

Childcare Enrollment Form

Twin Oaks Child Development Center

This box for staff use only

Enrollment Date:
Disenrollment Date:

Child Information

Child's Full Name:	Birthdate:	Nickname if preferred:
Child's Full Name:	Birthdate:	Nickname if preferred:
Street Address:		
City, State, Zip		Preferred Phone Number:
Mailing Address if Different:		
Child Lives With:		

Childcare Schedule

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Drop-off Time:							
Pick-Up Time:							

Guardian Contact Info.

Guardian Name:	
Street Address (if different than child):	
City, State, Zip	
Primary Phone:	Secondary Phone:
E-mail:	
Workplace:	
Work Phone:	Extension:

Guardian Name:	
Street Address (if different than child):	
City, State, Zip	
Primary Phone:	Secondary Phone:
E-mail:	
Workplace:	
Work Phone:	Extension:

Emergency Contact Info.

Please include at least 2 contacts that do not live with the child

Contact Person 1:	
Relationship to Child:	
What does your child call this person?	
Primary Phone:	Secondary Phone:
Address:	

Contact Person 2:	
Relationship to Child:	
What does your child call this person?	
Primary Phone:	Secondary Phone:
Address:	

Contact Person 3:	
Relationship to Child:	
What does your child call this person?	
Primary Phone:	Secondary Phone:
Address:	

Contact Person 4:	
Relationship to Child:	
What does your child call this person?	
Primary Phone:	Secondary Phone:
Address:	

The above listed people are authorized to pick-up my child from care and may be contacted in case of emergency or illness if I can not be reached.

Guardian Signature: _____

Additional People Authorized to Pick Up

Name:
Relationship:
Phone:

Name:
Relationship:
Phone:

Back Up Care Provider

Name:	Primary Phone:	Secondary Phone:
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Persons Specifically NOT Authorized to Pick Up

****Our program must have a copy of the legal custody agreement or protection order on file to withhold a child from a parent or legal guardian****

Name:
Relationship to Child:
What does you child call this person?
Notes:

Name:
Relationship to Child:
What does you child call this person?
Notes:

Consent for Medical Care and Treatment

I give consent for the licensed provider or qualified staff to administer first aid to my child/children.

Guardian Signature: _____

If I cannot be contacted in the event of an emergency, I authorize and consent to any emergency medical care, treatment, or procedure to be to be preformed for my child by a licensed physician, health care provider, or EMT as they deem necessary to safeguard my child's health. I wave my right to informed consent for such treatments. I also give permission for my child to be transported by ambulance to an emergency center for treatment.

Guardian Signature: _____

Child's Medical Coverage

Primary Insurance Company Name:		Policy Number:
Policy Holder's Name:	Employer/Group Name:	

Secondary Insurance Company Name:		Policy Number:
Policy Holder's Name:	Employer/Group Name:	

Child's Medical Care Providers

Primary Care Doctor:	Phone:
Name of Practice:	Fax:

Dentist:	Phone:
Name of Practice:	Fax:

Child's Health Info.

**** A copy of your child's immunization record and most recent physical/ Statement of Health may also be required ****

How is your child's health generally? _____

Are your child's immunizations up to date? Yes No Exempt

Does your child have any known allergies? _____

Does your child have any medical conditions we should be aware of? _____

Is your child on any medications that we should know about? _____

Does your child have any physical disabilities? _____

Does your child have any issues with their speech, vision, or hearing? _____

Does your child have any issues with their motor skills, balance, or coordination? _____

Does your child have any learning disabilities or issues regarding their cognitive, social, or emotional development? _____

Do you have any other concerns about your child's physical, cognitive, or emotional development? _____

About Your Child

Has your child be in childcare before? If so what type? (*family childcare, childcare center, grandma, etc...*) _____

How does your child feel about school/ daycare and being away from you? _____

What experiences has your child had in groups of children? _____

What is your child's temperament generally like? (*are they shy, easy going, easily upset, etc...*) _____

What is your normal method of discipline at home? _____

How does your child handle disappointment or frustration? _____

Does your child usually nap? At what time? _____

Does your child have a security objects such as a blanket, doll, or pacifier? _____

