

Angel Care ● Kids of the Kingdom 666 Albin Avenue, West Babylon NY 11704 631-893-6564

Educational Bus Co.Kids of the Kingdom Transportation Request

In accordance with the laws of New York State, I hereby request transportation by Educational Bus Co. during the Summer of 20___. I give permission allowing any employee of the Educational Bus Co. to transport my child to and from field trips for Kids of the Kingdom.

Childs Name:	
Address:	
Telephone #:	
Emergency #:	
Parents Signature:	 Date:

Kids of the Kingdom at **Our Lady of Grace Church**, 666 Albin Ave.

West Babylon, NY 11704



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Dear Kids of the Kingdom Parents,

WELCOME!!

Our Lady of Grace Kids of the Kingdom would like to welcome parents and children to our Program. We would like to go over a few policies for this year that may have changed and are important for you to know. Please take the time to read the following and then sign and date the last page.

PROGRAM GOALS:

- 1. To provide a safe and enriching program for children
- 2. To encourage self-image and self-worth in each individual child.
- 3. To make new friends.
- 4. To help children develop skills to interact with peers in a positive manner.
- 5. To provide a consistent, daily schedule to help with feelings of security and control in the environment.
- 6. To offer variety of materials and activities for carrying attention spans.
- 7. To offer free choice activity times to foster independent choice, sharing, cooperation, and exchange of ideas
- 8. To offer a homework area where children may work on homework and receive assistance.
- 9. To enjoy games which encourage language skills and math skills.
- 10. To offer a variety of activity centers which encourage learning and promote the development of skills.

REGISTRATION AND PAYMENT POLICY

At time of registration, the following is required:

- 1. A non-refundable \$75.00 registration fee per child (or \$95.00 per family).
- 2. All required registration forms, filled out completely.
- 3. All tuition MUST be made prior to the start of the summer program. There are NO EXCEPTIONS. Children will not be allowed to attend the program if tuition is not paid.

Fees/Payment Agreement

- 1. The price per week for the 1st child is \$275 and \$250 for each additional child. All tuition is used to cover the cost of one tee shirt, transportation and admission fee for trips.
- 2. Since September 2, 2014, there is no longer a credit back for days missed that you have signed up for on your calendar.
- 3. As of May 31, 2015, we will no longer take credit cards for payments in office. You may make online credit or debit card payments using We Share. Please visit www.ourladyofgrace.net, for more information or ask for a brochure.

KIDS OF THE KINGDOM PROGRAM HOURS: 8:30AM – 4:30PM

LATE PICK-UP:

We understand that emergencies can and will arise. Please arrange for emergency pick-up people that you can contact in these instances to pick up your child. They must be listed on your child's paperwork.

Parents are required to contact emergency pick up person if they suspect that they will be late picking up their child. If unsuccessful in contacting emergency pick up person, then parents must immediately contact Kids of the Kingdom Supervisor at 631-893-6564. If child is not picked up the following actions will be taken.

- 1. Staff will attempt to contact the alternate adult on the child's emergency card to come and pick up the child.
- 2. Parents will be charged \$10.00 up to the first ten minutes they are late and \$2.00 per minute after that.
- 3. PLEASE BE RESPECTUL OF OUR HARDWORKING STAFF BY BEING ON TIME!

HEALTH REMINDERS AND POLICY

Medical Policy

All children, prior to enrollment, are required to have yearly medical examinations completed and a statement from child's health care provider verifying the child to be in good health, immunizations up to date and child free from communicable disease according to the State guidelines and those of the Department of Health. Our Kids of the Kingdom medical form includes lead-screening results for children under 6 years of age. If our findings report that a child is missing any of the necessary immunizations, the parent will be notified and required to follow up with their child's primary care physician.

Parents must submit a copy of any and all updated immunizations as your child receives them, even if your child's annual medical exam is not due yet, as per New York State Licensing Requirements.

In addition to our Health Care Plan and Procedures here at Kids of the Kingdom, we observe your child's daily physical health. If your child becomes ill or displays symptoms of illness during the day, we will immediately isolate your child from contact with other children until you pick up your child. Therefore, immediate pick up is mandatory.

