



Argonne Child Development Center

9700 S. Cass Avenue, Building 952 Argonne, IL 60439
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Dear Family,

Welcome to the Argonne Child Development Center! We are glad to serve you and your family while you are at Argonne National Lab.

Enclosed in this packet you will find the necessary forms required for your child. If you have any questions about the forms, please contact the center.

- Child's Information
- Authorization and Consent for Release
- Enrollment Agreement/Center Policies & Procedures
- Allergy Alert

In addition, we will need a copy of your child's most recent immunization record.

We look forward to meeting you.

Thank you,
The Argonne Child Development Center Faculty

*We are a Bright Horizons Family Solutions Center and
have been accredited by the National Association for the Education of Young Children since 1994.*



BRIGHT HORIZONS ENROLLMENT AGREEMENT

Welcome to Bright Horizons! We look forward to a healthy and happy relationship with your family.

The following policies have been created to help ensure the smooth operation and safety of the program while providing care for the children.

TUITION AND FEES

1. Please specify the days and hours your child, will attend:
 Monday Tuesday Wednesday Thursday Friday

Approximate hours in attendance: _____ a.m. to _____ p.m.

If enrolling on a part time schedule, families must commit to a consistent schedule for every week in attendance.

2. You are required to give one month's notice in writing of any reduction in your child's schedule. Tuition will be reduced to the new rate 30 days after notice is received. If your child's schedule changes from full-time to part-time, Bright Horizons cannot guarantee that a full-time slot will be available in the future.

3. To add a day to the child's permanent schedule, parents must request in advance. Requests will be accommodated as soon as a space becomes available. Tuition charges will reflect the change in schedule. If your child's schedule changes from part-time to full-time, Bright Horizons cannot guarantee that a part-time slot will be available in the future.

4. To add an occasional day to a normal schedule, parents must request in advance. Requests will be accommodated providing there is space available for the requested day(s). Families will be charged a drop in fee *in addition to* normal tuition charges.

5. Tuition is due in advance. All tuition will be paid by ACH Bank draft every other Friday via your checking or savings account. Tuition will not be reduced due to illness, absences or holidays. You will be notified of any changes in tuition within 30 days of the change. Tuition is based on ratios in assigned classrooms.

6. Your first tuition payment is due prior to your child's start date. When you withdraw your child, you must give at least thirty (30) days written notice **prior to withdrawal**. You agree to pay all tuition and fees for the 30 days following your notice to the Center, even if your child is not in attendance.

7. If tuition is not received when due, a late fee of \$5.00 per day will be added to your child's tuition until it is paid in full. If payment is delinquent for one week or more, care may be suspended until the balance is current and your child's space will not be reserved. Tuition is due regardless of a child's absence from the program for any reason, and is required to hold a child's space.

8. A non-refundable registration fee of \$75.00 is due at the time of application. A re-registration fee of \$50.00 is due annually and subject to change. (For families enrolled prior to 12/22/08, re-registration is \$40.00.) If your child withdraws from the program and later re-enrolls, a new registration fee is due at that time.

9. A late pickup fee of \$1.00 per child is payable for each minute your child(ren) remains after closing. This fee is subject to change.

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

11. 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 in a field trip.

12. For those whose tuition is subsidized based on a sliding fee scale or any subsidy, misrepresentation of gross household income or subsidy status may result in dismissal from the program and/or retroactive charges for all underpaid tuition.

COMINGS AND GOINGS

1. The Center is open from 7:00 a.m. to 6:00 p.m., Monday-Friday. The Center is closed for certain holidays, including New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. The Center's hours and holiday schedule are set and posted annually, but may be changed at any time due to the operations of Argonne National Laboratory and the Department of Energy.

2. The Center will be open whenever possible on a regularly scheduled day, during normal hours. The procedure for notifying families should severe weather or other conditions prevent the Center from opening on time or at all are detailed in the Family Guide Addendum. 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 is closed.

3. Your child will only be released to you or to the persons you have listed on the *Child Release Form*. 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 Form* 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 not a normal program option and will only be considered an exceptional occurrence. 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 has not been picked up after closing and we have not heard from you, we will attempt to contact you and then the emergency contacts listed on the *Child Release Form*. 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.

