

Please check one:  
\_\_\_ABC #1(48th & Waters 912-355-1442)  
\_\_\_ABC #4(8805 White Bluff Rd. 912-927-4313)

ABC Educational Childcare Center, Inc. Date: \_\_\_\_\_  
105 Red Gate Farms Trail  
Savannah, Georgia 31405

In compliance with DHR, Bright From the Start Georgia Early Learning and The Americans With Disabilities Act, ABC Childcare Center provides an appropriate setting with reasonable accommodations for including children with disabilities.

Child's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_ Sex: \_\_\_\_\_  
(Last) (First) (Middle)

Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Home Ph.#: \_\_\_\_\_  
Child's Living Arrangements: ( ) Both Parents ( ) Mother ( ) Father ( ) Other

Mother: \_\_\_\_\_ Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_ SSN: \_\_\_\_\_

Employer: \_\_\_\_\_ Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Ph. #: \_\_\_\_\_

Email Address: \_\_\_\_\_ Cell Ph. #: \_\_\_\_\_ Drivers License#: \_\_\_\_\_ DOB: \_\_\_\_\_

Father: \_\_\_\_\_ Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_ SSN: \_\_\_\_\_

Employer: \_\_\_\_\_ Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Ph. #: \_\_\_\_\_

Email Address: \_\_\_\_\_ Cell Ph. #: \_\_\_\_\_ Drivers License#: \_\_\_\_\_ DOB: \_\_\_\_\_

Emergency Information (Persons listed below have authority to pick up child)

<u>Name</u>	<u>Relationship</u>	<u>Address</u>	<u>Home Phone #</u>	<u>Work Phone #</u>
1. _____				
2. _____				
3. _____				

Who MAY NOT pick up this child?: \_\_\_\_\_  
In the event of an illness or accident requiring immediate EMERGENCY care, child/children will be transported by ambulance to Memorial Health University Medical Center at 4700 Waters Ave. (912-350-8000) and every attempt will be made to reach parent(s) or emergency contacts. ABC Childcare's insurance policy will only cover expenses left by the primary and/or secondary insurance carried by parent(s). Please complete the following information:

Name of Primary Insurance: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Policy #: \_\_\_\_\_ Address: \_\_\_\_\_

I understand and agree with the above policy regarding EMERGENCY care of my child:

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

Other Children

<u>Name</u>	<u>Age</u>	<u>School</u>
1. _____		
2. _____		
3. _____		

EMERGENCY DATA

Doctor's Name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone # \_\_\_\_\_

List Allergies: \_\_\_\_\_

List Special Medical Condition(s): \_\_\_\_\_

If above physician is unavailable, may another physician be called? \_\_\_\_\_ If yes, name: \_\_\_\_\_

I understand that I must provide ABC Childcare Center with updated information as it occurs.

I give permission for my child \_\_\_\_\_ to participate in the following activities:

Swimming: 9 Yes 9No Field Trips: 9 Yes 9No Transportation on ABC/Camp Buses: 9 Yes 9No

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

Director or Administrative Staff: \_\_\_\_\_ Date: \_\_\_\_\_

**ABC EDUCATIONAL CHILDCARE CENTER, INC. -  
FEE INFORMATION & SCHEDULE**

Main Office 912-233-8877

ABC #1 (1106 E. 48<sup>th</sup> , 912-355-1442)

ABC #4 (8805 White Bluff Rd., 912-927-4313)

**ABC CHILDCARE** accepts only local checks or money orders. If you will be paying by check, you must provide us with a copy of your drivers license for your file. **Tuition** is due and payable each **Monday, ONE** week in advance of the week of use. Weekly tuition may also be paid in advance on a bi-weekly or monthly basis. (However, the first week of the bi-weekly or monthly payment must continue to be paid one week in advance.) If tuition is paid later than closing on Monday of the current week, a \$25.00 late charge must also be included. Child/ren will not be permitted to return to ABC on Tuesday if tuition AND late charge have not been paid. No partial payments or payments without late charges will be accepted. Failure to comply with this policy may result in termination of child care services. Payment must be made by check or money order, out-of-area checks or cash **will not** be accepted. No post-dated checks will be accepted.