Exclusion Policy

For the safety and health of your child and the other children, please do not send your child back to the facility if they:

- Have a fever or has had a fever during the previous 48 hours, especially, if fever is accompanied by behavior change, stiff neck, a rash, unusual irritability, poor feeding, vomiting or excessive crying. Fever means:
 - ❖ Oral Temperature above 101° Fahrenheit
 - ❖ Rectal Temperature above 102° Fahrenheit

- ❖ Axillary (armpit or ear) above 100° Fahrenheit
- Are still in the first 24 hours of antibiotic treatment
- Have a deep persistent cough. As long as the cough is not deep and they know to cover their mouths, there is no problem with them attending Kids of the Kingdom. We instruct children, to cough into their sleeve or arm and NOT their hands to prevent them from spreading germs further via their hands.
- Have symptoms of a possible communicable disease (RED ITCHY EYES, SNIFFLES, SORE THROAT, PAINFUL EARS, STOMACH PAIN, HEADACHE, OR DIARRHEA)
- Persistent diarrhea, defined as three or more stools in a 24 hours period, when that pattern represents:

An increased number of stools compared to the child's normal pattern, an increase in stool water, or symptoms of dehydration (sunken eyes, dry skin, concentrated urine, small amounts of urine, or no urine in four hours); or accompanied with blood in the stool.

- Lice
- Undiagnosed skin rash and/or infected skin patches
- Vomiting two or more times in a previous 24 hour period.

Children may not return until a medical evaluation allows inclusion

Medication Policy

Prescribed medication for children with allergies, seizures or chronic illnesses will be given only with the following three items:

- 1. A labeled prescription bottle
- 2. A note from the doctor, stating the child's name, the name of the medication, the dosage, the times to administer, and a statement that the child care provider can administer medication.
- 3. A signed parent permission form to administer medication.

If your child has a communicable disease, please inform the program as soon as possible so that we can notify all parents and take the necessary disinfecting precautions here at our program.

Please note that in case of contagious illness we will notify parents by posting a notice in the building, and sending one home with each child. A child must remain out of the program for a 24 hour period, symptom free, before returning to school. If we send your child home during a session, we will send home a reminder of this precaution. Any form of viral or contagious disease that a child might have had must have a doctor's note stating the well being of the child and that the child is no longer contagious in order to return to Kids of the Kingdom.

RULES AND REGULATIONS

- All children must bring a lunch unless otherwise stated. Please pack nutritious lunches in a ziplock or plastic bag labeled with your child's name. No microwavable lunches or glass bottles please.
- Please send your child with plenty of water on all days.
- No Cell phones or electronic devices at all.
- Children will wear appropriate outer clothing when outside the building.

- Children will wear sneakers at all times. Please pack an extra pair of socks in their backpack for days in which socks are required, in case they aren't wearing them that day. Children will not be allowed to participate if footwear is not appropriate. No flip flops.
- Children will never under any circumstance be left without direct supervision.
- Children will never be allowed into bathrooms alone.
- While riding the bus to daily outings children will remain seated and seat belted at all times and will not cause disturbances such as yelling, throwing items, etc.
- Children will remain with his/her group leader(s) at all times, and follow all instructions given by said group leader(s).
- Children will not be physically, verbally, or otherwise abusive to any person(s) he/she comes in contact with during the course of the day. Use of foul language at anytime is strictly prohibited.
- Children will not mark, deface or otherwise destroy any property belonging to Our Lady of Grace Church or others.
- No Hand Sanitizer or Lotions of any kind are permitted on the premises. Hand wipes will be provided to the children when soap and water is not available.
- Please apply sunscreen before camp everyday.
- Staffing Ratio will not exceed:

One Staff member to 9 children aged 5 years.

One Staff member to 10 children aged 6-9 years.

One Staff member to 11 children aged 10-12 years.

Disciplinary Policy

- It is understood that the following procedures will be employed should my child need to be disciplined for behavior while at the program:
 - 1st. My child will be spoken to by an adult in the Kids of the Kingdom program.
 - 2nd. My child will be placed in time out for 10 minutes.
 - 3rd. My child will be placed in time out for an additional period of time.
 - 4th. After 3 notices of my child's behavioral problems I understand that he/she may be dismissed from the program.
- It is understood, I will be informed verbally and in writing of any disciplinary actions taken.

