet, please no big pillows, stuffed animals, etc.). We supply the nap mat and lots of tender loving care. Please make sure you bring these items every Monday and take them home every Friday to be laundered. We do not have a laundry facility to wash sheets and blankets.

Non-Nap Policy

As children get older they tend to not need a nap as often as younger kids. This is why we opened up the non-nap area. Children are encouraged to do art, build with blocks, play dress up, read books. Parents may request that their child not lay down for a nap. Minimum age is 4 ½ years old; all other children under 4 ½ must take a nap. Please keep in mind that if your child is aggressive, not listening, or otherwise showing signs of needing a down time (nap) we will send them to the nap area for a rest period.

Discipline

Rules at the Chapman Learning Center Day Care and Preschool are made for the safety of our children. The staff will use positive, gentle methods of discipline that encourage children to use self-control, self-direction, self-respect, respect for others, and cooperation. Children who are involved with their environment are less apt to experience behavioral difficulties. All discipline will be completed in a loving and caring manner with forgiveness rather than punishment as a goal. The use of physical punishment or harsh language will never be allowed.

We also believe children should be recognized for their good behavior, which also builds confidence and self-esteem. We will always offer praise in a sincere voice and praise a child for both effort and success. For children who do experience difficulties, our policy is to first redirect the child to other activities. With a calm voice and actions, children are reminded of the rules, then redirected and separated from the problem situation. Through direct, caring communication with the child, the teacher will explain the expectations of appropriate behavior and coach the child in some alternate behaviors or strategies. If further intervention is necessary, parents shall be notified and may be required to pick up their child. Our policy is one of loving discipline where clear, safe limits shall be set.

We will follow the below regulations:

1. A licensee of a facility shall enhance a child's behavior through positive guidance, redirection of the child's behavior and the setting of clear-cut limits on behavior.
2. A member, employee or other persons associated with the facility shall not, for any reason:
 - a. Inflict physical punishment, in any manner or form, upon any child,
 - b. Verbally abuse or threaten a child;
 - c. Make derogatory remarks about the child or his family;
 - d. Threaten a child with the loss of love of any person;
 - e. Threaten a child with punishment by a deity;
 - f. Subject a child to any form of punishment which pertains to food or rest or restricts the use of a toilet or other bathroom fixture; or
 - g. Subject a child to any form of punishment by other children. Parental consent to allow any person within the facility to punish a child contrary to the provisions of this section is void.

Parent Initials _____

3. Disciplinary measures used in a facility must be consistent with supportive, positive action, and may include:
 - a. Holding a child's arm to prevent hitting;
 - b. Physically picking up the child and removing him from the group, and:
 1. Sitting with the child until he is ready to play without hitting; or
 2. Isolating the child under observation for no more than 10 minutes;
 - c. Informing the child in a simple, positive manner what conduct is expected while he/she is in the facility;
 - d. Praising and recognizing a child who behaves in the expected manner, and
 - e. Directing a child who is in a situation that is creating problems to a new activity.

Above all, we shall not harm children. We shall not participate in practices that are disrespectful, degrading, dangerous, exploitative, intimidating, emotionally damaging, or physically harmful to children.

Children's behavioral issues will be documented on "Incident Report." The report must be signed by the parent and will be placed in the child's file. You may request a copy for your records. If a child damages or destroys school property, parent will assume full financial responsibility for damaged/destroyed items.

Child Custody

Our center must have copies of all legal documentation on file in case of custody disputes, in order to intervene with non-custodial parents.

Birthdays

If your child has a birthday during the school year, perhaps you would like to share this special day with the class. You may want to send cookies, a cake, or cupcakes and all the trimmings. Please notify teachers in advance. Celebration of birthday parties is always after nap time around 3:00 p.m. We do celebrate holidays with classroom parties! Holiday parties are celebrated. If you do not wish for your child to celebrate holidays or parties we will give your child an activity to do. Please watch for sign-up sheets and classroom information.

Religion

Devotion is done every day as part of the daily routine. If you do not want your child to participate in devotion we will give your child an activity to do with supervision.