**REGISTRATION FEE** (non-refundable): ..... \$75.00

The Registration Fee is a one-time fee (for as long as your child is enrolled). This fee is due at the time your application is accepted.

**MAINTENANCE AND EQUIPMENT FEE: (ANNUAL FEE)** ..... \$100.00

This fee covers the cost of new toys, games, consumable goods, equipment (i.e., mats, outdoor swings, gyms), indoor learning center materials, educational supplies, paper, crayons, pencils, televisions/DVD's, stereos, school repairs, bus repairs and maintenance (indoors and outdoors), etc. **This fee is due in two installments: \$50.00 is due February 15<sup>th</sup> and the next installment of \$50.00 is due by August 15<sup>th</sup>.** Fee is prorated at \$10.00 per month for children enrolled between due dates. No refund will be given for withdrawal between payment dates.

**TUITION:**

Tuition is calculated on a yearly schedule (50 weeks of child care and 2 weeks off for vacation). Tuition fees cover the cost of child care (up to 10 hours per day) for child care providers' salaries, breakfast/lunch/snack for children, director's salary, teaching materials, school rentals & mortgages, and utilities. Clients who want to pay tuition annually, semi-annually, quarterly, or monthly may arrange these payments with an ABC administrator. **TUITION WILL NOT BE EXEMPTED OR PRO-RATED IN THE EVENT OF CIVIL DEFENSE, LEGAL HOLIDAYS, INCLEMENT WEATHER, OR GOVERNMENT MANDATED CLOSINGS.** Weekly tuition payments are:

Children under 3years of age:	\$125.00
Children 3 years of age and older	\$105.00
Before/After School Care (when public schools are in session)	\$65.00
Before/After School Care (when public school is not in session)	\$35.00 additional per day charge . <b>Not to exceed \$105.00 per week</b>
Extended Day Care (when Pre-Kindergarten is in session)	\$65.00
Extended Day Care (when Pre-Kindergarten is not in session)	\$35.00 additional per day charge <b>Not to exceed \$105.00 per week</b>
Pre-K Children not enrolled in Extended Day-holiday or vacation charge per day	\$35.00

**DROP IN TUITION** - SERVICE IS BASED ON SPACE AVAILABILITY with a 24 hour advance reservation

REGISTRATION FEE - Non-refundable ..... \$25.00

(This is a one-time fee, due upon registration to cover cost of enrollment)

DAILY RATE per child, up to 10 hours of child care-includes breakfast, lunch & snack ..... \$35.00

HOURLY RATE (only available 2-6 p.m. daily - minimum \$12.00) ..... \$ 4.00

**THERE IS A \$10.00 MINIMUM CHARGE FOR BEFORE & AFTER SCHOOL DROP IN SERVICE**

**ALL DROP IN FEES ARE DUE IN ADVANCE AND MUST BE PAID IN ADVANCE THE MORNING OF SERVICE**

**INSUFFICIENT FUND CHECKS (NSF)**

A \$40.00 NSF charge will be charged for all NSF checks. After 2 NSF checks, only money orders will be accepted. NSF checks and charges must be taken care of immediately by bringing in a money order for the check amount and the \$40.00 fee. No child care service will be provided until account is cleared.

**ALL FEES ARE SUBJECT TO CHANGE WITH A TWO WEEK NOTICE**

I have enrolled my child in the : \_\_\_\_\_ Full Time Weekly Program \_\_\_\_\_ Before & After School Program  
\_\_\_\_\_ Extended Care Program \_\_\_\_\_ Drop In Program \_\_\_\_\_ Pre-Kindergarten Program \_\_\_\_\_ Summer Camp Program

1.I understand and agree to follow the policies concerning my child's Program

2.I have received fee information, health & weather policies, and other ABC Policies and Procedures. It is my responsibility to keep and be familiar with this information

I have read and understand the above policies.