Are there any food restrictions for your child? _____

What are your child's favorite foods? _____

What foods does your child dislike? _____

Is your child potty trained? (*Goes most days without an accident*) _____

How does your child let you know they need to use the bathroom? _____

What word does your child use for: Bowel movements: _____ Urination: _____

What languages are spoken at home? _____

What are your child's favorite toys, activities, or games? _____

What else would you like me to know about your child or family? _____

TWIN OAKS CHILD DEVELOPMENT CENTER

Important Handbook Rules and Regulations

1. You are responsible for your child's weekly tuition. If your child is absent for the ENTIRE week, you would only have to pay half tuition. You may use this TWICE a year, otherwise, full tuition is due every Friday for the week in advanced. You MUST stay a head a week of payment. Payments are now available through the Brightwheel App. If you have any questions regarding payments, please contact Mrs. Andy or Miss. Courtney.
2. If your child is sent home with a 101 or high fever, you MUST provide a doctor's note to return to school and they must be fever free for 24 hours. All medicine must be prescribed from a doctor with a pharmacy label and parents must fill out a medicine form in your child's classroom. We will only administer medicine if it is 3 times a day medicine. All other medicine that is once or twice a day MUST be done at home.
3. It is AGAINST our State and Health Department Regulation to bring food or drink into the center. Please do not bring your child in the morning with food or drink. We start serving breakfast at 8:00am and promptly stop at 8:30am. If you know you will be after 8:30am please serve your child breakfast before coming in. This is to ensure that our classrooms stay on their schedules.
4. We ask that children do not bring toys into the center except on Show and Tell Friday. This helps cut down on disruption and we do not want any personal toys getting lost/broken.
5. If beginning potty training, we now have a "Potty Training Contract" that you and your teacher will go over together. It is an exciting but challenging time for children AND parents and we would like to make it as easy as possible on both sides.
6. Nap stuff and extra clothing: Please make sure your child has at least one extra set of clothes in their cubby in case of accidents and etc. Their nap stuff needs to be a fitted crib sheet and a blanket. Small pillows are acceptable and please do not bring stuffed animals to sleep with. Again, they can get lost or damaged and they cause a distraction.
7. The latest drop off time is at 10:00 a.m. If your child is not dropped off by this time, they will not be able to come to school, unless you have a doctor's note. This ensures we have an accurate lunch count and other children are not disturbed during nap time.

8. When dropping off your child please make sure you bring them to the classroom with a teacher. DO NOT drop them off at the front door. This has been a major safety concern lately. You must directly hand them off to a teacher.
9. We open at 6:30am and we close at 6:00pm. We will charge a late fee of 20.00 and 1.00 per minute after 6:00pm.

**If you have any questions or concerns, please contact Mrs. Andy or Mrs. Icesis.
Thank you for your cooperation and thank you for choosing us to take care of your child.
-Twin Oaks Staff**

Parent/Guardian Signature

Date

Twin Oaks Child Development Center

Camera Policies

Web Cam

Through the use of the webcam, parents can access and observe their children on a daily basis from any location that has internet access. Access is granted to the child's primary classroom and playground and is operational during the Infant/Toddler/Preschool instructional hours from 6:30 AM -6:00 PM.

Webcam Use

In addition to the required Video/Audio/Photo/Press Release, families desiring to use the complimentary webcam service to access their child's classroom are required to annually complete a Password Authorization Form for approval done online. Family usage is family-governed with authorization granted to the custodial parent only. Center policies regarding shared custody apply to web-cam access.

Webcam Passwords

Password access is limited and discriminates due to confidentiality. As a result, passwords are limited to 2 per child and forms are completed and approved annually. Passwords are changed regularly to guard privacy and are deactivated upon withdrawal. A violation of webcam policies is grounds for suspension of this privilege.

Authorization for Video/Audio/Photo Recording Waiver of Privacy Rights

Observational access to our webcams exists for the purposes of communication, instruction, evaluation, and skill development in increasing an understanding of developmentally appropriate early childhood practices. Therefore, a video, audio, photo recording of child in attendance is a requirement for enrollment at the Children's Learning Center.

Webcam Access

Password and camera access is controlled by Twin Oaks CDC and access is child-centered not program-centered. In other words, access is granted for the child's classroom and/or playground not the entire childcare center. Access is time-limited and granted only for those periods of time in which the child is enrolled at the center. **Webcam access is a privilege granted to our parents. It is not a condition of enrollment. Continued abuse of this privilege will result in your access to be terminated.** Twin Oaks Child Development Center is solely responsible for determining who may have access and whether or not your webcam access has been terminated.

