

Child Information Form

Child's Name: _____ Primary Language: _____

Child's Address: _____
Street City/Town Zip Code

Place of Birth: _____ Date of Birth: ____/____/____ Gender: _____

Child's Schedule: MON _____ TUE _____ WED _____ THU _____ FRI _____

Parent/Guardian Information

Name: _____ Name: _____

Relationship: _____ Relationship: _____

Address: _____ Address: _____

Home Email Address: _____ Home Email Address: _____

Primary Phone: _____ Primary Phone: _____

Other Phone: _____ Other Phone: _____

Others in Family Relationship: _____

Parent/Guardian Business Information

Company Name: _____ Company Name: _____

Address: _____ Address: _____

Business Phone: _____ Business Phone: _____

Email Address: _____ Email Address: _____

Medical Information

Eye Color: _____ Hair Color: _____ Height: _____ Weight: _____ Race: _____

Identified Allergies: _____

Identifying Marks: _____

Health Insurance Provider: _____

Physician/Dentist Information

Name of Physician/Clinic: _____ Phone: _____

Physician Address: _____
Street City/Town Zip Code

Name of Dentist: _____ Phone: _____

Dentist Address: _____
Street City/Town Zip Code

Parent/Guardian Signature: _____ Date: ____/____/____

IDENTIFICATION AND EMERGENCY INFORMATION CHILD CARE CENTERS/FAMILY CHILD CARE HOMES

To Be Completed by Parent or Authorized Representative

CHILD'S NAME	LAST	MIDDLE	FIRST	SEX	TELEPHONE ()
ADDRESS	NUMBER	STREET	CITY	STATE	ZIP BIRTHDATE
FATHER'S/GUARDIAN'S/FATHER'S DOMESTIC PARTNER'S NAME	LAST	MIDDLE	FIRST	BUSINESS TELEPHONE ()	
HOME ADDRESS	NUMBER	STREET	CITY	STATE	ZIP HOME TELEPHONE ()
MOTHER'S/GUARDIAN'S/MOTHER'S DOMESTIC PARTNER'S NAME	LAST	MIDDLE	FIRST	BUSINESS TELEPHONE ()	
HOME ADDRESS	NUMBER	STREET	CITY	STATE	ZIP HOME TELEPHONE ()
PERSON RESPONSIBLE FOR CHILD	LAST NAME	MIDDLE	FIRST	HOME TELEPHONE ()	BUSINESS TELEPHONE ()

ADDITIONAL PERSONS WHO MAY BE CALLED IN AN EMERGENCY

NAME	ADDRESS	TELEPHONE	RELATIONSHIP

PHYSICIAN OR DENTIST TO BE CALLED IN AN EMERGENCY

PHYSICIAN	ADDRESS	MEDICAL PLAN AND NUMBER	TELEPHONE ()
DENTIST	ADDRESS	MEDICAL PLAN AND NUMBER	TELEPHONE ()

IF PHYSICIAN CANNOT BE REACHED, WHAT ACTION SHOULD BE TAKEN?

☐ CALL EMERGENCY HOSPITAL ☐ OTHER EXPLAIN: _____

NAMES OF PERSONS AUTHORIZED TO TAKE CHILD FROM THE FACILITY

(CHILD WILL NOT BE ALLOWED TO LEAVE WITH ANY OTHER PERSON WITHOUT WRITTEN AUTHORIZATION FROM PARENT OR AUTHORIZED REPRESENTATIVE)

NAME	RELATIONSHIP

TIME CHILD WILL BE CALLED FOR

SIGNATURE OF PARENT/GUARDIAN OR AUTHORIZED REPRESENTATIVE

DATE

TO BE COMPLETED BY FACILITY DIRECTOR/ADMINISTRATOR/FAMILY CHILD CARE HOMES LICENSEE

DATE OF ADMISSION

DATE LEFT

PHYSICIAN'S REPORT—CHILD CARE CENTERS (CHILD'S PRE-ADMISSION HEALTH EVALUATION)

PART A – PARENT'S CONSENT (TO BE COMPLETED BY PARENT)

_____, born _____ is being studied for readiness to enter
(NAME OF CHILD) (BIRTH DATE)
BRIGHT HORIZONS/MARIN DAY SCHOOLS. This Child Care Center/School provides a program which extends from 7 : 30
(NAME OF CHILD CARE CENTER/SCHOOL)

a.m. /p.m. 6:30 a.m./p.m., 5 Days a week.
to _____

Please provide a report on above-named child using the form below. I hereby authorize release of medical information contained in this report to the above-named Child Care Center.

(SIGNATURE OF PARENT, GUARDIAN, OR CHILD'S AUTHORIZED REPRESENTATIVE)

(TODAY'S DATE)

PART B – PHYSICIAN'S REPORT (TO BE COMPLETED BY PHYSICIAN)

Problems of which you should be aware:

Hearing: _____ Allergies: medicine: _____
Vision: _____ Insect stings: _____
Developmental: _____ Food: _____
Language/Speech: _____ Asthma: _____
Dental: _____
Other (Include behavioral concerns): _____
Comments/Explanations: _____

MEDICATION PRESCRIBED/SPECIAL ROUTINES/RESTRICTIONS FOR THIS CHILD:

IMMUNIZATION HISTORY: (Fill out or enclose California Immunization Record, PM-298.)