Inclement Weather Policy

• During inclement weather: Kids of the Kingdom follows the West Babylon School Schedule only. If West Babylon is closed we are closed. If West Babylon has a delayed opening 1-2 hrs, we are closed in the morning. If West Babylon has an early dismissal, we are closed in the afternoon. If West Babylon cancels all after-school activities, it will be up to our discretion whether we will remain open. We will leave a message stating if we are closed or open. We will contact West Babylon and Lindenhurst Schools with this information as well.

Photo, Quote and Video Image Release

I, (please print name)		, give Our Lady of Gr	ace without
	and permission to use, for a period		
	of me in Our Lady of Grace news		
	other promotional or fundraising m		
	shop thereof, their officers, employe		
	lity for any violation of any person		
such use. I am 18 years of age of	• • •	ar or proprietary right I may h	ave in connection with
such use. I am 18 years of age of	older.		
Child or Elder's Name:			
Signature:			
Address:			
City:	State:	Zip:	
Phone:	Date:		
For Parent or Guardian:			
I represent that I am the parent/g	guardian of the minor named above	or the caregiver/guardian of	the elder named above
	ase contained therein binds us and s		
Parent/Guardian/Caregiver Signature	gnature		
			Print Name of
Parent/Guardian/Caregiver			
Address:			
City:	State:	Zip:	
•		•	
Phone:	Date:		
Photo Authorization:			
	photographs for the purposes stated	l above.	
*Release duration five (5) years			
Parent/Guardian/Caregiver Signa	nture:	Date	:
I, (please print name)			Grace permission for the
	above photo, quote and v	video release.	



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631-893-6564

REGISTRATION FORM

CHILD'S NAME:		_
ADDRESS:		_
HOME PHONE:		_
DATE OF BIRTH:	AGE:	_
MOTHER'S NAME:		_
MARITAL STATUS*	E-MAIL:	_
PLACE OF EMPLOYMENT:		_
	CELL PHONE #	
FATHER'S NAME:		_
ADDRESS (if different than child's):		
	E-MAIL:	
PLACE OF EMPLOYMENT:		_
WORK PHONE #	CELL PHONE #	_
EMERGENCY CONTACT:	RELATION:	_
ADDRESS:	PHONE:	_
*DOES THE PARENT NOT LIVING YESNO	WITH THE CHILD HAVE LEGAL ACCESS TO	THE CHILD
If no, please supply court paperwork.		
	Physical Report Form Complete:	
REGISTRATION FEE PAID	METHOD OF PAYMENT	-
REGISTRATION CHECKED BY:		



The following persons are authorized to pick up:

Our Lady of Grace Roman Catholic Church

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Release Authorization

Children will only be released to authorized persons on this list. The release authorization form must include the name(s) of the child's parent(s) and/or guardian(s). It is very important to keep this information updated and accurate. Inform both the office and your child's staff member(s) if there are any changes of telephone numbers, addresses, or of authorized persons as they occur.

If there are visitation issues involving the child, a copy of relevant court documents should be included with the enrollment packet.

	Clind ST un Name			
NAME	RELATIONSHIP	TELEPHONE #	ADDRESS	
	Mother			
	Father			

- An adult, with ID, listed on the child pick-up sheet will go into Fr. Shanahan Hall at the end of each day and sign my child out.
- I understand my child will not be released to anyone, (other than those listed on the child pick-up sheet).
- I understand the program ends at 4:30 PM and my child will be picked-up no later. There will be a late fee charged if pickup is after 4:30pm. If my child is not picked up by 5:30 pm he/she will be brought to the Suffolk County Police Department, 1st Pct. located at 555 Route 109, West Babylon, NY, (631)-854-8100.

Parent/Guardian Signature	Date



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Kids of the Kingdom Emergency Plan

In the event of a serious accident or injury to a child, the Director immediately contacts the Fire/Rescue and have them send an ambulance to the center, and proceed to Good Samaritan Hospital Medical Center, (if your child needs emergency care while on a field trip, the Director, if unavailable, the person in charge, will call 911, request an ambulance to their location and have the child taken to the nearest hospital emergency room for treatment.) The Director (if unavailable, the staff person in charge) will accompany the child to the hospital with the child's medical information and emergency treatment form. The Director or their designee will call the parent (if unavailable, the emergency contact) and have them meet the child at the hospital.

Good Samaritan Hospital Medical Center is located at 1000 Montauk Hwy., West Islip.

