



**DROP-IN DAYCARE**

## Jamboree Drop-In Daycare Registration Form

**Date of Enrollment:** \_\_\_\_ - \_\_\_\_ - \_\_\_\_      **How did you hear about us?:** \_\_\_\_\_

**Parent(s) Information:**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Best number(s) to reach you at:**

**Home:** \_\_\_\_\_ **Cell:** \_\_\_\_\_ **Work:** \_\_\_\_\_

**Email address:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Best number(s) to reach you at:**

**Home:** \_\_\_\_\_ **Cell:** \_\_\_\_\_ **Work:** \_\_\_\_\_

**Email address:** \_\_\_\_\_



**Authorized Adults:** In the event of an emergency parents are unable to be reached, the following responsible persons are authorized to pick up my child/children or be contacted for information (cannot be parents):

**Name:** \_\_\_\_\_ **Relationship to child:** \_\_\_\_\_

**Best number(s) to reach you at:**

**Home:** \_\_\_\_\_ **Cell:** \_\_\_\_\_ **Work:** \_\_\_\_\_

**Email address:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Relationship to child:** \_\_\_\_\_

**Best number(s) to reach you at:**

**Home:** \_\_\_\_\_ **Cell:** \_\_\_\_\_ **Work:** \_\_\_\_\_

**Email address:** \_\_\_\_\_



**Child's information:**

Child's First and Last Name (List each)	Date of Birth:	Sex:	Toileting:	Medications :	Allergies:
		M/F	Diaper Training Trained	Y/N	Y/N
		M/F	Diaper Training Trained	Y/N	Y/N
		M/F	Diaper Training Trained	Y/N	Y/N
		M/F	Diaper Training Trained	Y/N	Y/N
		M/F	Diaper Training Trained	Y/N	Y/N

Please explain any 'YES' answers from above and any special care needs that include, but not limited to, allergies, existing or previous illness or injuries, hospitalizations, medications prescribed for continuous use:

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Any other notes that will help us best provide for your child while in our care?

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## Parent Policies and Release Form:

***Please read entirely and sign on the back page.***

- Jamboree Drop-In Daycare (JDD) must have a completed registration form and KDHE required paperwork: Emergency Medical Release, Health Assessment (completed by physician), Medical Record and Immunizations before children can be accepted for care. If children are currently enrolled in another program and have current documentation, we can accept a copy of the required documents. Your child's information must be kept current with JDD. Any changes in immunization records, medical conditions, name, address, or phone number must be reported immediately.
- The initial annual registration fee of \$35 per family must be paid prior to your child attending JDD OR at pick-up of first visit. The registration fee will be billed annually on each family's initial registration date.
- JDD has set the following rates for inclusion to our program:  
Children: 12 weeks -18 months -- \$9.75 per hour -- \$7.25 per each additional infant sibling  
Children: 18 months - 5 years -- \$8.75 per hour -- \$4.75 per each additional sibling
- Jamboree Drop-In Daycare will be open:  
Monday – Thursday: 7:00am - 9:00pm  
Friday and Saturday: 7:00am - 11:00pm  
Sunday: 10:00 am - 7:00pm
- Reservations are not required, however we do recommend calling ahead for availability and/or making reservations on weekdays and Friday and Saturday evenings after 6 pm. If a reservation has been made, and you do not show, a \$25 fee will be applied to your account.
- Please bring extra diapers and a change of clothes for your child. All personal belongings must be labeled with the child's first and last name. There will be a charge of \$1.00 for each diaper supplied by Jamboree. No outside toys or electronics are allowed in the center; JDD will not be responsible for any lost or broken items.
- Meals are served at 8:30am, 11:45 am, and 6:00pm. Meals can be purchased for \$4.00 per child or brought from home. Your child must be in attendance during scheduled meal times to receive that meal. If meals are brought into the center by the parent, Jamboree Drop-In Daycare is not responsible for the nutritional value of the meal. If a child's stay lasts during a meal time, and they are not signed up for a meal, we will feed them and add the meal cost to the bill. Meals may be brought from home, but please do not bring any food item that contains peanut products. Snacks are served at 10:00 a.m., 3:00 p.m., and 8:00 p.m. Infant bottles must be labeled and pre-mixed before an infant is admitted to care. Any breast milk, baby food, finger foods, or any other food items for infants, must be provided by the parents.
- JDD is a nut-free facility. Any outside food brought in containing nut products will be disposed of and that child will receive a meal from the center. In rare instances, cross contamination may occur from children exposed outside the center. If your child has severe food allergies, we cannot guarantee that they will not have a reaction while at JDD.
- Jamboree Drop-In Daycare cannot accept children who are ill. JDD will follow the standards of illness, as determined by the Kansas Department of Health and Environment (KDHE). If a child becomes ill while in



care, the parent or emergency contact will be called to pick up the child immediately. Children who are ill will be excluded from other children until parent pick-up. Parent(s) or another authorized adult (as listed on the registration form) must pick up children within 1 hour of notification..