VACCINE	DATE EACH DOSE WAS GIVEN				
	1st	2nd	3rd	4th	5th
POLIO (OPV OR IPV)	/ /	/ /	/ /	/ /	/ /
DTP/DTaP/ [DIPHTHERIA, TETANUS AND DT/Td [ACELLULAR] PERTUSSIS OR TETANUS AND DIPHTHERIA ONLY]	/ /	/ /	/ /	/ /	/ 7 /
MMR (MEASLES, MUMPS, AND RUBELLA)	/ /	/ /			
(REQUIRED FOR CHILD CARE ONLY) HIB MENINGITIS (HAEMOPHILUS B)	/ /	/ /	/ /	/ /	
HEPATITIS B	/ /	/ /	/ /		
VARICELLA (CHICKENPOX)	/ /	/ /			

SCREENING OF TB RISK FACTORS (listing on reverse side)

- ☐ Risk factors not present; TB skin test not required.
- ☐ Risk factors present; Mantoux TB skin test performed (unless previous positive skin test documented).
- ___ Communicable TB disease not present.

I have ☐ have not ☐ reviewed the above information with the parent/guardian.

Physician: _____ Address: _____
Telephone: _____

RISK FACTORS FOR TB IN CHILDREN:

- * Have a family member or contacts with a history of confirmed or suspected TB.
- * Are in foreign-born families and from high-prevalence countries (Asia, Africa, Central and South America).
- * Live in out-of-home placements.
- * Have, or are suspected to have, HIV infection.
- * Live with an adult with HIV seropositivity.
- * Live with an adult who has been incarcerated in the last five years.
- * Live among, or are frequently exposed to, individuals who are homeless, migrant farm workers, users of street drugs, or residents in nursing homes.
- * Have abnormalities on chest X-ray suggestive of TB.
- * Have clinical evidence of TB.

Consult with your local health department's TB control program on any aspects of TB prevention and treatment.

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FACILITY NAME

NAME

CHILD HAS THE FOLLOWING MEDICATION ALLERGIES:

PARENT OR AUTHORIZED REPRESENTATIVE SIGNATURE

LIC 627 (9/08) (CONFIDENTIAL)

CHILD CARE CENTER NOTIFICATION OF PARENTS' RIGHTS

PARENTS' RIGHTS

As a Parent/Authorized Representative, you have the right to:

1. Enter and inspect the child care center without advance notice whenever children are in care.
2. File a complaint against the licensee with the licensing office and review the licensee's public file kept by the licensing office.
3. Review, at the child care center, reports of licensing visits and substantiated complaints against the licensee made during the last three years.
4. Complain to the licensing office and inspect the child care center without discrimination or retaliation against you or your child.
5. Request in writing that a parent not be allowed to visit your child or take your child from the child care center, provided you have shown a certified copy of a court order.
6. Receive from the licensee the name, address and telephone number of the local licensing office.

Licensing Office Name: PENINSULA REGIONAL CHILD CARE OFFICE

Licensing Office Address: 851 TRAEGER AVE, STE 360, MS 29-24 SAN BRUNO CA 94066

Licensing Office Telephone #: 650-266-8843

7. Be informed by the licensee, upon request, of the name and type of association to the child care center for any adult who has been granted a criminal record exemption, and that the name of the person may also be obtained by contacting the local licensing office.
8. Receive, from the licensee, the Caregiver Background Check Process form.

NOTE: CALIFORNIA STATE LAW PROVIDES THAT THE LICENSEE MAY DENY ACCESS TO THE CHILD CARE CENTER TO A PARENT/AUTHORIZED REPRESENTATIVE IF THE BEHAVIOR OF THE PARENT/AUTHORIZED REPRESENTATIVE POSES A RISK TO CHILDREN IN CARE.

For the Department of Justice "Registered Sex Offender" database, go to www.meganslaw.ca.gov

LIC 995 (9/08)

(Detach Here - Give Upper Portion to Parents)

ACKNOWLEDGEMENT OF NOTIFICATION OF PARENTS' RIGHTS (Parent/Authorized Representative Signature Required)

I, the parent/authorized representative of _____, have received a copy of the "CHILD CARE CENTER NOTIFICATION OF PARENTS' RIGHTS" and the CAREGIVER BACKGROUND CHECK PROCESS form from the licensee.

BRIGHT HORIZONS / MARIN DAY SCHOOLS

Name of Child Care Center

Signature (Parent/Authorized Representative)

Date

NOTE: This Acknowledgement must be kept in child's file and a copy of the Notification given to parent/authorized representative.

For the Department of Justice "Registered Sex Offender" database go to www.meganslaw.ca.gov

LIC 995 (9/08)

PERSONAL RIGHTS

Child Care Centers

Personal Rights, See Section 101223 for waiver conditions applicable to Child Care Centers.

(a) Child Care Centers. Each child receiving services from a Child Care Center shall have rights which include, but are not limited to, the following:

- (1) To be accorded dignity in his/her personal relationships with staff and other persons.
- (2) To be accorded safe, healthful and comfortable accommodations, furnishings and equipment to meet his/her needs.
- (3) To be free from corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse, or other actions of a punitive nature, including but not limited to: interference with daily living functions, including eating, sleeping, or toileting; or withholding of shelter, clothing, medication or aids to physical functioning.
- (4) To be informed, and to have his/her authorized representative, if any, informed by the licensee of the provisions of law regarding complaints including, but not limited to, the address and telephone number of the complaint receiving unit of the licensing agency and of information regarding confidentiality.
- (5) To be free to attend religious services or activities of his/her choice and to have visits from the spiritual advisor of his/her choice. Attendance at religious services, either in or outside the facility, shall be on a completely voluntary basis. In Child Care Centers, decisions concerning attendance at religious services or visits from spiritual advisors shall be made by the parent(s), or guardian(s) of the child.
- (6) Not to be locked in any room, building, or facility premises by day or night.
- (7) Not to be placed in any restraining device, except a supportive restraint approved in advance by the licensing agency.