Complaint Procedures

We are very pleased to have your child at Chapman Learning Center Day Care and Preschool. Please be advised that as a parent you have a right to file a complaint with the Department of Education if you feel that the safety of your child or others may be at risk. Before calling the Ministry of Education and Culture we ask that you please make every effort to resolve your matter with the director first. The number to call for the Ministry of Education and Culture is 284-468-2151. Any substantiated complaint is on file in the office and is available to view upon request.

If any person suspects that child abuse or neglect is occurring in a facility, the person may immediately report his suspicions to the Department of Social Development. Every licensee or employee of a facility who has reason to believe child abuse or neglect is occurring in the facility, in the child's home or elsewhere shall report his beliefs to the appropriate authority as required. The number for the Department of Social Development is 284-494-3431.

Parent Initials_____

Medications

The only medication administered by the center staff shall be prescribed by a physician.

- The prescribed medications must be in the original pharmacist's bottle, labeled with the child's name, date name of medication, and amount of medication to be given. If eye or ear drops or diapering medication does not have the pharmacist's label on it, the medicine will not be administered.
- Over the counter or physician's sample medications will only be given if the physician writes a prescription for it. The physician's name, signature and phone number.
- Medications will be administered once daily at 12:00 noon. If the medication is not administered at noon (in the event the child is sleeping), the time administered will be noted on the medication request form.
- Parents must complete and sign a medication request form each week.

Sickness or Illness

We are not licensed to care for ill children therefore; your child should remain out of the Center if ill. Children who have the following symptoms will be excluded from the child care setting until a physician has certified in writing that the symptoms are not associated with an infectious agent or they are no longer a threat to the health of other children, or the child is symptom free for 24 hours. Should the children be exposed to a communicable disease at preschool, a notice will be posted to inform the other parents. Fever – 100 degrees or over (take under the arm), especially if accompanied by other symptoms, such as Respiratory Symptoms-Difficult or rapid breathing or severe coughing; or if the child makes a high-pitched croupy or whooping sound after he/she coughs, or if the child is unable to lie comfortably due to a continuous cough.

Diarrhea - An increased number of abnormally loose stools in the previous 12 hours or 2 episodes at the center. Observe the child for other symptoms, such as a fever, abdominal pain or vomiting. Vomiting – Two or more episodes of vomiting within the previous 12 hours or one episode at the center

Eye/Nose Drainage – Thick mucus or pus draining from the eye or nose

Sore throat – Sore Throat, especially when the child has a fever or swollen glands in the neck

Skin Problems – Skin rashes, undiagnosed or contagious. Infected sores with crusty yellow or green drainage which cannot be covered by clothing or bandages.

Itching – Persistent itching (or scratching) of body or scalp.

Appearance/Behavior – Child looks or acts differently; usually tired, pale, lacking appetite, confused, irritable, and difficult to awaken.

Unusual Color – yellow skin or eyes (jaundice); gray or white stool; dark or tea colored urine.

These symptoms can indicate hepatitis and should be evaluated by a physician.

Corona Virus – fever, sore throat, difficulty in breathing, dry cough, loss of taste and smell

Any child in attendance who become ill or has not fully recovered from an illness, shall be immediately isolated from the group. A parent or individual authorized by the parent shall be notified to remove the child from the facility immediately.

Cold, Tonsillitis, Flu – child may come back after fever is completely gone (24 hours) – Thick running noses are not permitted. Children are expected to use tissues provided by the school.

Staff Illness

If any teacher is sick with a fever, cold or flu or any illnesses describe above are required to stay home and go to his or her doctor for care. If teacher becomes sick on job; they will be sent home.

Parent Initials _____

CPR and First Aid/Disaster Management

All staff member at Chapman Learning Center Day Care and Preschool are trained and certified in child CPR, first aid and in Disaster Management. A copy of Disaster Management folder is on filed. In addition, all staff members are required to keep abreast on signs of illness, Recognizing and reporting Abuse. All staff members are required to have a current health Card, Police certificate, TB and stool test prior to employment.