5. Bright Horizons legally cannot deny access to or release of a child to either parent/guardian, unless there is an active restraining order, specific schedule of court-ordered visitation rights, or other Court Order in place. 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. These records must be updated annually. Children without appropriate, current medical records may not attend the Center.

2. If you are notified that your child is ill, you must pick up your child immediately. If your child is absent due to a reportable disease, 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 *A Family's Guide to Bright Horizons Family Solutions*.)

3. We will administer medication as outlined in our *Medication Policies* (see *Family's Guide Addendum for center specific policy*).

4. In case of emergency, Bright Horizons has parental/guardian permission to administer first aid or to obtain emergency medical treatment in the child's best interest. (See the *Authorization and Consent/Child Release form*.)

5. Costs incurred from the treatment of any injury or illness occurring to your child during the program are the responsibility of the parent/guardian. Secondary insurance is provided by Bright Horizons to pay most expenses not covered by the family's primary insurance

MISCELLANEOUS

1. In an effort to maintain the professional status of our staff and prevent any potential conflict of interest, babysitting by Center staff is discouraged. However, should you hire any Center staff, it must be outside the Center premises and with the understanding that such arrangements and payment for services are solely between you and the staff member. The arrangements are not sanctioned by the Center, Client, or by Bright Horizons, and you agree to hold Bright Horizons harmless from any such arrangement. In addition, if you hire an employee (or someone who was a Bright Horizons' employee within the prior six months of hire) to work for you on a permanent basis, you agree to pay a placement fee of \$2,500.

2. If Bright Horizons is concerned that your child's needs are not being met in our 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 tried, Bright Horizons determines that the program is not in the best interest of you, your child, or the Center, you will be required to withdraw your child from the program. If Bright Horizons believes, in its sole discretion, that the actions of a parent or guardian are disruptive, inappropriate or inconsistent with the Center's best interests, it may elect to end a child's enrollment. We will help to prepare a child for withdrawal, consistent with the child's ability to understand. Implementation of withdrawal procedures will be effected in the time frame that is deemed appropriate by Bright Horizons.

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 and the center specific addendum. Your enrollment is also subject to all of Bright Horizons' policies and procedures which may change from time to time. I acknowledge that I have received a copy of *A Family's Guide to Bright Horizons Family Solutions*, 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.

Signature of Parent/Guardian: _____

Date: _____

Signature of Parent/Guardian: _____

Date: _____

Center Director: _____

Date: _____

Bright Horizons Informed Consent

I grant my informed consent for my child(ren) _____ to participate in the child care program operated by Bright Horizons.

By signing below, I acknowledge and accept the following program conditions:

Access

I have full access to the center without notification whenever my child(ren) is/are present. However, this access may not be used to supplement any visitation schedule or custody arrangement.

Child Release

For children's safety, Bright Horizons will release a child only to the parent(s)/legal guardian(s) who have signed this form and to those listed below by the parent/guardian.

Bright Horizons will not release my child to any other person unless I notify the center, following the guidelines listed below:

- If the person (spouse, relative, friend) picking up my child is listed on this form but does not regularly pick up my child or has never before picked up my child, I will notify the center verbally, in advance.
- If the person picking up my child is NOT listed on this form, I must notify the center in writing, in advance.
- Photo identification will be required of any person picking up my child.

NAME (Please print)

ADDRESS

CITY/TOWN

ZIP

RELATIONSHIP TO CHILD

DAY PHONE

EVENING PHONE

E-MAIL

NAME (Please print)

ADDRESS

CITY/TOWN

ZIP

RELATIONSHIP TO CHILD

DAY PHONE

EVENING PHONE

E-MAIL

NAME (Please print)

ADDRESS

CITY/TOWN

ZIP

RELATIONSHIP TO CHILD

DAY PHONE

EVENING PHONE

E-MAIL

Walk Permission

As part of the program, children will go on walks in the surrounding area supervised by the staff, weather permitting.

Child(ren) may be taken to the locations listed below by Bright Horizons' staff; infants and young toddlers will go in a buggy or stroller.

A separate Field Trip Policies and Permission Slip describing the field trip will be sent home if your child will be leaving the center for an extended period of time (for preschool and school-age children only).

I give permission for my child to participate in walks.

I do not give permission for my child to participate in walks.