THE REPRESENTATIVE/PARENT/GUARDIAN HAS THE RIGHT TO BE INFORMED OF THE APPROPRIATE LICENSING AGENCY TO CONTACT REGARDING COMPLAINTS, WHICH IS:

NAME

PENINSULA REGIONAL CHILD CARE OFFICE

ADDRESS

851 TRAEGER AVE., STE 360, MS 29-24

CITY

SAN BRUNO

ZIP CODE

94066

AREA CODE/TELEPHONE NUMBER

650-266-8843

DETACH HERE

TO: PARENT/GUARDIAN/CHILD OR AUTHORIZED REPRESENTATIVE:

PLACE IN CHILD'S FILE

Upon satisfactory and full disclosure of the personal rights as explained, complete the following acknowledgment:

ACKNOWLEDGMENT: I/We have been personally advised of, and have received a copy of the personal rights contained in the California Code of Regulations, Title 22, at the time of admission to:

(PRINT THE NAME OF THE FACILITY)

BRIGHT HORIZONS / MARIN DAY SCHOOLS

(PRINT THE ADDRESS OF THE FACILITY)

(PRINT THE NAME OF THE CHILD)

(SIGNATURE OF THE REPRESENTATIVE/PARENT/GUARDIAN)

(TITLE OF THE REPRESENTATIVE/PARENT/GUARDIAN)

(DATE)

CHILD'S PREADMISSION HEALTH HISTORY—PARENT'S REPORT

CHILD'S NAME _____		SEX _____ BIRTH DATE _____
FATHER'S/FATHER'S DOMESTIC PARTNER'S NAME _____		DOES FATHER/FATHER'S DOMESTIC PARTNER LIVE IN HOME WITH CHILD? _____
MOTHER'S/MOTHER'S DOMESTIC PARTNER'S NAME _____		DOES MOTHER/MOTHER'S DOMESTIC PARTNER LIVE IN HOME WITH CHILD? _____
IS /HAS CHILD BEEN UNDER REGULAR SUPERVISION OF PHYSICIAN? _____		DATE OF LAST PHYSICAL/MEDICAL EXAMINATION _____

DEVELOPMENTAL HISTORY

WALKED AT* _____	BEGAN TALKING AT* _____	TOILET TRAINING STARTED AT* _____
MONTHS	MONTHS	MONTHS

PAST ILLNESSES — Check illnesses that child has had and specify approximate dates of illnesses:

ILLNESSES	DATES	ILLNESSES	DATES	ILLNESSES	DATES
<input type="checkbox"/> Chicken Pox		<input type="checkbox"/> Diabetes		<input type="checkbox"/> Poliomyelitis	
<input type="checkbox"/> Asthma		<input type="checkbox"/> Epilepsy		<input type="checkbox"/> Ten-Day Measles (Rubeola)	
<input type="checkbox"/> Rheumatic Fever		<input type="checkbox"/> Whooping cough		<input type="checkbox"/> Three-Day Measles (Rubella)	
<input type="checkbox"/> Hay Fever		<input type="checkbox"/> Mumps			

SPECIFY ANY OTHER SERIOUS OR SEVERE ILLNESSES OR ACCIDENTS _____

DOES CHILD HAVE FREQUENT COLDS? <input type="checkbox"/> YES <input type="checkbox"/> NO	HOW MANY IN LAST YEAR? _____	LIST ANY ALLERGIES STAFF SHOULD BE AWARE OF _____
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DAILY ROUTINES (*For infants and preschool-age children only)

WHAT TIME DOES CHILD GET UP?* _____	WHAT TIME DOES CHILD GO TO BED?* _____	DOES CHILD SLEEP WELL?* _____
DOES CHILD SLEEP DURING THE DAY?* _____	WHEN?* _____	HOW LONG?* _____
DIET PATTERN: (What does child usually eat for these meals?)		WHAT ARE USUAL EATING HOURS?
BREAKFAST _____		BREAKFAST _____
LUNCH _____		LUNCH _____
DINNER _____		DINNER _____

ANY FOOD DISLIKES? _____	ANY EATING PROBLEMS? _____
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IS CHILD TOILET TRAINED?* _____	IF YES, AT WHAT STAGE?* _____	ARE BOWEL MOVEMENTS REGULAR?* _____	WHAT IS USUAL TIME?* _____
<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO	
WORD USED FOR "BOWEL MOVEMENT"*		WORD USED FOR URINATION*	

PARENT'S EVALUATION OF CHILD'S HEALTH _____

IS CHILD PRESENTLY UNDER A DOCTOR'S CARE? _____	IF YES, NAME OF DOCTOR: _____	DOES CHILD TAKE PRESCRIBED MEDICATION(S)? _____	IF YES, WHAT KIND AND ANY SIDE EFFECTS: _____
<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES CHILD USE ANY SPECIAL DEVICE(S): _____	IF YES, WHAT KIND: _____	DOES CHILD USE ANY SPECIAL DEVICE(S) AT HOME? _____	IF YES, WHAT KIND: _____
<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO	

PARENT'S EVALUATION OF CHILD'S PERSONALITY _____

HOW DOES CHILD GET ALONG WITH PARENTS, BROTHERS, SISTERS AND OTHER CHILDREN? _____

HAS THE CHILD HAD GROUP PLAY EXPERIENCES? _____

DOES THE CHILD HAVE ANY SPECIAL PROBLEMS/FEARS/NEEDS? (EXPLAIN.) _____

WHAT IS THE PLAN FOR CARE WHEN THE CHILD IS ILL? _____

REASON FOR REQUESTING DAY CARE PLACEMENT _____

PARENT'S SIGNATURE _____

DATE _____

Rights of the Licensing Agency: Section 101200 (b) & (c)

The Department or Licensing Agency shall have the authority to interview children, or staff, and to inspect and audit child or facility records without prior consent. The licensee shall make provisions for private interviews with any children or staff members. The Department has the authority to inspect, audit, and copy child or child care center records upon demand during normal business hours. Records may be removed for copying if necessary.