Withdrawal Policy

If you wish to withdraw your child from Chapman Learning Center Day Care and Preschool please keep in mind the following policies:

- You must provide a two weeks written notice to withdrawal
- If written notification is not provided, you will be required to pay all fees for the program
- If your child is absent from the program for two weeks and you do not call to notify us, your child will be automatically withdrawn and can only be readmitted if space is available. You are fully responsible for the two weeks tuition.
- If you wish to re-enroll, an additional Registration Fee will be due
- Late fees will be added according to the contract. If you fail to pay the last two weeks tuition
- You will be responsible for all late fees, collection fees, interest, and legal fees that accrue in the time it takes to collect the debt if you fail to pay.

Arrivals and Departures

Your preschool child must be brought into the school and sign in upon arrival by the parent or adult bringing the child to school. Temperature check will be taken of your child. Parents must sanitize hands before signing in and exit out on the designed door. You must also sign out by the adult picking him/her up at the end of the day. All persons picking up children must be a parent/guardian or authorized escort listed on the registration card. The release must be kept current at all times. No person will be allowed to transport your child unless his/her name appears on the registration card or special written permission is on file at the facility. A photo ID will be required before the child is released.

Signing your Child In and out

Each child must be signed in and out of attendance daily. Please also make sure the teacher is aware of the child's presence. Signing your child in and out is very important and is mandatory by the Licensing Division. For the safety of the children and to maintain proper ratios we must always know who is present. This is extremely important in the event of an emergency or evacuation. The licensing requirement is mandatory and failure to comply will result in a \$10.00 charge due by the end of the week for each occurrence that your child is not signed in or out.

Dismissal Policy

Chapman Learning Center Day Care and Preschool reserves the right to request that alternative childcare arrangements are made if it is determined that a child's needs cannot, or the child has not adjusted to the group care provided at the Center. Chapman Learning Center Day Care and Preschool also reserves the right to require alternative childcare arrangements if your child's behavior is disruptive to the program or poses an unsafe situation for your child or other children in the Center. If you, the parent, are uncooperative in completing and returning forms, fail to pay your tuition on time, fail to follow any government regulation, or fail to follow any Chapman Learning Center Day Care and Preschool Policies or Procedures it may be necessary to dismiss your child(ren) from the Center. Chapman Preschool ultimately reserves the right to disenroll any child with/without cause or notice.

Parent Initials _____

Alcohol and Tobacco Use

It is our responsibility to provide a safe and healthy environment for each child. We maintain a drug, tobacco, and alcohol free facility. The use of alcohol, drugs, or tobacco is strictly forbidden anywhere in the buildings or on the grounds of the Center by staff, parents, and visitors.

Child-Abuse

The Department of Social Development is the office that Child Care providers to report any suspicion of child abuse, neglect, or exploitation. All aspects of such situation are kept confidential and are handled in a professional manner by staff. The child abuse number is 284-494-3431. Each staff member at Chapman Learning Center Day Care and Preschool is a mandated reporter.

Transportation To and From School - We do not offer transportation to or from school. We hope to offer it in the future.

Field Trips

If a field trip is planned a permission slip and detailed information will be given to the parents in advance. Please ensure to sign the permission slip in this contract. All parents are asked to be a chaperone on a field trip-one parent for two children.

Emergency Drills (Fire drills and Tsunami, Earthquakes and Hurricane Warnings)

Emergency drills are conducted regularly to be in compliance with Licensing and to acquaint your child with emergency and evacuation procedures. We conduct fire and Tsunami drills four times a year and emergency preparedness drill every month. All staff members are trained to handle emergencies and evacuations. The children are and will be train on what to do if their clothes catch on fire and if they smell smoke. Emergency and Safety Procedure Manual is kept at the Center for your viewing.

Injuries

We take precautions to prevent childhood accidents. We check each room and the playground daily before children arrive to ensure the grounds are safe and meet all requirements. We also talk to children about safety. However, accidents do happen, the procedures are outlined below:

Minor Injuries:

In the event a minor accident or injury occurs, a staff member will administer first aid and fill out an "Injury Report." This form is to be signed by the parent to acknowledge that the situation was reported to you and will be placed in the child's file. You may request a copy of the report for your records. If the injury is serious you will be notified immediately.

