



THE KID CENTER DROP-IN CHILD CARE REGISTRATION FORM

Name of each child	Birthday	Sex	Hygiene	Food or Medical Allergy	Take Medications	Asthma	Activity Restrictions
Full Name			(Circle One)				
1.		MF	Diaper Training Trained	Y N	Y N	Y N	Y N
2.		MF	Diaper Training Trained	Y N	Y N	Y N	Y N
3.		MF	Diaper Training Trained	Y N	Y N	Y N	Y N
4.		MF	Diaper Training Trained	Y N	Y N	Y N	Y N
5.		MF	Diaper Training Trained	Y N	Y N	Y N	Y N
6.		MF	Diaper Training Trained	Y N	Y N	Y N	Y N

If you answered "YES" to any questions above, please explain. Specify child's name and question number.

Please list your child(ren)s favorite hobbies, activities, pastimes:

Additional Comments/Information:

How did you hear about us?

Radio Sunnews TV ValPak Billboard Website Friend/Referral Other _____

May we add you to our email/postal mailing list? YES NO

Parent/Guardian Information:

Parent #1 _____ License# _____ Email _____
Address _____ City _____ St _____ Zip _____
Home Ph _____ Cell Ph _____ Work Ph _____

Parent #2 _____ License# _____ Email _____
Address _____ City _____ St _____ Zip _____
Home Ph _____ Cell Ph _____ Work Ph _____

In the event of an emergency and I am unable to be reached, I authorize the following persons to pick up my child/children or be contacted for information:

Name	Relationship to Child	Address	Phone Number
------	-----------------------	---------	--------------

Name	Relationship to Child	Address	Phone Number
------	-----------------------	---------	--------------

Are there any other person(s) authorized to pick up your child(ren)? If yes, list below.

Name _____ Address _____ Phone _____
Name _____ Address _____ Phone _____

If for some reason you or someone designated on this registration form cannot pick up your child(ren), you must call and provide the Family Code Word you choose below. Children will not be released to anyone not on this form unless their parent or guardian calls in the Family Code Word. (FAMILY CODE WORD _____)

Medical Information:

Name of Family Physician _____ Phone# _____
Name of Family Dentist _____ Phone# _____
Hospital Preference _____ Phone# _____

Provide your child's health insurance information: _____

If there is a need for emergency medical treatment, 911 will be called. Should an ambulance be needed, parents will be responsible for any costs. Parents will be contacted as soon as possible after contacting 911. If possible, The Kid Center will ask that the ambulance take your child to the emergency medical facility that you designated on the child enrollment form. The Kid Center employees do not administer medications under any circumstances.

I agree that The Kid Center may authorize the physician of their choice to provide emergency care in the event that neither I nor our family physician can be reached immediately. I certify my child is in excellent health and physical condition and has no medical, psychological, physical or mental condition which has not been disclosed to The Kid Center on the registration form.

I, the undersigned, do hereby state that I have read the above carefully, fully understand the content and consequences of this agreement, and agree to abide by and be bound by the above policies and procedures and release.

X

(Signature of Parent/Guardian)

(Date)

I, on behalf of myself, my spouse, and each child designated on the registration form (my "child"), hereby waive and release all rights, causes of action and claims against The Kid Center, a South Carolina LLC, its Officers, Directors, Agents, and Employees, for any loss, expense, damage or injury suffered by my child during the time my child is visiting The Kid Center and/or while receiving care during a The Kid Center "To Go" child care appointment, including the possible negligence of The Kid Center, but excluding gross negligence and intentional misconduct. I understand that the provision of child care contains risk of injury to persons and damage to property, and that by signing this release I engage The Kid Center to provide temporary childcare for my children at my own risk. **I understand and agree that in order to use The Kid Center's in facility child care services, parents/guardians must remain easily accessible, be in the near-by vicinity, and be able to return to the center within 15 minutes if necessary.** I have been given an opportunity to inspect the premises of The Kid Center and found that it is safe and satisfactory for my child. I also have been given the opportunity to ask questions and obtain answers to my satisfaction regarding any and all aspects of The Kid Center and this Release. By signing this Release, I have not relied on any promises or statements made by The Kid Center or its employees other than those contained in written information supplied to me by The Kid Center. I understand this Release will be kept on file at The Kid Center and will continue in effect for this and any future visits my child may make to The Kid Center and for this and any future time my child is receiving child care services during a The Kid Center "To Go" appointment.