Child's Name

Parent/Guardian Signature

Date

Center Director Signature

Date

Bright Horizons Informed Consent

Child's Name: _____

Access

I will have access to the center without notice when my child is present. However, this access may not be used to supplement any visitation schedule or custody arrangement.

Child Release

For a child's safety, Bright Horizons will release a child only to parent(s)/legal guardian(s) or to the third parties I authorized below. Parents/guardians are required to provide a current copy of any relevant Custody Order. Third party pick-up is subject to the following rules:

- ▶ At least two people other than the parents/guardians must be listed and designated as emergency contacts by checking the corresponding box below. Emergency contacts will be contacted if parents/guardians cannot be reached.
- ▶ If the person picking up is listed below, but does not pick up the child regularly, I will notify the center **verbally, in advance**. Verbal authorization is not permitted for any person not listed on this form.
- ▶ If the person picking up is **NOT** listed below, I must notify the center/school **in writing, in advance**. (Note: In RI, parents/guardians must also provide notice in person and in writing.)
- ▶ Photo identification will be required if the third party does not pick up the child regularly or is unknown to the staff member releasing the child.

THE FOLLOWING PEOPLE (WHO ARE NOT PARENTS/GUARDIANS) ARE AUTHORIZED TO PICK UP MY CHILD.

NAME _____

ADDRESS _____

CITY/TOWN/STATE/ZIP CODE _____

RELATIONSHIP TO CHILD _____

DAYTIME PHONE _____ CELL PHONE _____

E-MAIL _____

CONTACT IN THE EVENT OF AN EMERGENCY? ☐ YES ☐ NO

NAME _____

ADDRESS _____

CITY/TOWN/STATE/ZIP CODE _____

RELATIONSHIP TO CHILD _____

DAYTIME PHONE _____ CELL PHONE _____

E-MAIL _____

CONTACT IN THE EVENT OF AN EMERGENCY? ☐ YES ☐ NO

NAME _____

ADDRESS _____

CITY/TOWN/STATE/ZIP CODE _____

RELATIONSHIP TO CHILD _____

DAYTIME PHONE _____ CELL PHONE _____

E-MAIL _____

CONTACT IN THE EVENT OF AN EMERGENCY? ☐ YES ☐ NO

Bright Horizons will not release a child to anyone who appears impaired. If an impaired person attempts to pick up your child, pick-up will be refused and we will attempt to contact the other parent/guardian or authorized persons. If alternative arrangements cannot be made, the local child protective services agency and/or the local police will be called, as required by state licensing.

Walk Permission

Weather permitting, children may go on walks supervised by staff in the surrounding area. Infants and young toddlers are transported in a buggy or stroller. Children may be taken to the areas listed below, which are not part of our licensed premises.

☐ I give permission for my child to participate in walks.

Preschool and school-age children may take field trips. A separate **Field Trip Permission Slip**, describing the activity, will be sent home for signature.

Photography & Video Permission

Bright Horizons takes care that any use, display, or dissemination of photographs or videos of children is accomplished in a thoughtful and safe manner. Bright Horizons regularly takes photographs and videos of children enrolled. They may be shared with you and other families in a variety of ways: on the Bright Horizons website, via email, through *My Bright Day*®, on *Teaching Strategies*® Gold (TSG), on a posting in the center, or in a parent newsletter. They may also be used to better communicate with families, to illustrate the daily curriculum, to chronicle a child's development, or to document center activities. Additionally, they may be used for other center, general business, and marketing purposes, including online. Bright Horizons retains all rights, title, and interest in these materials and may use and disseminate them in a variety of ways, in its sole judgment.

- ☐ I give permission for Bright Horizons to take photographs and videos of my child and use these materials as described above.
- ☐ I give permission for Bright Horizons to take photos and videos of my child and to only use those pictures for curriculum purposes, documenting my child's progress (TSG, My BrightDay) and communication with me and other families.

Child Illness

If my child becomes ill, I will be called. I may be required to pick up my child as soon as possible (within 90 minutes at most). A child must remain out of the center until he/she is symptom free for 24 hours, unless a

doctor's note is provided which states that the child is 1) not contagious; and 2) can participate in group care. The Family Guide contains Bright Horizons' full Child Illness Policy, including protocols for contagious illnesses.

Children's Injuries

If my child sustains a minor injury during care, I will receive an Occurrence Report when I pick-up describing the incident. I will be contacted immediately if the injury produces any swelling, is on the face or head, or requires medical attention.

Emergency Medical Care

If emergency medical attention is needed for my child, _____, the center will attempt to contact me or the emergency contacts listed (if I cannot be reached). I authorize Bright Horizons to call an ambulance to transport my child for medical treatment to the closest hospital or medical facility, or to _____ my preferred facility, if possible.

Staff is trained in pediatric first aid and CPR and I authorize staff to administer the same. My child's health information may be viewed by staff, on a need to know basis, and state licensors for compliance.

CHILD'S HEALTH INSURANCE PROVIDER

NAME OF INSURED

POLICY NUMBER

Family Guide Acknowledgement

By signing below, I acknowledge and agree that: 1) in addition to this Informed Consent, I received the Bright Horizons Family Guide or client equivalent, as well as any center-specific information and relevant state policies; 2) it is my responsibility to read and familiarize myself with all these materials and address any questions with center management; and 3) I will abide by these materials.

I HAVE READ, UNDERSTAND, AND ACCEPT THE CONDITIONS NOTED ABOVE.

PARENT/GUARDIAN SIGNATURE

DATE

PARENT/GUARDIAN SIGNATURE

DATE

Annual parent/guardian review and signature is required by Bright Horizons. If any changes are necessary, a new form will be completed.