You are not allowed to call and/or email Twin Oaks CDC and requests for extra blankets, jackets, food, milk, or to move a child for better viewing in front of a camera, etc. Twin Oaks Child Development Center has many children in a classroom for which we are responsible for their supervision, childcare, and education. It would be impossible for Twin Oaks CDC staff to perform these duties for all children in a class if users of the web cams are interrupting our scheduled class activities to focus on the presumed wants/needs of one particular child. You can be assured that our staff will tend to the individual needs of each of the children within our care. However, continued abuse of the cameras and calling and/or emailing Twin Oaks CDC with these types of requests will be grounds for terminating your access to the web cams. **Remember, your access to our camera service is a privilege. Continued abuse of this privilege will result in terminating your access to the camera system.**

Authorized Users

The multi-step process allows authorized users to select up to **TWO unique usernames and passwords** whose authenticity must be verified by Twin Oaks CDC staff. In effect, our camera service extends our "open door" policy thus custodial/shared parenting policies apply. All access (both successful and unsuccessful attempts) are logged and monitored by the vendor, KidsVision, with regular communication to Twin Oaks CDC.

Tips for Webcam Password Selection

Don't choose a password associated with you in any way.

Don't choose common words or common spellings.

Consider using an acronym or a mixture of letters, numbers, and characters

Tell a story unique to you with your password, ie "Betty dressed up for Halloween as Peter Pan on Oct 31" might be translated to "Bdu4Ha\$PP1031"

These are just suggestions. You do not have to be this specific if you do not wish.

Video Recordings

It is a violation of our policy for you to share your passwords with anyone. It is also a violation of our policies for you to use any mechanism to store or record the video of the live web cams and this may actually constitute a crime. **Parent access is intended for live viewing only.** Twin Oaks CDC attempts to record the video for purposes of teacher training/evaluation. Your access to the live web cams does not entitle you to access to the recordings. You will never be allowed to take with you on a CD or jump drive recordings of incidents as it would violate the privacy rights of the other children within our center. The availability of our Digital Recordings can be affected by many factors including but not limited to power outages, computer malfunctions, hard drive failures, limited hard drive space, motion within the facility and other incidents beyond the Twin Oaks CDC's control. Recording availability of any incident is not guaranteed by Twin Oaks CDC or KidsVision.

KidsVision does not store our digital recordings offsite.

Webcam Live Notice Posting

The Webcam system will be active during the primary center operational hours of 6:30-6:00 with extended hours at the discretion of the program staff and posted notices identifying its use.

Webcam Governance

Audio/video recording for any other purpose than the educational/communicative structure set forth by the Children's Learning Center may constitute a crime under Mississippi law and federally under 18USC2511.

Webcam Security

To protect against unauthorized access, the webcam system utilizes 256-bit encryption to protect usernames and passwords.

**Camera logins are restricted to 3 logins a day
for the duration of 15 minutes each per username.**

Any violation of webcam policies is grounds for suspension of this privilege.

I have fully reviewed this policy and completely understand.

Child's Name: _____ Date: _____

Custodial Parent or Guardian Signature: _____

April 2022

Web Cam

Through the use of the web-cam, parents can access and observe their children on a daily basis from any location that has internet access. Access is granted to the child's primary classroom and is operational during the Infant/Toddler/Preschool instructional hours from 6:30am-6:00pm.

Use

In addition to the required Video/Audio/Photo/Press Release, families desiring to use the complimentary web-cam service to access their child's classroom are required to annually complete a Password Authorization Form for approval. Family usage is family-governed with authorization granted to the custodial parent only. Center policies regarding shared custody apply to web-cam access.

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You are not allowed to call and/or email Twin Oaks CDC and request for extra blankets, jackets, food, milk, or to move a child for better viewing in front of a camera, etc. Twin Oaks CDC has many children in a classroom for which we are responsible for their supervision, child care, and education. It would be impossible for Twin Oaks CDC staff to perform these duties for all children in a class if users of the web cams are interrupting our scheduled class activities to focus on the presumed wants/needs of one particular child. You can be assured that our staff will tend to the individual needs of each of the children within our care. However, continued abuse of the cameras and calling and/or emailing Twin Oaks CDC with these types of requests will be grounds for terminating your access to the web cams.

Remember, your access to our camera service is a privilege. Continued abuse of this privilege will result in terminating your access to the camera system.

Authorized Users

The multi-step process allows authorized users to select up to three unique user names and passwords whose authenticity must be verified by the Twin Oaks CDC staff. In effect, our camera service extends our “open door” policy thus custodial/shared parenting policies apply. All access (both successful and unsuccessful attempts) are logged and monitored by the vendor, KidsVision, with regular communication to Twin Oaks CDC.

Tips for Webcam Password Selection

Don't choose a password associated with you in any way.

Don't choose common words or common spellings.

Using an acronym or a mixture of letters, numbers, and characters i.e., JaFe90 or taking a common phrase like “A stitch in time saves nine” and using ASITS9.