Photography and Video Permission

Bright Horizons takes photographs and videos of children enrolled at its centers on a regular basis for its business purposes. 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. Bright Horizons takes care that any use, display, or dissemination of photographs or videos of children, whether at a particular center where the child attends or for its general business purposes, is accomplished in a thoughtful, safe, and secure manner appropriate under the particular circumstances.

For example, at your center, these materials may be used to better communicate with families and to illustrate the daily curriculum, to chronicle a child's development, or to document center activities. These photos may be shared with you and other families on a secure Bright Horizons' website, by e-mail, posted in the center, or in a parent newsletter.

By signing below, I give permission to Bright Horizons to take photographs and videos of my child during his/her enrollment and to use these materials for its business purposes.

Child Illness

In case of illness, I will be called and possibly required to pick up my child(ren) as soon as possible. We ask that for your child's comfort and to reduce the risk of contagion, children be picked up within 1.5 hours of notification. Until then, your child will be kept comfortable and will continue to be observed for symptoms. Children need to remain home for 24 hours without symptoms before returning to the program. This means that the child needs to remain out of the center for the remainder of the day he/ she is sent home and the following day (if a child is sent home on Friday, he/she may return on Monday), unless the center receives a note from the child's medical provider stating that the child is not contagious and may return to the center. In the case of a (suspected) contagious disease, rash, or continuing symptoms, a note from the child's medical provider may be required before returning.

Children's Injuries

If my child sustains a minor injury (e.g., scraped knee) during care, I understand that I will receive an Occurrence Report outlining the incident and course of action taken by the staff member when I arrive to pick up.

I will be contacted immediately if the injury produces any type of swelling, is on the face or head, or needs medical attention.

Family Guide Acknowledgement

I have received the Bright Horizons Family Guide and applicable information specific to center and state policies. I understand and agree that it is my responsibility to read and familiarize myself with the policies and procedures of the Bright Horizons Family Guide. In addition, I understand that this handbook reflects company-wide policies and that supplemental center and state specific policies may apply. By signing below, I acknowledge receipt of these materials, and agree to abide by them.

I understand that it is my responsibility to address any questions I may have regarding the policies and procedures and information contained in the Bright Horizons Family Guide directly with center management.

Information contained in this guide may be subject to change.

I have read, understand, and accept the conditions noted above.

PARENT/GUARDIAN SIGNATURE

DATE

PARENT/GUARDIAN SIGNATURE

DATE

Emergency Medical Care

Every effort will be made to contact me in the event of an emergency requiring medical attention for my child,

If I cannot be reached, the emergency contacts listed above will be called. I authorize Bright Horizons to call an ambulance to transport my child to a hospital or medical facility and to secure for my child the necessary medical treatment. Staff is trained in the basics of first aid and CPR and I authorize them to give my child first aid. In a center, any member of the staff responsible for the care and education of my child may view my child's health information, as well as state licensors for compliance purposes.

CHILD'S HEALTH INSURANCE PROVIDER

NAME OF INSURED

POLICY NUMBER

INSURANCE SERVICE PHONE NUMBER

BRIGHT HORIZONS FAMILY SOLUTIONS

CHILD'S INFORMATION

Child's Name: _____ Date of Birth: _____

Place of Birth: _____ Primary Language: _____

Parent/Guardian Information

Name: _____ Name: _____

Relationship: _____ Relationship: _____

Address: _____ Address: _____

Home Phone: _____ Home Phone: _____

Cell Phone: _____ Cell Phone: _____

Home E-mail: _____ Home E-mail: _____

Others in Family Relationship: _____

Parent/Guardian Employment Information

Company Name: _____ Company Name: _____

Address: _____ Address: _____

Business Phone: _____ Business Phone: _____

E-mail: _____ E-mail: _____

Child's Physical Information

Eye Color: _____ Hair Color: _____

Sex: _____ Race: _____

Identifying Marks: _____

Physician Information

Name of Physician or Clinic: _____ Phone: _____

Parent/Guardian Signature Date

FOR CENTER USE – Argonne CDC #0512

Date of Admission: _____ Age of Admission: _____ Director's Initials: _____

BRIGHT HORIZONS

ALLERGY ALERT

Child's Name: _____ Date of Birth: _____

My child does not have any known allergies at this time.