PARENT/GUARDIAN SIGNATURE

REVIEW DATE

PARENT/GUARDIAN SIGNATURE

REVIEW DATE

PARENT/GUARDIAN SIGNATURE

REVIEW DATE



Bright Horizons Enrollment Agreement

Welcome to **Bright Horizons®**! We look forward to a successful relationship with your family. The following policies were created to promote the program's smooth operation and the safety of your children during care. This Enrollment Agreement must be completed and signed annually.

Tuition and Fees

1. Please specify the days and hours your child, _____ will attend:

MONDAY: _____ TUESDAY: _____ WEDNESDAY: _____
THURSDAY: _____ FRIDAY: _____

2. Tuition rates will be adjusted to reflect any permanent change in hours. You are required to give one month's notice in writing of any reduction in your child's schedule, or in the case of a client center the notice required by your employer. Tuition will be reduced to the new rate thirty (30) days after notice is received. If your child's schedule increases or decrease, Bright Horizons cannot guarantee that a space will be available.

3. Tuition is due in advance of care via online payment or by payroll deduction if available through your employer. Tuition will not be reduced for any absences, including vacations, illnesses, or holidays. You will be charged for any hours of care added to your child's usual schedule. Bright Horizons reserves the right to change tuition rates and you will be notified of any change at least thirty (30) days prior to its implementation. Tuition is based on ratios in assigned classrooms, not the age of the children participating.

4. Your first tuition payment will reserve your child's space. If Bright Horizons is unable to provide a space for your child, this payment will be refunded.

5. When you withdraw your child, you must give at least thirty (30) days written notice **prior to withdrawal**, or the notice required by your employer for client centers. You agree to pay all tuition and fees for the thirty (30) days following your notice to the center, even if your child is not in attendance.

6. Tuition is due by:

- ▶ The 25th of the month prior to care, for monthly payments.
- ▶ The Friday prior to care, for weekly payments (if applicable)
- ▶ Other: _____ (if applicable)

If full tuition is not received when due, a late fee of \$_____ per day will be added until the account is current. Although payments may be split between parents or supported by a subsidy, each parent is responsible for timely payment of the full tuition. If payment is delinquent for more than a week, care may be suspended and the space will not be reserved for your child until the account is current. Tuition is due regardless of a child's absence from the program for any reason and is required to hold a child's space.

7. A non-refundable registration fee of \$_____ is due at the time of registration, if applicable. A re-registration fee is due annually and is subject to change. If your child withdraws from the program and later re-enrolls, a new registration fee is due at that time.

8. A late pick-up fee of \$_____ per child is payable for each minute your child(ren) remains after closing. This fee is subject to change.

9. A \$25.00 fee will be charged for a check returned for insufficient funds. If this occurs more than once, Bright Horizons may require payment by another method for enrollment to continue.

10. Your child may have the opportunity to participate in a special program or field trip. This may result in an additional fee due before the day of the event. Notices will be posted in advance. A signed permission slip will be required in order for your child to participate.

11. If your tuition is subsidized, any misrepresentation of household income or subsidy status may result in dismissal from the program and/or retroactive charges for all underpaid tuition.

Coming and Goings

1. The center is open from _____ a.m. to _____ p.m., Monday-Friday. The center is closed for certain holidays. The center's hours and holiday schedule are set and posted annually, but may be changed at any time with thirty (30) days' prior notice.

2. The center will be open whenever possible on regularly scheduled days, during usual business hours. The procedure for notifying families of closures or late openings due to severe weather or other conditions will be posted. If it is necessary to close early, it will be your responsibility to arrange for your child's early pick-up. There will be no tuition credit for any time the center must close.

3. Your child will only be released to you or to the persons you have listed on the *Informed Consent Form/Child Release*. Emergencies may prevent you from picking up your child; therefore, include those individuals whom you would authorize in such events. If you want a person who is not identified on the *Child Release* to pick up your child, you must notify center management in advance, in writing. **Your child will not be released without prior written authorization.**

4. Late pick-up is an exceptional occurrence and not a normal program option. It can be distressing for children to be left in the care of others after hours. Staff work long days and expect to leave at the end of their scheduled times. Please allow enough time to arrive at the center, pick up your child, and leave by closing time. If a child is not picked up by closing and we have not heard from you, we will attempt to contact you and then the emergency contacts listed on the *Child Release*. Provisions will be made for someone to stay with your child as long as possible, but if we are unable to reach you or an emergency contact after two hours, we will call the local child protective services agency and/or the local police as required by state licensing. Repeated late pick-ups may result in dismissal from the program.

5. Parents/guardians are required to provide a current custody order (including any active restraining order, court-ordered visitation schedule, or other court orders impacting the arrangement), which will be kept on file at the center. If the family is not in agreement or the situation is unclear, we will require the family to return to the court to resolve their differences.

Medical Policies

1. Prior to enrollment, you must give the center current medical and immunization records for your child, which must be updated periodically as required by licensing. Children without current medical records may not attend the center.

2. If the center notifies you that your child is ill, you must pick up your child within 90 minutes. If your child is absent due to a reportable illness, your child may return only with a physician's note indicating that he or she is no longer contagious. (See the *Child Illness Policy* in the *Bright Horizons Family Guide*.)

3. We will administer medication as outlined in our *Medication Administration Policy* in the *Bright Horizons Family Guide*.

4. You are required to sign the *Informed Consent Form/Emergency Medical Care* to authorize Bright Horizons to administer first aid or to obtain emergency medical treatment in your child's best interest.

5. Student accident insurance is provided by Bright Horizons. This is a **secondary insurance that will help defray the cost of out-of-pocket medical expenses** which are not covered by a family's primary insurance for injuries occurring **while the child is in the program**.