Serious Accidents:

In the event a child receives a more serious injury, bump or possible need for stitches, we administer first aid and notify you immediately so you can seek a doctor's care if necessary. An "Injury Report" will be filled out and signed by the parent and placed in the child's file. If we cannot reach you or your child's doctor and we feel immediate medical attention is needed, we will call an ambulance or transport the child to an emergency facility in the company of a staff member.

Parent Initials _____

Emergency Situations:

Whenever a child is bleeding severely, unconscious, not breathing or a broken bone is suspected; we will administer first aid, call 911 or 311 for an ambulance and notify you immediately. A written report of all serious accidents and emergencies is kept on file in the preschool office and in the child's file and reported to the Department of Social Development.

Emergency Plan:

The Department of Educations of the BVI requires that we must have an appropriate plan to ensure that we are prepared to respond to an emergency, including without limitation, a fire or natural disaster. We are required to conduct 4 fire and Tsunami drills per year and monthly emergency preparedness drills, to keep staff and children prepared. First Aid Kits are kept on Hand; an Emergency Bag with first Aid Kit, waters, book, toys, gloves, pampers, dry goods, flashlight, formula, garbage bags, child contact/emergency numbers, child name tags, are kept in the bag. Our emergency evacuation site for Tsunami is Cox Heath Hill Road; for fire is across the street by the mango tree and down Cox Heath Hill Road on a porch of a large blue building. Our emergency shelters are West End Community Center and Mount Calvary Baptist Church. Due to Hurricanes Irma and Maria we will revisit the emergency shelters.

Early Intervention Procedures

Early Intervention means is to identify, screen and track children who are at risk for developmental delay. First step is the center will observe and assess the child. Upon findings the Director will speak with the parent to have the child further tested by the Department of Education.

Parent Responsibilities

The relationship and communication between parents and Center staff is vital to the success of your child's experience. Parents can assist us and help ensure a smooth transition by doing the following:

- Have all forms completed upon enrollment
- Update forms when needed i.e. new phone numbers, emergency contact
- Inform staff of special needs or changes that may affect your child's behavior
- Notify the Center if your child is ill
- Do not bring your child to the Center if they are ill, or pick up your child within one hour of being notified of illness
- Ask questions and discuss all of your concerns
- Participate in our Center's special activities and programs. We will also make special events from the Center available to the parents.
- Do not allow your child to bring plastic bags, toys, makeup, or jewelry from home
- Dress your child appropriately in clothing they can manipulate (label coats, hats, etc.)
- Check your child's cubby daily for important notes, school work, etc. Also take home your child's lunch box.
- Take home your child's blanket every Friday for laundry
- Notify the Center if you will be late picking up your child and adhere to the late pick up fee schedule. Sign your child in and out daily (\$10.00 Charge will be added if child is not signed in/out)
- Understand that teachers and the Director are always available to schedule a conference to discuss your child's progress at the Center
- View the parent boards for Center information

Email Address _____@_____ How you heard about us:_____

Parent Initials _____

□I have read, understood and acknowledged receipt of these child care rules. I understand Chapman Learning Center Day Care and Preschool may change their policies at any time by giving a one week written notice. I agree to the financial, terms, conditions, and fees listed in this agreement. I agree to accept financial responsibility for damages done to the Center or property by my child. By signing below I am further authorizing the Staff and Director of Chapman Learning Center Day Care and Preschool to give consent for any and all necessary emergency medical and First Aid care for my child while in Chapman Learning Center Day Care and Preschool care. In the event of an emergency, I give Chapman Learning Center Day Care and Preschool permission to seek medical attention if I cannot be reached and to hold harmless and release all liability from Chapman Learning Center Day Care and Preschool. If further agree to be fully responsible for all medical expenses incurred during the treatment of my child I will immediately inform the office of any changes in my address, phone number, or emergency contacts. I will abide by the policies set forth in the handbook. I further agree to emergency transportation and realize that this may become necessary.