Video Recordings

It is a violation of our policy for you to share your passwords with anyone. **It also is violation of our policies for you to use any mechanism to store or record the video of the live web cams and this may actually constitute a crime.** They are intended for live viewing only. Twin Oaks CDC attempts to record the video for purposes of teacher training/evaluation for a period of three (3 days). Your access to the live web cams does not entitle you to access to the recordings. You will never be allowed to take with you on a CD or jump drive recordings of incidents as it would violate the privacy rights of the other children within our center. However, if you would like to review with the center's administration a recording of any incident that occurred at Twin Oaks CDC, you must make a written requests within 48 hours of the incident. The availability of our Digital Recordings can be affected by many factors including but not limited to power outages, computer malfunctions, hard drive failures, limited hard drive space, motion within the facility and other incidents beyond Twin Oaks CDC's control. Therefore, viewing of the recordings will be available within 48 hours of a specific incident when that recording material is available. Recording availability of an incident is not guaranteed by Twin Oaks CDC or KidsVision.

KidsVision does not store our digital recordings offsite. And, any requests for a viewing of digital recordings should be directed in writing to Twin Oaks CDC administration within 48 hours of an incident.

When receipt of a written request to view an incident is received during normal business hours, Twin Oaks CDC employees will take immediate steps in accordance with our company's policy to preserve the video footage in connection with the requested incident. Under no circumstances and at no time will Twin Oaks CDC employees ever attempt to purposefully delete any relevant video footage.

Webcam Live Notice Posting

The Webcam system will be active during the primary center operational hours of 6:30am-6:00pm with extended hours at the discretion of the program staff and posted notices identifying its use.

Webcam Governance

Audio/video recording for any other purpose than the educational/communicative structure set forth by Twin Oaks Child Development Center may constitute a crime under federal and state laws.

Webcam Security

To protect against unauthorized access, the webcam system utilizes 256-bit encryption to protect user names and passwords.

Twin Oaks Child Development Center

AUTHORIZATION FOR VIDEO/AUDIO/PHOTO RECORDING OF CHILD IN ATTENDANCE

WAIVER of PRIVACY RIGHTS

Twin Oaks Child Development Center is a childcare facility that exists for the purposes of caring for and educating young children. To ensure the safety and security of all children, staff, parents, and visitors, as well as the security of our child care facility, Twin Oaks Child Development Center is equipped with a digital video surveillance system and security cameras are installed in all classrooms, outdoor play area, and parking lot and may conduct video surveillance of any portion of its premises at any time, the only exception being private areas of restrooms, changing pads (are blocked out), and dressing rooms, and that video/security cameras will be positioned in appropriate places within and around our preschool or daycare center facility and used in order to help promote the safety and security of people and property. The video is also used to stream live images of the children to parents and other authorized users of the web cam system so that authorized users may view daily activities of their child(ren) which would otherwise be missed.

In addition, Twin Oaks Child Development Center staff and administration may periodically video and audio tape and/or photograph children as part of their day-to-day activities, parties, assessments, etc., therefore a video, audio, photo release for a child attending Twin Oaks CDC is a condition of enrollment.

Please read, initial, and sign at the end of the preadmission interview or annually thereafter.

_____ I give my permission for recording video, audio, and taking photographs of my child for the purposes of instruction and program support.

_____ I understand and give consent for the observation of my child to those granted access as authorized users.

_____ If I am granted access to the web-cam system, I agree **not** to provide my sign-on identification (ID) or password to anyone else including other family members.

_____ I understand there are criminal and civil sanctions governing the unauthorized interception of oral and video communications and the invasion of privacy and agree to abide by those laws and the policies of Twin Oaks CDC protecting my child and the confidentiality of all children attending the Twin Oaks CDC.

_____ I waive the rights to privacy afforded my child under federal or state law to the extent of the webcam access while my child is enrolled at Twin Oaks CDC. I understand that other families with children in Twin Oaks CDC may observe my child through the web-cam access.

_____ **I agree not to use ANY mechanism to record any images, video, or audio signals I receive from Twin Oaks CDC web access.**

_____ I understand the policy and I have fully reviewed it.

Note: Audio/video recording for any other purposes may constitute a crime and is subject to prosecution (MS and Federal law 18 USC 2511.) Signed release is good for the current school year only.

Child's Name: _____ Date: _____

Custodial Parent or Guardian Signature: _____

I have received and read the Twin Oaks Handbook for this year. I am familiar with the contents of this handbook and agree to abide by all of Twin Oaks policies and procedures.

PARENT OR GAURDIAN

Date

Revised March 2023