I, the undersigned, do hereby state that I have read the above carefully, fully understand the content and consequences of this agreement, and agree to abide by and be bound by the above policies and procedures and release.

X

(Signature of Parent/Guardian)

(Date)

I hereby grant The Kid Center permission to use photographs/video of my child(ren), taken during their stay at The Kid Center, to be used solely for the purposes of The Kid Center promotional material, website, and publications. I will make no monetary or other claim against The Kid Center for the use of the photographs/video.

I, the undersigned, do hereby state that I have read the above carefully, fully understand the content and consequences of this agreement, and agree to abide by and be bound by the above policies and procedures and release.

X

(Signature of Parent/Guardian)

(Date)



Discipline and Behavior Management Policy

Praise and positive reinforcement are effective methods of the behavior management of children. Based on this belief, The Kid Center will practice the following discipline and behavior management policy:

We DO:

- Praise, reward, and encourage the children.
- Reason with and set limits for the children.
- Model appropriate behavior for the children.
- Modify the environment to attempt to prevent problems before they occur.
- Listen to the children.
- Provide alternatives for inappropriate behavior to the children.
- Treat the children as people and respect their needs, desires, and feelings.
- Ignore minor misbehaviors.
- Explain things to children on their levels.
- Restrict corporal punishment.
- Require all staff members to uphold our discipline policies.

We DO NOT:

- Spank, shake, bite, pinch, push, pull, slap, or otherwise physically punish the children.
- Make fun of, yell at, ignore, frighten, reject, threaten, use profanity, or otherwise verbally abuse the children.
- Use profane, harsh, demeaning, or humiliating language in front of the children.
- Shame or punish the children when bathroom accidents occur.
- Relate discipline to eating, resting, toileting, or sleeping.
- Leave the children alone, unattended, or without supervision.
- Allow discipline of children by children.
- Criticize, make fun of, or otherwise belittle children's parents, families, or ethnic group.

I, the undersigned, do hereby state that I have read, understand, and received a copy of The Kid Center's Discipline and Behavior Management Policy and that The Kid Center's director/coordinator (or other designated staff member) has discussed The Kid Center's Discipline and Behavior Management Policy with me.

X

(Signature of Parent/Guardian)

(Date)



The Kid Center Release of Children Policy

A list of individuals to whom a child may be released shall be kept on file and updated as appropriate. Individuals dropping off and picking up a child must be 18 years of age. A sign out sheet must be signed by the individual picking up a child before the child is released. Only individuals designated on the enrollment form may have a child released to them unless otherwise indicated. Children will not be released to any individual that is under the influence of alcohol or drugs.

Telephone calls regarding the release of a child shall be confirmed by returning all calls to the appropriate individuals. Release of a child to individuals not already designated shall be confirmed by direct phone contact with the child's parent, guardian, or other appropriate individual. Parent(s)/Guardian(s) will be required to verify identification over the phone using the Family Code Word provided on the registration form.

All employees must require proof of identification from individuals attempting to pick up a child. Any unknown individual must be required to show proof of identification. Proof of identification shall be a Drivers license or State Issued I.D. If picture verification is not available, the individual must provide three items for identification; other identification will be accepted as appropriate. The ID card number must be documented and kept for 24 hours.

A release record for each day shall be kept on file for no less than one month. All employees must refer to current release records before releasing a child. Employees must refer individuals to the Director if there are questions concerning the release of a child.

*If there is a custody dispute, parents must provide a copy of the court's custody ruling.

I, the undersigned, do hereby state that I have read, understand, and received a copy of The Kid Center's Release of Children Policy and that The Kid Center's director/coordinator (or other designated staff member) has discussed The Kid Center's Release of Children Policy with me.

X

(Signature of Parent/Guardian)

(Date)



The Kid Center Emergency Policies

A. Emergency Medical Procedures

If a child should become ill or seriously injured while at the center or while being cared for during a The Kid Center “To Go” appointment, parents will be contacted immediately. Sick children will be isolated but remain supervised and made as comfortable as possible. Children should be picked up from the center as soon as possible. If a child becomes ill or seriously injured during a The Kid Center “To Go” appointment, parents should return as soon as possible. If the child is not picked up or parents have not returned within 15 minutes, the emergency contact person on the child's enrollment form will be called.