- KDHE Safe Sleep Policy requires infants to be slept on their back without blankets or other items of comfort in their crib with them. All staff are trained in SIDS prevention and Safe Sleep procedures as required by KDHE.
- The staff of JDD are required to have updated immunizations, TB testing, Basics of Child Development classes, and a current CPR/First Aid certification on file. Staff may not work while ill and must be fever-free and symptom-free for at least 24 hours before returning to work.
- Jamboree Drop-In Daycare does not discriminate against persons with disabilities. However, JDD staff are not trained to care for children with special needs and our services do not include one-on-one supervision.
- Please be sure to update emergency contact phone numbers with our staff. In the event of a medical emergency, we will contact the parent immediately and call 911.
- Only parents or authorized adults listed on the registration form will be allowed to check children in and out of Jamboree Drop-In Daycare. Persons other than parents/guardians picking up must show their photo ID upon arrival. Children will not be released to any emergency contacts without a valid picture ID.
- The employees of Jamboree Drop-In Daycare are not available for outside employment; including babysitting. Nor are our employees allowed to give out or be contacted by parents via their personal phone numbers. Any communication between families and staff must be relayed through the Director or Front Desk.
- JDD uses positive methods of discipline and guidance that encourages self-esteem, praise of good behavior, reminding children of behavior expectations, redirection and brief supervised separation or time-out, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age. No corporal punishment, physical or verbal abuse, abusive language, or withdrawal of food, naps, or toilet training of any kind is allowed by staff or parents while at the center. All children have the right to feel safe and secure. Any child that is violent or disruptive and unable to be redirected may be required to leave the center. This determination will be made at the sole discretion of the Jamboree Drop-In Daycare (JDD) director. Habitual disruption may result in permanent exclusion from JDD. Likewise, any parent who is threatening or forceful in their approach with JDD staff may be subject to dismissal from JDD.
- Policy changes will be made in writing as needed and provided to all parents. Parents may also be contacted by phone or email as needed for information needed about their children.
- All employees of Jamboree Drop-In Daycare are mandated reporters and are all trained in identifying and reporting abuse or neglect. The staff of JDD is required by law to report any instance where there is reason to suspect the occurrence of physical, sexual, or emotional child abuse, child neglect or exploitation to the police or the Department of Children and Families (DCF). If your child has had an accident or injury, please notify staff when dropping off so that we can assist in watching the child for side effects.
- JDD will NOT get involved with custody disputes. If your family has a court order on file, please provide us with the most recent copy. JDD will follow the court order as written. All registration forms must be



completed with both parents' information. If a custody dispute takes place on JDD property, the local police will be called and asked to handle the dispute. Our staff will not become involved in custody disputes. If a custody issue creates a risk for our facility or staff, JDD has the right to **terminate care**. **All personal** disputes must be held OFF premises.

- JDD has an Emergency Plan in place and all staff have been trained on emergency procedures. The Emergency Plan is available for review in our office. In the event of a center evacuation, parents will be contacted immediately. In case of evacuation, our relocation site will be the Leisure Storage office right next door.
- Jamboree Drop-In Daycare does not discriminate based on gender, race, religion, or national origin. However, we reserve the right to refuse service to any person or persons for legitimate business reasons, such as maintaining the safety of our facility and the children in our care.
- I grant Jamboree Drop-In Daycare permission to use photographs/videos of my child(ren), taken during their stay at JDD, to be used solely for the purposes of Jamboree Drop-in Daycare promotional material, website, and publications, I will make no monetary or other claim against JDD for the use of the photographs/videos. Any family that wishes to opt out of having their child photographed is welcome to do so. Please notify the Director or Front Desk of your preference.
- Jamboree Drop-In Daycare is a licensed facility regulated by the Kansas Department of Health and Environment (KDHE). We maintain an open-door policy; parents may visit and observe our center, your child, our activities, and the premises anytime during the hours of operation. A manager or director is always available to discuss any concerns about our policies/procedures. Parents who wish to stay in the center with their child must have a completed background check on file.

*Now that the hard part is done .... Sign below ... and go enjoy some kid-free time!*

I have read the above carefully and 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.

Parent Signature:

Date:

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