Other responsible person in the event parent(s) cannot be reached:

If your child is ill while in the care of Kids of the Kingdom, but does not require emergency treatment, you will be contacted at: **HOME—WORK** (circle one).

EMERGENCY INFORMATION

•		
Name:	Name:	
Address:		
Telephone #:	Telephone #:	
DOES YOUR CHILD HAVE ANY ALL	ERGIES?YesNo	
IF YES, PLEASE LIST:		
AUTHORIZATION FOR EMERGENC	Y TREATMENT	
I hereby give my consent to an adult caretake and/or dental treatment including hospitalization		hurch to authorize medical, surgical
(Print Child's Name) should it be necessary while my child is in the	care of the Kids of the Kingdom Prog	ram.
I,, the pa information provided is valid and agree not to Lady of Grace Church, responsible for any ac Kingdom Program.	hold Our Lady of Grace Church, or	any employees or volunteers of Our
Parent Signature	Date	

Witness (Notary) _____ Date ____



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POLICY AGREEMENT

CHILD'S NAME:	

- I have read, fully understand, and agree to accept the conditions set forth in Kids of the Kingdom Policies, including Program Goals, Registration/Payment Policy and Health Reminders, Medical Policy, Exclusion Policy, Medication Policy, Disciplinary Policy and the Inclement Weather Policy.
- I have read the above rules and have explained them to my child.
- I understand that should any of these be broken my child may not be allowed to continue in the Kids of the Kingdom program and I will not be monetarily reimbursed.
- I understand all tuition is due before my child begins the summer program and that they will not be allowed to participate until tuition is completely paid.

KIDS OF THE KINGDOM PROGRAM HOURS: 8:30AM - 4:30PM

Please Circle weeks your child will be attending:

June 26th - June 30th

July 3rd-July 7th(closed 7/4)

July 10th-July 14th

July 17th- July21st

July 24th-July 28th

July 31st- Aug 4th

Aug 7th- Aug 11th

Aug 14th- Aug 18th



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ALLERGY INFORMATION

Child's Name:			
Is your child allergic to any fo Please List:	ods? Yes No		
Is your child allergic to any m Please List:	edications? Yes No		
Does your child have any seas Please List:	onal allergies? Yes	No	
Does your child have any food Please List:	restrictions; e.g. religious, diet, et	c.? Yes No	
prescription form with guardian must also fill	e administered at the center we nee specific instructions for administer out the Permission to Give Medio ome to the office immediately to u	ring the medication at the ce cation form when the medic	enter. The parent or ine needs to be
	Permission to Administ	<u>er Epipen</u>	
I am supplying an epipen for a	my child and the doctor's authoriza	tion for use (Please attach).	
week prior to the expiration da	erstand it is my responsibility to sug te. I further understand that if there inistration of the epipen I must noti	e are any changes in the doc	
Date Received	Date of Expiration	Date Authorized	
Parent/Guardian Signature			



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FAMILY HISTORY

Child's Name:		-	
Is there anyone in the ch	nild's family who has now or	ever had(Circle and indicate	te who):
Diabetes	Nervous Breakdown	Mental Retardation	Hemophilia
Allergy (Specify)	Heart Problems	Tuberculosis	Rheumatic Fever
Are there any diseases which	a seem to run in the family?		
	th?		
When mother was pregnant v	with child, did she have any proble	ems?	<u> </u>
Were there problems with lab	bor and delivery?		
Has the child had any serious	s accidents or illnesses?		
Has the child ever been hosp	italized or had any operations?		
Has the child suffered any br	oken bones or serious burns?		
Has the child ever taken med	licines/poisons accidentally?		
Circle any illnesses the	child has had:		
Measles	Whooping Cough	Black Outs	Worms
Mumps	Pneumonia	Anemia	Emotional Problems
Chicken Pox	Seizures	German Measles	
Comments:			



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GETTING TO KNOW YOUR CHILD

Child's Name:	
Is your child allergic to anything?	
Has your child ever had an unusual reaction to any immunization?	
	