Date of Enrollment: _____

Child's Full Name: _____

Parents Signature: _____ Date: _____

About our School

Chapman Learning Center Daycare and Preschool is a safe, caring and loving school. We are also a Certified Smart, Green and Safe school. We are certified and licensed by the Department of Education and Culture. Licensed by Trade Commission. We recycle and reuses different types of products and materials. We have a green garden where we grow different types of herbs and vegetables. We use the Connecticut curriculum along with the Eastern Caribbean Curriculum. We engage, empower, and encourage the children to engage in play. We also focus on 9 developmental areas, Personal and Social, Cognitive, Language, Physical, Creative Expression, Spiritual, Aesthetic, Divergent and Critical Thinking. We are a creative school in where we explore through dancing, music, singing, drawing, and painting. We practice frequent handwashing. Cleaning daily.

Staff qualities

Kind, caring, loving, responsible, patient and must love children.

Our Teaching Staff

Carol Dawson, Director

Amanda Agiton, Teacher's Aide

Ruth Odur, Teacher's Aide

Sonica Mascoll, Teacher's Aide

Maintenance Staff

Carol and Kelvin Dawson, General Maintenance

Maria Batista and Guillermina Mendez, Cleaning crew

Mr. Raymond, Carpenter

Sheldon Gunn, Contractor and Electrician

Grandville Prince, Plumber

Mr. Carty, Electrician

Mohan Ramjit and Mr. Roberto, Ground Maintenance

Disaster Management Team

Carol Dawson, Disaster Manager and Searcher

Amanda Agiton, Disaster Searcher

Parent Initials _____

Permission to Transport

In the event of an emergency, I give Chapman Learning Center Day Care and Preschool permission to transport my child to a safe location. I have read the emergency preparedness plan and agree that Chapman Learning Center Day Care and Preschool staff will transport children using their personal vehicles; I understand that the safety of the children is the primary concern.

I give my child _____ permission to be transported by the staff of Chapman Learning Center Day Care and Preschool in the event of an emergency.

Parent Signature _____ Date _____

Allergy Information

☐ My child _____ has no known allergies

☐ My child _____ is allergic.

He/She is allergic to: Please check all that applies

Peanut butter ☐ Nuts ☐ Milk ☐ Apples ☐ Strawberries ☐ Fish ☐
Shrimps ☐ Lobsters ☐ Shell fish ☐ Dust ☐ Mold ☐ Grass ☐
Other list: _____

Please list any special needs of your child:

Past illnesses – Check those that your child has had and approximate date.

☐ Chicken Pox Date: _____

☐ Hay Fever Date: _____

☐ Whooping Cough Date: _____

☐ Ten Day Measles (Rubella) Date: _____

☐ Asthma – is there special instructions: _____

☐ Diabetes – is there special instructions: _____

☐ Mumps Date: _____

☐ Three Day Measles (Rubella) Date: _____

☐ Rheumatic: Date: _____

☐ Fever Date: _____

☐ Epilepsy Date: _____

☐ Polio-myelitis Date: _____

☐ illness/accident Date: _____

☐ hand mouth and foot disease Date: _____

☐ Corona virus Date: _____

Parent Initials _____

Does your child have any special problems or fears? Explain: _____
Are the problems serious enough to restrict your child's activities? Yes or No
Explain: _____
Describe, if any, special care required: _____
Does your child have frequent colds? Yes or No – How many in the last year? _____
List any allergies staff should be aware of: _____
Is your child currently taking prescribe medication? Yes or No
If yes, for what reason? Is it a chronic illness? Yes or No
What is the name of the medication? _____
What do you plan to do when your child is ill? _____

Please be advised that in order for us to give medication to your child we will need a doctor's note providing specific information such as the name of the medication, dosage, frequency, doctor's name and phone number. If it is ongoing, please have the doctor indicate it is ongoing. You also need a doctor's note for Tylenol and other over the counter medication per licensing and Health Department regulations.

You will also be required to fill out a permission slip for and sunscreen, lotion, aloe cream, Vaseline if you would like them to applied.