All employees of The Kid Center have received training in CPR and first aid. The Kid Center will follow standard emergency medical procedures for treating injuries. A head injury will be treated as a serious injury, and parents will be notified as soon as possible. Superficial injuries will be washed with soap and water and covered with a bandage or treated with ice. Parents will be told about the minor injury when they pick their child up.

If there is a need for emergency medical treatment, 911 will be called. Should an ambulance be needed, parents will be responsible for any costs. Parents will be contacted as soon as possible after contacting 911. If possible, The Kid Center will ask that the ambulance take your child to the emergency medical facility that you designated on the child enrollment form.

During the time the child is at The Kid Center or during a The Kid Center “To Go” appointment, any accidents or injuries that occur or marked changes in behavior or appearance will be entered on an Incident Report file and entered into the center's injury logbook. Parent(s) or guardian(s) will be notified in writing when picking up the child(ren).

B. Emergency Safety Procedures

In case of an emergency that would require an evacuation from The Kid Center facility, children will be evacuated through the nearest safe exit. If at all possible, the attendance form and list of phone numbers for parents and emergency contacts will be taken along to ensure that all children are accounted for and all families notified. Children will be assembled in the Barefoot Commons parking lot.

In the event of a lost child, The Kid Center staff will check all areas of the center or child care location. If the child cannot be found, the child's parents and / or emergency contact and the police will be notified immediately. If the center should lose the use of heat, water or electricity while children are in attendance, The Kid Center will contact the parent(s) or guardian(s) within 30 minutes. If we are unable to re-enter the building after a necessary evacuation, The Kid Center will take the children to Sticky Fingers Restaurant and contact the parent(s) or guardian(s).

C. Emergency Policy in Case of Failure to Pick-up Child

In the event that a child is not picked up by closing, staff shall use all contact information in attempting to arrange for the earliest possible pick-up of any child remaining in The Kid Center after closing. Staff shall attempt to contact the Director or Assistant Director in the event that parents are unreachable and an alternate pick-up might be arranged. If we have not had phone contact with a parent by 15 minutes after closing, we will begin calling emergency contacts. If

we release a child to one of the emergency contacts and staff then leave for the evening, the information will be left on parent answering machines whenever possible and in a message on The Kid Center's front door.

If a child has not been picked up by one hour after The Kid Center closing time or notification of emergency evacuation, and all attempts to reach parents/guardians have been unsuccessful, staff shall call the police for the jurisdiction in which the child lives and request that they assist in locating a responsible adult to pick up the child. Police may help by going to the child's residence and by performing any other appropriate investigation. The police should be requested to report their finding to The Kid Center as soon as possible. If the police report that they are unable to locate a responsible adult to pick up the child, then staff shall immediately call Child Protective Services for the jurisdiction in which the child lives and request that they arrange to have Social Services pick up the child from the Center as soon as possible.

If a child has not been picked up by one hour after The Kid Center "To Go" scheduled appointment has ended, and all attempts to reach parents/guardians have been unsuccessful, staff shall call the police for the jurisdiction in which the child lives and request that they assist in locating a responsible adult to pick up the child. Police may help by going to the child's residence and by performing any other appropriate investigation. The police should be requested to report their finding to The Kid Center as soon as possible. If the police report that they are unable to locate a responsible adult to pick up the child, then staff shall immediately call Child Protective Services for the jurisdiction in which the child lives and request that they arrange to have Social Services pick up the child from the Center as soon as possible.

Staff shall carefully and fully document all efforts, including names and times, throughout this process and provide the documentation to the Director the following workday.

I, the undersigned, do hereby state that I have read, understand, and received a copy of The Kid Center's Emergency Policies and that The Kid Center's director/coordinator (or other designated staff member) has discussed The Kid Center's Emergency Policies with me.

X

(Signature of Parent/Guardian)

(Date)



The Kid Center Confidentiality Policy

What information do we collect and keep?

The Kid Center keeps information provided by you including:

- Registration Form
- Emergency Information
- Fingerprints of children and any adult picking up or dropping off children
- Copy of Parent(s) or Guardian(s) Photo I.D.
- Record of accidents while at The Kid Center/during The Kid Center “To Go” Appointments
- Other information that may identify a child by name or address

Where is information kept?

Each child has their own personal file which is kept securely in a lockable cabinet when not in use. Information may also be held on computers.

What do we use information for?

We use this information to verify registration, administer prompt medical care, provide any special needs or attention as requested, verify parent or guardian I.D., maintain logs of incidents/accidents, and maintain records for state review as necessary.