Child's Name: \_\_\_\_\_ Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ABC EDUCATIONAL CHILDCARE CENTER, INC. - Enrollment Contract Agreement-Parent Information**

ABC #1 (1106 E. 48<sup>th</sup> St., 912-355-1442)\*

\*ABC #4 (8805 White Bluff Rd., 912-927-4313)

ABC Childcare provides an appropriate setting with reasonable accommodations for including children with disabilities in compliance with the Americans With Disabilities Act and DHR Child Care Licensing.

**Financial Responsibilities**

ABC Educational Childcare Center Inc. (ABC) is an independent child development center. We depend on the fees to meet our obligations, pay salaries, and maintain the high level of quality training and care your child deserves. Enrollment is based on the child/teacher ratio established by Bright From the Start, ABC’s licensing agency. When your child is accepted into ABC, a space is reserved and fees are due as long as your child is enrolled. Fees are not exempt when children are kept home because of illness, holidays, vacations, or if you occasionally keep your child at home with you or with another care provider. Tuition fees are not exempted or prorated in the event of a civil defense, legal holidays, inclement weather, or government mandated closing.

A **registration fee of \$75.00** per family must be paid upon enrollment. A \$25.00 registration fee is charged to those enrolling for drop-in service. **THE REGISTRATION FEE IS NON-REFUNDABLE.**

**Tuition** may be paid annually, semi-annually, monthly or weekly. **Tuition** is due and payable each **Monday, ONE** week in advance of the week of use. Weekly tuition may also be paid in advance on a bi-weekly or monthly basis. (However, the first week of the bi-weekly or monthly payment must continue to be paid one week in advance.) **If tuition is paid later than closing on Monday, a \$25.00 late charge must also be included. Child/ren will not be permitted to return to ABC on Tuesday if tuition AND late charge have not been paid.** No partial payments or payments without late charges will be accepted. Failure to comply with this policy may result in termination of child care services. Payment must be made by check or money order, out-of-area checks or cash **will not** be accepted. No post-dated checks will be accepted.. Child/ren will not be permitted to return to ABC on Tuesday if tuition AND late charge have not been paid. No partial payments or payments without late charges will be accepted. Failure to comply with this policy may result in termination of child care services. Payment must be made by check or money order, out-of-area checks or cash **will not** be accepted. No post-dated checks will be accepted.

**Drop In fees** are due IN **ADVANCE** for services to be rendered.

**An Annual Maintenance & Equipment fee of \$100.00** is due in semi-annual payments of **\$50.00 each on February 15<sup>th</sup> and August 15<sup>th</sup>** of each year. A \$10.00 per week late charge will be added to accounts if payment is not received by due date. Child care services will be terminated if payment is not received within one week past the due date. A short-term payment plan may be arranged to help pay this fee on schedule. Fee is prorated at \$10.00 per month for children enrolled between due dates.

All **past due accounts** will be turned over to a collection agency which may result in future credit problems.

ABC has **secondary insurance** only which only supplements areas not covered by the primary insurance. Parents/ guardians are financially responsible for children if they are hurt or become ill at ABC and need medical attention.

Each child receives **two weeks of vacation or absence** from the center per year which may be taken at any time within a one year anniversary of their enrollment date. There is no tuition charge for these two weeks. This time must be taken in one week increments - it can’t be taken on a daily basis. Parents must inform the center in writing (a vacation notification form may be picked up at the front desk) at least two weeks in advance of the expected absence.

Parents of full-time as well as drop in children are required to **sign-in and out** in the child’s classroom upon arrival and departure. Before entering the classroom for afternoon pickup a security card must be obtained from the front desk and given to the teacher providing care for the child before a child may be released from the classroom or the center.

**GA PRE-KINDERGARTEN PROGRAM**

ABC provides the 6.5 hour GA Pre-Kindergarten Program for children who become 4 years of age on or by September 1 of the current year at **NO** cost to parents. Extended care before or after the 6.5 hour day is available for a fee.

**Georgia CAPS (Child and Parent Services)**

CAPS will be billed weekly for child care. In the event that a CAPS Contract is terminated and a child continues to attend ABC, the parent/guardian are financially responsible for full tuition payment as stated in the weekly tuition agreement.

I have read and understand the above policies.