Miscellaneous

1. To maintain the professional status of our staff and prevent any potential conflict of interest, babysitting by center staff is discouraged. However, if you hire any center staff, it must be outside the center premises and with the understanding that such arrangement and payment for services are solely between you and the staff member. These arrangements are not sanctioned by the center, client, or by Bright Horizons, and you agree to hold Bright Horizons harmless from any liability arising from such arrangement. In addition, if a staff member leaves Bright Horizons' employment to work for you within six (6) months of his or her departure; you agree to pay a placement fee of \$5000.

2. It is our expectation that a child can be safe in our group program without dedicated one on one care. If Bright Horizons is concerned that your child's needs are not being met in our group program, we will involve you in the process of identifying the issues and working toward resolution. However, if after reasonable and appropriate interventions have been attempted, Bright Horizons determines that your child cannot participate safely in our group program, we may require that your child be suspended until our concerns are adequately addressed. Bright Horizons, in its sole discretion, may end its relationship with any parent/guardian or family who refuses to abide by center policies, is physically or verbally abusive or interacts with others in an inappropriate way, or who is disruptive to our orderly operations.

This Enrollment Agreement is not intended to be all-inclusive. Other terms and conditions of your child's enrollment are contained in our Family Guide. Your enrollment is also subject to all of Bright Horizons' policies and procedures which may change from time to time. Your tuition is subject to adjustments to reflect changes in your child's schedule and/or classroom as he/she ages up through our program.

I/we acknowledge that I have received a copy of the Bright Horizons Family Guide, which is intended to supplement this Agreement. I/we understand it is my/our responsibility to contact Bright Horizons with any questions about the information contained in the Family Guide or any enrollment practices, policies, and procedures.



PARENT/GUARDIAN SIGNATURE

DATE

PARENT/GUARDIAN SIGNATURE

DATE

CENTER DIRECTOR

DATE

BRIGHT HORIZONS ENROLLMENT AGREEMENT ADDENDUM

Parents are responsible for understanding and complying with the following safety policies to protect your children and allow for smooth operation of our programs. These policies supplement those reflected in the Enrollment Agreement, the Informed Consent and the Family Guide. **Repeated failure to comply with these policies (either separately or in combination), may result in your family's disenrollment from the Center.**

TUITION AND FEES

Late Pick-up Fees:	\$1.00 per minute per child
Sign-in/out failure fees:	\$25 second failure \$50 third failure \$150 fourth and subsequent failure, plus any fine assessed against the Center

COMINGS AND GOINGS

Late Pick-ups: Children are expected to be picked-up in a timely manner when their program ends, and the late pick-up policy applies for every program. Late pick-up may be excused if there is a common problem or an emergency impacting a group of parents. Late fees are charged at a rate of \$1.00 per minute per child, and are due to the school within 48 hours. Each late pick-up will result in a written notice with the applicable charge, which will be recorded in the school office. The third notice will be considered the final notice, with disenrollment occurring on the 4th event.

Authorized Pick-ups: As fully described in the Informed Consent, E.D.S. can only release a child to those persons identified on the signed Authorized Pick-up list, unless the parent provides advance written notice with parent signature. The written notice may be provided in the parent log or a scanned note attached to an email. Anyone picking up a child must be prepared to provide a photo ID.

Unreported Absences: If a child does not arrive as scheduled, it is cause for alarm and immediate action by staff to locate the child. If parents fail to notify E.D.S. in advance of an absence for any reason (illness, emergency, vacation, play dates, early pick-up from school, etc.), this will result in a written notice. The third notice will be considered the final notice, with disenrollment occurring on the 4th event.

Signing In and Out: Parents or parent-authorized adults are required to sign a child in/out to meet the requirements of our license. Failure to do so may result in administrative action and financial penalties assessed against the School by the California State Department of Social Services. E.D.S. staff will only sign children in or out that are going to or coming directly from the elementary school. If you fail to properly sign your child in or out, the following consequences will apply:

First failure: You or a person on your authorized pick-up list will be called and required to return to the center to sign your child in or out or to pick up your child. If you do not return, disenrollment will result.

Second failure: You will be required to return and fined \$25 payable to the center within 48 hours.

Third failure: You will be required to return and fined \$50 payable to the center within 48 hours.

Subsequent failures: You will be required to return and to pay \$150 per additional incident in addition to any fine assessed against the Center.

Updated 4/2017

This Enrollment Agreement is not intended to be all inclusive. Other terms and conditions of your child's enrollment are contained in our Family Guide. Your enrollment is also subject to all of Bright Horizons' policies and procedures which may change from time to time. Your tuition is subject to adjustments to reflect changes in your child's schedule and/or classroom as he/she ages up through our program.

I acknowledge that I have received a copy of the *Bright Horizons Family Guide*, which is intended to supplement this Agreement. I understand it is my responsibility to contact Bright Horizons with any questions I have about the information contained in the *Family Guide* or any document relating to enrollment policies and procedures.

Child's Name: _____

Date: _____

Signature of Parent/Guardian: _____

Date: _____

Signature of Parent/Guardian: _____

Date: _____

Signature Center Director: _____

Date: _____

For office use only: Record of Policy Notices

Date	Reason & Notes	Notice #

EDS Enrollment Agreement Addendum
Updated 4/2017



Enrichment Acknowledgement and Activity Policy

Bright Horizons E.D.S. provides an array of wonderful experiences for the children. Parents have the option to sign children up to participate in enrichment or recreational programs outside of E.D.S. The Parks and Recreation Department offer on-site enrichment classes at each campus. There may also be Girl Scouts, Boy Scouts and sport programs. Please understand the following policies are in effect if your child is going to participate in activities that take place on their regular scheduled E.D.S. day:

- Enrichment class instructors/coaches/troop leaders' **full, legal names** must be added onto each child's Bright Horizons Child Release Form as an authorized pick up. Children cannot be released to any adult without prior, written parental consent.
- All children must be picked up and signed out by the designated enrichment instructor/ coach/troop leader or other parent-authorized adult.
- Children scheduled to return to Bright Horizons Schools E.D.S. must be escorted and signed back into E.D.S. by the parent-authorized adult.
- Parents need to notify their E.D.S. center if their child will be picked up directly from the after school activity.
- Bright Horizons Schools E.D.S. is not responsible for missed enrichment classes.
- Bright Horizons Schools E.D.S. is not responsible for children once they have been released from our care and direct supervision.