Should your child develop any allergies while enrolled at the center, please notify Center administration immediately.

----- OR -----

My child has an allergy to: _____

If your child has an allergy, you and the child's physician must complete an Allergy Health Plan. Please contact Center Administration.

Allergy Posting

I understand that Bright Horizons requires the most up to date information regarding my child's allergy. 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 on the Allergy Awareness Chart.

Allergy Deletion

To ensure the safety of your child we cannot delete an allergy which has previously been documented unless we have a note from the child's physician stating that the child is no longer allergic to that item(s) and may now have that specific food(s); or be exposed to the item(s); nor can we add an item(s) or change a medication without a note from the child's physician.

Parent/Guardian Signature

Date

Behavior Management Policy

Bright Horizons believes in a positive approach to discipline and is committed to providing an environment where children feel safe, comfortable and have a great time. Behavior management policies shall be followed in order to protect the safety of all children and staff persons.

Staff shall ensure that each child is provided with a positive model of acceptable behavior. Children are encouraged to practice those skills that will allow them to resolve conflicts and have their needs met without the use of aggressive or destructive behaviors. This is seen as a means of preventing behavioral difficulties between children and lessens the need for disciplinary action on the part of staff. When situations occur which require intervention, teachers should provide children with clear explanations as to why specific behavior is inappropriate and help them to find an alternative behavior that fits within classroom guidelines. These guidelines revolve around concerns for the safety of all children and for the materials within the center. Classroom rules shall be tailored to the developmental level of the children in attendance, be short and simple, be stated in a positive way and be used consistently. Older children should be encouraged to set rules together.

If a child is displaying persistent, unacceptable behavior, the staff will take steps to help the child gain self-control. A staff person will first attempt to help the child understand the gravity of the behavior. Staff will then re-direct the child to activities that hold the child's attention (the choice is made with the child). If the behavior continues, the staff person will consult with fellow staff members and/or the director to develop alternatives for helping the child gain acceptable control of his/her behavior. If the problem persists, the staff person will contact the child's parent for suggestions on measures to take to extinguish the behavior. The parent will be informed that if the measures do not work, the child may have to be removed from the program. The goal is to help the child strengthen his/her skills of self-control. Separating the child from the group is a final step that would be taken after other measures have been tried. If the child can not resort to behavior that ensures his own and the safety of others in the center, and/or the smooth operation of the program; the parent will then be called and asked to pick the child up from the program.

Separation from parents often causes young children to have difficulty adjusting to a new environment. Staff needs to be particularly sensitive to this issue in back up childcare. If a child is having difficulty because a parent has left, the teacher should first allow the child to express his anger, in a manner safe for the child and others in the classroom. At the same time the teacher should offer comfort and try to engage the child in an activity. If the child continues to be upset, and cannot be consoled within a reasonable time or refuses to participate in the program, the parent should be called and asked for suggestions on how the staff might help the child. In some cases, especially with infants and toddlers, the parent may be asked to come to the center to calm the child. The goal is to help the child adjust, have a good time, and have a successful day.

Staff members must adhere to the following policies:

- No child shall be subjected to emotional abuse, which includes but is not limited to name calling, ostracism, shaming, making derogatory remarks about a child or the child's family, and using language that threatens, humiliates, or frightens the child.
- No child shall be subjected to cruel discipline. Physical restraint is prohibited, unless necessary to protect the health and safety of the child or other people.
- No child shall be subjected to the use of mechanical restraints, such as tying.
- No child shall be subjected to corporal punishment, which includes but is not limited to rough handling, shoving, hair pulling, ear pulling, shaking, slapping, kicking, biting, pinching, hitting, and spanking.
- No child shall be force fed or denied food as a punishment for unacceptable behavior. Neither will food be given as a reward for good behavior.
- No child shall be denied light, warmth, clothing or medical care as a punishment for unacceptable behavior.
- No child shall be punished or criticized for soiling, wetting or not using the toilet.
- No child shall be separated from the group as a means of behavior management

This is to verify that I have received the Behavior Management Policy for the Bright Horizons center at Argonne Child Development Center. I have had the opportunity to read it and ask any questions regarding this policy.

Signature

Date

Child(ren)