CONSENT FOR MEDICAL TREATMENT

In the event of an emergency, Chapman Learning Center Day Care and Preschool has my permission to call an ambulance or to take my child to any available physician or hospital at my expense. Yes or No

In the event of an emergency, my child may receive first aid. Yes or No

In the event of an emergency, the person named below has my permission to call my doctor

Name: _____ Cell # _____ Work # _____

Home # _____ and, if necessary, give consent to any doctor or hospital to administer medical or surgical treatment and care for my child at my expense. Yes or No

Signature of Parent/Guardian _____ Date: _____

FIELD TRIP PERMIT

Name _____ Date: _____

I understand that during the year my child may take part in field trips and educational excursions either by bus private car, or on foot. I further understand that my child will be chaperoned by a responsible adult at all times while away from the facility. Should any accident occur while my child is away from the facility on the aforementioned trip, I shall not hold the child's caretaker, members of the facility and its employees, nor any participating adult responsible. I also understand that I can be call upon to be a chaperoned for a field trip.

Signature of Parent/Guardian _____ Date: _____

I do not wish my child to take part in the aforementioned field trips or educational excursions.

Signature of Parent/Guardian _____ Date: _____

Parent Initials _____

**SUNSCREEN, LOTION, BABY OIL, BENADRYL CREAM, POWDER, DESTIN,
VASELINE, ALOE CREAM, OFF SPRAY, COMB HAIR, BRUSH TEETH
PERMISSION SLIP**

I, _____ give permission to apply any of the following creams to my child (circle all that applies) sunscreen, lotion, baby oil, Vaseline, aloe cream, Benadryl cream, off spray, powder, destin and comb hair and to brush teeth.

Signature of Parent/Guardian _____ Date: _____

PERMISSION TO REALEASE INFORMATION

I understand that my child _____, is in a facility in which the director may be asked for information regarding my child. I hereby give permission to release information to official persons only, who identify themselves, such as schools, health care personnel, social development office or other governmental officials.

Signature of Parent/Guardian _____ Date: _____

I do not give permission to release information about my child as set forth in the aforementioned statement. I realize that the Department of Education has access to my child's record as the licensing agent.

Signature of Parent/Guardian _____ Date: _____

Chemical Air Freshener Notification

At times, The Chapman Learning Center Day Care and Preschool uses chemical air fresheners during regular business hours.

Signature of Parent/Guardian _____ Date: _____

I am aware that I have the right to request and view any complaints the facility has received within the last 12 months of my child's(en's) enrollment.

Signature of Parent/Guardian _____ Date: _____

Parent Initials _____

On your first day please bring the following items all labeled with your child's first and last name:

Preschool Children (3 to 4 years) (label everything with your child's name)

- ✓ Blanket with bag (no plastic bags)(blanket goes home on Fridays to be laundered)
- ✓ 2 Extra change of clothes including socks
- ✓ 2 bottles of water, healthy lunch, fork and spoon, fruits, 2 snacks, and two 100 percent fruit juice (label everything)
- ✓ 3 Pull ups and 2 underwear's
- ✓ 1 container of wipes
- ✓ One wash cloth

Day Care Children (3 months 2 ½ years old) (label everything with your child's name)

- ✓ 5 Sheets for crib or play pen (sheets are changed every day) (2 years old 2 blankets per week)
- ✓ 5 Clean blankets
- ✓ 3 change of clothing's and 4 pampers or pull ups and (3 extra pampers or pullups and two extra change of clothing's to be kept at the Center)
- ✓ 2 bottles of water; 2 containers of food, cereals, 2 deserts; juice; enough milk for 10 hours, child spoon, fork (label all waters and foods)
- ✓ Bottle for water and a cup with a cap
- ✓ Enough pampers and pull ups for a full day (5)
- ✓ 2 container of wipes
- ✓ 5 Wash cloths
- ✓ 5 towels
- ✓ 5 bibs (everyday)
- ✓ 1 pacifier
- ✓ Destin
- ✓ Indoor slippers, shoes or socks and outdoor shoes

Parent Initials _____

HEALTH STATEMENT

To be filled out by a local doctor. Form must be completed in it's entirety. Please stamp if possible. Must be completed within the first 30 days of enrollment.