Our priority is for the safety of every child in our care and it is critical that the E.D.S. faculty know where each child is at all times.

I acknowledge that I have received a copy of the Bright Horizons E.D.S. Enrichment Acknowledgement and Activity Policy.

I understand that it is my responsibility to contact E.D.S. with any questions, and make any changes in writing that are in effect during the time my child is in E.D.S. care and supervision.

CHILD'S NAME _____

PARENT'S SIGNATURE _____

DATE: _____

Enrichment Authorizations

I / We agree that the following Enrichment Instructor(s)/Coach(es)/Troop Leaders are authorized to sign my child out of EDS for onsite class(es) only for this school year. The authorized adult(s)' full names are:

PARENT CONSENT FOR ADMINISTRATION OF MEDICATIONS AND MEDICATION CHART

NOTE: Regulation Section 101221 requires the following information be on file.

CHILD CARE CENTER NAME:	LICENSE NUMBER:	DATE:
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PARENT'S INSTRUCTIONS:

1. All prescription and nonprescription medications shall be maintained with the child's name and shall be dated.
2. Prescription and nonprescription medications must be stored in the original bottle with unaltered label. Medications requiring refrigeration must be properly stored.
3. Prescription and nonprescription medication shall be administered in accordance with the label directions.
4. Written consent must be provided from the parent, permitting child care facility personnel to administer medications to the child. Instructions shall not conflict with the prescription label or product label directions.

CHILD'S NAME	DATE OF BIRTH
MEDICATION NAME	DOSAGE

I authorize child care personnel to assist in the administration of medications described above to the child named above for the following medical condition/s:

From _____ to _____ at _____ daily while in attendance.
BEGINNING DATE ENDING DATE TIME OF DAY

PARENT'S SIGNATURE:	DATE:
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MEDICATION CHART
Staff Documentation of Medicine Administration

DATE	TIME GIVEN	STAFF SIGNATURE
DATE	TIME GIVEN	STAFF SIGNATURE
DATE	TIME GIVEN	STAFF SIGNATURE
DATE	TIME GIVEN	STAFF SIGNATURE
DATE	TIME GIVEN	STAFF SIGNATURE

Upon completion, return medicine to parent or destroy, and place form in child's record.

STAFF	DATE
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Bright Horizons.

Informed Consent and Acknowledgment - COVID-19

A child care center is a community. During this public health emergency EACH member of our community needs to help keep COVID-19 out of our child care centers. Exposures in your center can lead to the closure of the entire center and impact all the families we are serving. We appreciate your partnership and commitment in this collective effort.

1. Partnership

I understand that I play a crucial role in keeping everyone in our child care community safe and reducing the risk of exposure by following the policies and practices outlined in this Informed Consent and Acknowledgment. I acknowledge that my family may be denied access to the center or disenrolled from the center for my failure or refusal to act in accordance with these provisions at all times, in a respectful and appropriate way.

2. COVID-19 Exclusion Policy and Health Check and Illness Policy-COVID-19

I have reviewed and am familiar with **Bright Horizons COVID-19 Policy** and **Bright Horizons Health Check and Illness Policy – COVID-19**. I agree to comply with these policies, as they may be updated or amended from time to time. Complete copies of these policies are available to me here: <https://www.brighthorizons.com/covid19>. Should my child(ren) be excluded from the center pursuant to the terms of these exclusion policies, I understand tuition shall still be due and payable during any period of exclusion.

3. Reporting Confirmed Cases of COVID-19

I will immediately notify center administration if anyone in my household or any close contact of my household tests positive for COVID-19.

4. Exposure to COVID-19

I understand that to enter the center my ENTIRE household must be free from any known *or suspected* exposure to COVID-19. If my household has any known or suspected exposure to COVID-19, **I understand all members of my household may be required to remain out of the center for at least 10 days, until all criteria to return are successfully met.** I acknowledge that known/suspected exposures include (but are not limited to):

- A member of my household having a confirmed case of COVID-19
- A member of my household being tested or advised to be tested due to a known/suspected exposure to COVID-19
- A member of my household being directed to quarantine or self-isolate
- A member of my household having "close contact" with persons with known or suspected exposure to COVID-19

5. Travel

With respect to exposure due to travel, only the traveler will be excluded. In the case of domestic travel, the traveler may be eligible to return sooner if permitted in accordance with requirements of applicable local regulation, which requirements may include a negative test.

6. COVID-19 Symptoms

I understand to enter the center my ENTIRE household must be free from the COVID-19 symptoms listed below. **If COVID-19 symptoms are present in my household, I understand all non-immune members of my household will be required to remain out of the center for *at least 10 days*.** I understand this list of COVID-19 symptoms may be updated and that additional symptoms may be included by local authorities under applicable local regulation.

- Cough
- Sore throat
- *Fever of 100.4° or higher *Threshold may differ in certain localities
- Muscle aches
- Difficulty breathing
- New loss of taste or smell

7. Early Return Options following Exclusion for Symptoms

If my household has been excluded from the center due to the presence of COVID-19 symptoms, I understand, where permitted under local regulation, my household may be able to return to the center earlier if I can provide acceptable Confirmation of Early Return or Clearance to Return.