Does your child eat anything which is not food? (dirt, paint, etc.)	
Are Medicines taken regularly? Type:	
Does your child wear glasses?	
Does your child have persistent runny or stuffy noses or nose bleeds?	
Does your child have frequent colds, coughs, or sore throats?	
How does your child relate with other family members?	
Does your child have any previous experience away from parents?	
Describe how your child relates to other children:	
Describe your child's personality:	
If parents are not together, does your child see the non-custodial parent?	_
How often?	
What are your child's strengths?	
What are your child's weaknesses?	
What type of discipline is practiced at home?	
What are your child's interests?	
How many hours per week does your child watch TV?	
Have there been any recent deaths in the family?	
Does your child have any scars/birthmarks?	



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Payment Agreement for Families Using DSS Child Care Subsidy

I will pay the parent fee as determined by Suffolk County Department of Social Services each Monday morning for my child's care for that week.

According to the DSS policy, "failure to pay the parent fee will lead to termination of <u>all</u> Day Care Services".

I understand that if I do not maintain the above payment schedule my care will be terminated and DSS will be notified.				
Parent/guardian signature	Date			
Director's Signature	 Date			

NEW YORK STATE OFFICE OF CHILDREN AND FAMILY SERVICES



Medical Statement of Child in Childcare

To Be Completed B Name of Child:	,		Date of Birth:		Date of Examination:
Immunizations requir Medical Exemption TI of the immunizations we exempt immunization(s	he physical co would endange s).	ondition of the nar er life or health.			
Diphtheria, Tetanus and Pertussis (DPT) Diphtheria and Tetanus and acellular Pertussis (DTaP)	1 st Date	2 nd Date	3 rd Date		
Polio (IPV or OPV)	1 st Date	2 nd Date	3 rd Date	4 th Do	ate
Haemophilus influenzae type B (Hib)	1 st Date	2 nd Date	3 rd Date	3 rd Date 4 th Date OR 1 st Date (if given or after 15 months of age)	
Pnuemococcal Conjugate (PCV) for those born on or after 1/1/08)	1 st Date	2 nd Date	3 rd Date	4 th Do	ate
Hepatitis B	1ª Date	2 nd Date	3 rd Date		
Measles, Mumps and Rubella (MMR)	1 st Date	2 rd Date			
Varicella (also known as Chicken Pox)	1 st Date	2 nd Date			
Other Immunization		de the recomn	nended va	ccines of Ro	otavirus,
Influenza and Hepat Type of Immunization:	IIIIS A	Date:	Type of Immunization: Date:		
Type of Immunization:		Date:	Type of Ir	mmunization:	Date:
Type of Immunization:		Date:	Type of Ir	mmunization:	Date:
Tests		20.			
Tuberculin Test Date: TB Tests are at the physic				ive Negative	
If positive, or if x-ray orde	red, attach phys	SICIAN S Staterment	Jocumenting	treatment and to	niow-up.
Lead Screening Date: Attach lead level statement Lead Screening (Include		I Results)			
1 year / /	Result:	1000000	mcg/dL	☐ Venous	☐ Capillary
2 years / /	Result:		mcg/dL	☐ Venous	☐ Capillary
Most recent date of lead	d screening (if	different from abo	ove):		
1 1	Result:		mcg/dL	□ Venous	☐ Capillary
If the child has not been	ad test is requitested for lead, on on lead pois	the day care provi oning and preventi	ars of age ar	nd whenever ris	Capillary sk of lead poisoning is like d from child day care, but mu heir health care provider or t

Medical Statement of Child in Childcare



(continued)

Health Specifics		Comments	
Are there allergies? (Specify)	☐ Yes ☐ No		
s medication regularly taken? (Specify drug and condition)	Yes □ No		
s a special diet required? Specify diet and condition)	☐ Yes ☐ No		
Are there any hearing, visual or dental conditions requiring special attention?	Yes No		
Are there any medical or developmental conditions requiring special attention?	☐ Yes ☐ No	-	
On the basis of my findings as indicated a that: he/she is free from contagious and c	above and on my knoonmunicable diseas	owledge of the named child, I find e and is able to participate in day	☐ Yes ☐ No
Signature of Examiner		Address	
Please Print Name	-	City, State, Zip	
Title		Phone	Date

Religious Exemptions

Public Health law Section 2164 allows a child to be religiously exempted from immunization. A written and signed statement from a parent, parents or guardian of the child stating that they object of the immunization of their child due to their sincere and genuine religious beliefs should be submitted to the day care owner, operator or administrator who shall determine whether the statement of religious belief is acceptable.