



# Finding Me Now Childcare Center

## Enrollment Policy

All children aged two through twelve are eligible for enrollment. We do not discriminate so as to deny enrollment based on race, color, religion, sex, national origin or handicaps,

Children will be accepted and may continue to attend if the following conditions are met:

1. The fees will be paid on a timely basis or appropriate funding can be arranged.
2. The child is at a stage of growth and development that makes him or her ready for and able to benefit from the group experience we offer.
3. The Enrollment Profile form is completed and the enrollment interview conducted and reviewed by the caregivers.
4. If a handicap exists and the child would benefit from our group experience, we will make every reasonable effort to alter our facilities and program to accommodate that child. The changes will be reasonable if they do not fundamentally alter our environment or cause concessions to be made in the quality of care provided to the other children. The Special Program Worksheet will be completed by the Director and approved by the office for all handicapped children, Office approval is required before any child may be excluded from the school.
5. The Emergency Card is completed and signed. This must be done immediately and kept up to date.
6. The Trip Emergency Card is completed and signed.
7. The Child Care Center Health Record issued by the Indiana State Board of Health is completed and the child passes the physical examination and is properly immunized
8. Parent reads and signs Parent Responsibility Statement.
9. The child(ren)'s immunizations will be kept current and at least annually the center's records will be updated.
10. The child(ren) maintain good health. If a child is ill or becomes ill at school the parent *is* expected to make other child care arrangements. Some symptoms which would require this are a temperature over 100 degrees- vomiting; diarrhea; rash; open sores or lice. If certain that these symptoms are not the result of a communicable disease, the center may decide that child may attend if the child's needs can be met.
11. The child's behavior remains appropriate for our environment. If the child's behavior becomes inappropriate or his/her presence poses a threat to the safety or health of the other children or the staff the child will be dismissed. When possible ten days notice will be given. However, if the situation presents an acute danger the dismissal can be immediate.