Confirmation of Early Return:

A signed *Early Return Confirmation* that the symptomatic individual has tested negative with a molecular (PCR) test, it has been at least two full days since symptom onset, and the symptomatic individual has been fever-free for at least 24 hours with all other symptoms improving and no new symptoms since testing.

Clearance to Return:

Clearance to Return from a medical provider (M.D., D.O., N.P., and P.A.) who has assessed the symptomatic individual and provided written confirmation:

- a) The individual has tested negative and can return when fever-free for at least 24 hours (without use of fever-reducers) and symptoms are resolving; or
- b) There is an alternate diagnosis causing the COVID-like symptoms and the individual has tested positive for a confirmed non-COVID microbiological diagnosis, or negative for COVID-19 using a molecular or antigen test for SARS- CoV-2; or
- c) There is an alternate diagnosis causing the COVID-like symptoms.
Individuals presenting with symptoms of an upper respiratory illness, or ear, nose or throat infection, must provide clearance to return pursuant to options A) or B) above, and option C) will not be sufficient. Any unspecified diagnosis is presumed to be COVID and early return will not be permitted. Clearance to Return must be provided by a third party and cannot be provided by a family member. Any exclusion for an exposure cannot be cleared by a medical provider.

Any return to the center would remain subject to the requirements of the center's standard illness policy and compliance with the daily health screen requirements.

8. Daily Health Screen

I understand health screens will be conducted daily, either via a designated application or upon arrival. I will answer all health screen questions truthfully for myself, my child and for every other person in my household. I understand that a temperature check may be taken of each person dropping off/arriving.

9. Drop-off and Pick-up

For the safety of all those present in the center and to limit risk of exposure, I understand that I may not be permitted to enter the center beyond the designated drop-off and pick-up area. I understand that all adults are required to wear a face covering and are expected to respect social distancing requirements while at the center and while on center property.

10. Compliance

I will comply with all applicable legal requirements imposed, from time to time, on participants in child care programs.

11. Withdrawal

I understand that I must give thirty (30) days' notice before withdrawing my child (ren) from the center. If I accept enrollment and do not attend or if I withdraw upon less than thirty days' notice, I will be charged one month's tuition for the thirty day notice period.

12. Acknowledgment

I understand that my child will be in contact with children, families and staff who may also be at risk for community exposure. I understand that no restrictions, guidelines or practices will remove all risk of exposure to COVID-19 as the virus can be transmitted by persons who are asymptomatic and before some people show signs of infection. I agree to use my judgment about what is best for my family and household, including undertaking additional precautions to protect the health of those in my household that may be at increased risk for severe illness from COVID-19.

I HAVE READ, UNDERSTOOD AND AGREE ON BEHALF OF ALL MEMBERS OF MY HOUSEHOLD AND ALL INDIVIDUALS AUTHORIZED TO PICK-UP MY CHILD(REN) TO THE CONDITIONS NOTED ABOVE.

Child(ren) Name(s):

Parent Name:

Parent Name:

Date:

Suspected Allergy/Food Intolerance Form

This form is to be completed when:

- The parent/guardian suspects their child may be allergic to a product or has a food intolerance;
- The child does not yet have a related medical diagnosis or health care plan.

If the suspected allergy or food intolerance is medically diagnosed, a Bright Horizons Health Care Plan, completed and signed by the child's medical provider, is required.

Child's Name: _____ Child's Date of Birth _____

My child has a: ☐ suspected allergy to:

☐ food intolerance to:

I suspect /am concerned my child may be allergic for the following reasons:

☐ No previous exposure ☐ Family history ☐ Previous reaction (please explain/date of reaction):

☐ Other: _____

I understand that Bright Horizons requires the most up to date information regarding my child's suspected allergy/food intolerance. I also understand that for the safety of my child, my child's photograph and allergy information will be posted in the classrooms and kitchen.

Parent/Guardian Signature

Date

This form must be updated annually or whenever there is any change in treatment or the child's condition changes. To eliminate the suspected allergy or food intolerance restriction and to allow your child to eat the suspected item(s) while at Bright Horizons, please complete the following.

I acknowledge that my child _____ no longer has a suspected allergy to and may now be served this item(s) while at Bright Horizons:

(Signature of the Parent/Guardian)

(Date)

Sunscreen and Insect Repellent - Permission

Sunscreen and insect repellent should be applied to a child at least once at home to test for any allergic reaction. Aerosols, sprays and combined sunscreen/insect repellents are prohibited.

Sunscreen must provide UVB and UVA protection with an **SPF of 15 or higher**.

Sunscreen **may not** be used on infants under **6 months** of age, unless parent permission below is granted.

Insect repellent may only be used if recommended by public health authorities or requested by a parent/guardian. The repellent must contain a concentration of **30% DEET or less**. Insect repellent **may not** be used on infants under **2 months** of age. Oil of lemon eucalyptus and para-methane products may not be used on children under the age of three.

All sunscreen and insect repellent provided by a parent/guardian must be:

- provided in the original container;
- clearly labeled with the child's full name;
- within the expiration date;
- appropriate for the age of the child; and
- free of nut ingredients.

Complete one of the following:

I **give** Bright Horizons permission to apply (name of sunscreen)

_____ and/or (name of insect repellent)

_____ when outdoor conditions warrant and consistent with package instructions (subject to any special instructions below) to my child, _____ from ____/____/____ to ____/____/____ (not to exceed one year).

I **do not** give Bright Horizons permission to apply ☐ sunscreen and/or ☐ insect repellent to my child, _____. I do not hold Bright Horizons Children's Centers LLC responsible for my decision and understand that my child may be sunburned/bitten as a result. I understand that I **should provide protective clothing including a hat, lightweight long sleeve shirt and pants** instead, to protect my child from sun exposure and insects during outdoor activities.

Special Instructions

Sunscreen:

Insect Repellent:

(Parent/Guardian Signature)

(Date)