Child’s Name: \_\_\_\_\_ Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**ABC EDUCATIONAL CHILDCARE CENTER, INC. - HEALTH POLICIES & PROCEDURES**  
**ABC48th St. (912-355-2442)\*                      \*ABC WB (912-927-4313)                      \*Main Office, 912-233-8877**

ABC makes every effort to ensure that the center is a safe and healthy environment for every child. In the best interest of all the children, please follow the health guidelines. We ask that you keep your child at home when he/she is sick. In general, a child should not return to the center until they have been fever-free or diarrhea free for 24 hours. If a child becomes ill while at the center - that is, exhibits symptoms of a fever (100 degrees or over), vomiting, diarrhea (after two episodes) or any other suspected contagious illness- the parents will be contacted and must make arrangements for the child to be picked up immediately. These guidelines will be strictly enforced. If a child is sent home with a suspected communicable disease, you must provide a written notice from your child's doctor stating that they are not contagious and may return to child care.

**Change of Clothing** - Each child must have an emergency change of clothing (which includes underwear, pants, shirt & socks) which remains at the center. All clothing should be marked. The center does not accept responsibility for lost or damaged clothing. Children should wear inexpensive clothing because they will be involved in indoor/outdoor play, painting, etc.

**Communicable Diseases** - Parents will be notified by a sign on the door if a communicable disease is introduced into the center. The center will notify the Health Department of any communicable disease in the Center.

**Developmental Progress** - Directors & staff are trained to monitor the cognitive and physical development of each child. Each child will be promoted to the next class when the staff and parent agree that the child is developmentally ready (providing a space is available).

**Diapers** - Parents must supply disposable diapers and wet wipes for all children in diapers. ABC staff may bring to a parent's attention when they feel a child is ready for potty training; or the parent may discuss this with staff when they feel their child is ready. ABC is ready to cooperate with parents to accomplish this goal. Parents are asked to supply disposable pull-ups and wet wipes during this time.

**Diet Exceptions** - Children may not bring food into the center. A nutritious breakfast, lunch, and afternoon snack are served at the center. Weekly menus are posted in the reception area for parents to review. Food exceptions are not made for individual children except in cases of allergies or a special diet prescribed by a physician. A letter from a physician must be given to the center with this information.

**Emergencies, Severe** - A severely injured or ill child will be taken by ambulance to Memorial Health University Medical Center located at 4700 Waters Avenue. Parents and/or emergency contacts will be notified. The hospital telephone number is 912-350-8000.

**Food Program** - ABC participates in the Federal Children and Adult Care Food Program (CACFP) which provides extra funds to ensure healthy, nutritious meals approved by the United States Department of Agriculture. This program is a tremendous asset for the children. Parents must complete an Income Eligibility Statement as part of the enrollment application process and every August after that.

**Health Records** - Parents are responsible to keep their child's health records current to reflect any significant changes as they occur, i.e., telephone numbers, work location(s), emergency contacts, child's physician, child's health status, infant feeding plans and immunization record.

**Immunizations** - shot records must be updated regularly. All new children have 7 days from date of enrollment to submit the required certificate. Immunization 8:00 a.m. until 4:00 p.m., Monday through Friday and 8:00 a.m. until 5:00 p.m. on Tuesdays. The original copy of the state required certificate, form #3231, which shows month and date of next immunization, is the only immunization record we may accept.

**Medication** - A medication form (located in the reception area) must be completed and signed for the days a child needs medicine. A refrigerator is available in the kitchen for cold medication storage and a medicine shelf and box in individual classrooms for other medication storage. Medications may not be given without written permission by the parent and the proper form completed. No over the counter medicine will be given without a pharmacist label with the child's name & dosage on it. Only medication prescribed for the child will be administered. Any child receiving medication will be observed more carefully than usual. Unusual behavior or adverse reaction to medication will be reported to parent(s) immediately.

**Naps** - Each child under five years old will have the advantage of an afternoon nap or rest period each day.

**Outdoor Play** - Bright From the Start requires that each child in a child development center play outside daily, weather permitting. A child who is too sick to go outside may be too sick to attend child care and may need to stay home unless specific arrangements are made with the center's office personnel.

I have read and understand the above policies.

Child's Name: \_\_\_\_\_ Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_