Child's Name: _____

Birth Date: _____

Parent's Name: _____

Parent's Address: _____

Status of the Above Child's Health: _____

Any Known Conditions under Treatment: _____

Child is capable of adjusting to programs of the child care facility Yes or No

Reason if No _____

Physician (MD) or Nurse (RN) signature _____

Date: _____

Doctor's Address: _____

Doctor's Phone #: _____

Parent Initials _____

Chapman Learning Center Day Care and Preschool Registration Card

Child's Last Name	First Name	Middle Name	Preferred Name
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Child's Residence Address

Child's Date of Birth	Child's Residence Telephone #
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Child's Place of Birth

Father's Name	Father's Employer	Father's Business #
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Father's Residence #	Father's Residence Address	Father's Cell #
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Father's E-Mail Address	Mother's E-Mail Address
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Mother's Name	Mother's Employer	Mother's Business #
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Mother's Residence #	Mother's Residence Address	Mother's Cell #
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RELIGION

List authorized escorts other than the parent, or persons who may be called in case of an emergency and persons who you authorized to pick up your child. Contacts must be in Tortola and have information completed.

1. Name	Phone #	Address
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2. Name	Phone #	Address
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3. Name	Phone #	Address
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List names and dates of contagious diseases child has had and/or any health problems which may affect the child's care: _____

In the event of an accident or illness to the above-mentioned child, I do hereby authorize Chapman Learning Center Day Care and Preschool to secure any necessary emergency surgical or medical care.

Signature of Parent or Guardian: _____ Date: _____

Child's Physician: Name: _____ Telephone # _____

Physician's Address: _____

Parent Initials _____

Payment Designation

Tuition is payable by Check, Cash, Bank Money Order or Bank Drafts. Credit cards are not accepted. When paying by check, please indicate the purpose of your payment, in writing, on the check memo line, including the name of the student the payment is designated for. Make payments payable to **Chapman Learning Centre Preschool**. If parent/guardian are unable to pay on time or have financial difficulties, please feel free to discuss with the Director at any time.

Tuition & Schedule

Preschool – 3 to 5 years

Day Care/Toddler – 3 months to 2 ½ years

Full Days: 7:30 a.m. to 5:45 p.m.

Part time Preschoolers: 7:30 a.m. to 12:30 p.m., 8:00 am to 1:00 pm or 9:00 am to 2:00 pm

Monday – Friday

I understand my child's tuition is in the amount of **\$300 monthly** for Preschool and **\$300 monthly** for Daycare. Part time Preschool is **\$250 monthly**.

I/We the parents/guardians of the students/s listed below have carefully read the financial agreement and fully understand its terms and conditions. I/We further agree to pay and meet all financial obligations, with respect to the date due, as stated within this agreement.

Student Name: _____

Student Name: _____

Student Name: _____

Signature of Parent or Guardian

Date

Signature of Parent or Guardian

Print Name of Parent or Guardian

Print Name of Parent or Guardian

Confidentiality

Due to the sensitive nature of information; it is imperative that staff keep sensitive information confidential. All information about children or their families must be shared on a "Need to Know" basis only. All staff must be very sensitive about discussing children's developmental needs and family information in public places, including the classrooms, kitchen, nursery, playground and office. This also includes off premise discussion and/or conversations. All questions of major concern should be forwarded to the Director. Protection of the interests of each child and family is vital in maintaining a standard of professionalism and privacy.

Parent Initials _____

COVID-19 Form (A copy of COVID 19 negative test results from the Dr. Orlando Smith hospital must be presented from child and parents.)

(Please answer each question truthfully)

Name _____

Child's name _____

Address in the BVI _____

Mobile number _____

Email Address _____

How many children do you have? _____

Where were you and children born? _____

Where are you traveling from? _____

Has anyone in your immediate family tested positive for the Corona Virus that you have been in contact with in the last 30 days? _____

Whom? _____

Places travel to in the last 30 days: Date _____

Were you or spouse tested positive with the Corona Virus?

Yes ☐ No ☐ If yes, Date _____ Spouse Date _____

Was your child tested positive with the Corona Virus?

Yes ☐ No ☐ If yes, Date _____

Were you or spouse quarantine for 14 days? _____ 4 days _____

Was your child quarantine for 14 days? _____ 4 days _____

Date you or spouse tested negative for the Corona Virus. _____ Spouse date _____

Date your child tested negative for the Corona Virus. _____

Parent Initials _____