When will we share information with others?

If Social Services requests a copy of information for review of our business practices, we always share this information. Ideally we will do this with parental consent, but this is not a legal requirement. Also, if there are concerns about people being involved in crime we will cooperate with the Police.

Keeping Information Confidential

We have a strict confidentiality policy at The Kid Center and make every effort to ensure that no-one has unauthorized access to a child’s records. We do this by requiring staff to keep records locked away when not in use and for them to be careful to ensure no-one has accidental or unauthorized access to information that they should not have. A child’s record will not be copied, posted on a web site, or disclosed to unauthorized persons, without written consent from the child’s parent.

I, the undersigned, do hereby state that I have read, understand, and received a copy of The Kid Center’s Confidentiality Policy and that The Kid Center’s director/coordinator (or other designated staff member) has discussed The Kid Center’s Confidentiality Policy with me.

X

(Signature of Parent/Guardian)

(Date)



3936 Hwy 17 South North Myrtle Beach, SC 29582 843-663-0108

The Kid Center Guidelines

The Kid Center is a drop-in child care facility where children may attend for a maximum of 4 consecutive hours on any given day. We welcome walk-ins or you may call ahead for reservations for your child. **Drop-in child care requires that parents are easily accessible, be in the immediate vicinity, and be able to return to the center within 15 minutes if necessary.** Child care services are available without discrimination on the basis of race, sex, color, creed, political persuasion, national origin, disability, ancestry or sexual orientation.

The Kid Center is open Mon-Thursday from 8am-10pm, Friday-Saturday from 8am-Midnight, and Sunday from 12pm-6pm. Our hourly rates are \$8.00 for the 1st child and \$5.00 for each additional sibling. Annual registration fee is \$20.00 per family. Billing is calculated by the minute with a 1 hour minimum. Payment is due at time of pickup by cash, check, or credit card. There is a \$25.00 fee for any returned checks. There is a \$1.00 charge per minute late after the 4 hour maximum or after closing.

Please dress children in comfortable clothing and remember socks are required! If you forget socks, you may purchase them for \$2.00 a pair at the front desk. Potty training is not required; however, parents should bring diapers, wipes and a change of clothing. There is a \$1.00 charge for each diaper we provide. Please label any items you bring as **The Kid Center** is not responsible for lost or stolen items. Snacks & beverages are provided for no additional charge. Meals are available for just \$3.00.

When picking up your child, please remember that picture ID is required. Only persons listed on the Registration Form will be allowed to pick up children. If someone that is not on the authorized list must pick up the child(ren), the parent(s) or guardian(s) must phone **The Kid Center** and provide their Family Code Word. A fingerprint scan entrance gate is in place to ensure that only staff can allow children and parents entrance or exit to the play area. 24 hour video surveillance is utilized to ensure safety for children and staff alike. All children and adults picking up or dropping off children will be fingerprinted.

Due to space restraints and safety issues, parents are not allowed to stay inside the play area with their children.

Praise and positive reinforcement are effective methods of the behavior management of children. We do not use corporal punishment. Instead we use patience and understanding to work through behavior issues. **The Kid Center** takes excessive measures to provide a clean and healthy play environment. Staff must wash their hands after each visit to the restroom, after serving foods, and after assisting children with toileting. We clean all toys & play equipment daily with non-toxic cleaners. We assist the children with hand sanitizing upon entry and hand washing before and after meals and trips to the toilet.

For the health of the children and staff in our facility, please send only healthy children to **The Kid Center**. **The Kid Center will not administer medications.** If your child has experienced any of the following symptoms within 24 hours, please refrain from bringing them to our center:

- Temperature of 100.6 or higher
- Nausea/vomiting/diarrhea
- A contagious diseases such as chicken pox, strep throat, or pink eye
- Red, watery eyes with drainage
- Undiagnosed rash
- Phlegm producing cough and/or constant, thick, colored nasal discharge

The Kid Center follows these guidelines to promote happy, healthy play. We value your children as much as we do our own & make every effort to ensure a safe, clean, & exciting environment for children to enjoy! Welcome to **The Kid Center** family!

I, the undersigned, do hereby state that I have read, understand, and received a copy of The Kid Center Guidelines and that The Kid Center's director/coordinator (or other designated staff member) has discussed The Kid Center Guidelines with me.

X

(Signature of Parent/Guardian)

(Date)