



## Family Handbook Agreement

The Family Handbook contains all of the written policies for the childcare program, as relating to the children enrolled and their families. Families are responsible for reading the entire handbook and following all of the policies contained within. The information following each section agreement listed on this page includes only some highlights from the Family Handbook.

I have read Family Handbook section, **Illness and Exclusion Policy**, and agree to the listed policies and procedures, including the following: Children who are ill will not be allowed to attend the program, if already here will be asked to be picked up, and families will be responsible for providing alternative care until symptom free for 24 hours or deemed non-contagious. Regular tuition will still apply. Symptoms falling under the exclusion policy can be found in the Handbook.

Initials: \_\_\_\_\_

I have read Family Handbook section, **Medication Administration Policy**, and agree to the listed policies and procedures, including the following: All OTC and Prescription medications require a doctor's note and a signed medicine release from a guardian.

Initials: \_\_\_\_\_

I have read Family Handbook section, **Incident/Accident Policy**, and agree to the listed policies and procedures, including the following: Accident and Incident Reports will be completed for all minor injuries and aggressive behavior incidents, respectively. Please remember that occasionally bumps, bruises, and biting happen while a teacher is otherwise engaged.

Initials: \_\_\_\_\_

I have read Family Handbook section, **Discipline Policy**, and agree to the listed policies and procedures, including the following: Behavior Management is kept positive. Parents are asked to refrain from any form of physical or harsh punishment while on daycare grounds.

Initials: \_\_\_\_\_

I have read Family Handbook section, **Teacher Communication**, and agree to the listed policies and procedures, including the following: We encourage families to communicate daily with their child/ren's teachers through notes, daily reports, phone calls and pick-up/drop-off communication. Please use the childcare phone number for phone calls. Teachers are unable to use or share their cell phone numbers with families. We also do not allow teachers to communicate with children's family members through social media sites such as Facebook or Twitter.

Initials: \_\_\_\_\_

I have read Family Handbook section, **Visitor/Volunteer Policies**, and agree to the listed policies and procedures, including the following: We have an open door policy which allows for any enrolled child's family to come into the program at any time. Please follow our addition visitor/volunteer guidelines if you are planning a special visit.

Initials: \_\_\_\_\_

I have read Family Handbook section, **Dress Policy**, and agree to the listed policies and procedures, including the following: We ask that children dress in comfortable attire which may become soiled. Please bring in at least 2 extra outfits for your child to be kept in your child's cubby.

Initials: \_\_\_\_\_

I have read Family Handbook section, **Food Services**, and agree to the listed policies and procedures, including the following: Any requested alterations or substitutions from the meal plan require a doctor's note (for medical reasons) or a guardian's note (for documented religious reasons). Except in the case of a life-threatening allergy/reason, guardians are responsible for providing all substitutions. All special treats brought in for parties shall be store bought and in the original package.

Initials: \_\_\_\_\_

I have read Family Handbook section, **Nap/Rest Period**, and agree to the listed policies and procedures, including the following: Please bring one nap blanket, one soft comfort item, and an optional travel-sized pillow. Please take them home to be washed on your child's last day in attendance each week.

Initials: \_\_\_\_\_

By signing this form, you confirm that you have read and understand this document and the enclosed policies and agree to abide by all of the NHLTCM policies as written in their entirety in the Family Handbook.

*Guardian Signature* \_\_\_\_\_

*Date* \_\_\_\_\_

*Guardian Signature* \_\_\_\_\_

*Date* \_\_\_\_\_