



REGISTRATION PACKET

WHIZ KIDZ LEARNING CENTER, INC
2816 W. MARQUETTE RD.
CHICAGO, ILLINIOS 60629
(773) 925-2859
www.whizkidz29@yahoo.com

Genolia Smith
Executive Director - Owner

Motto: Going Back To the Basics for Brighter Minds

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Registration Checklist

The following checklist must be completed in order for your child to start school

- There must be at least five emergency contacts listed. Parents or guardians may not be listed as emergency contacts. Be sure that phone numbers for emergency contacts are current.
- Two recent pay stubs of parents/guardian must be submitted
- Copy of child's birth certificate
- Medical form completed and signed by child's physician. Immunizations must be up to date and listed on the medical form.
- Hemoglobin Test, TB test and lead screening are also required.
- Dental examination form completed by dentist.
- All forms in this packet must be read by parent. Guardian, and signed where indicated.

Registration Fee

A non-refundable registration fee of \$50 is required for each child.

One week security deposit is required, and is to be used the last week your child attends school. If this deposit is not used as your child's last week's tuition, it is forfeited. This does not apply to children receiving DCFS/DHS subsidy.

Our School is not responsible for any items left in school after your child's last day of school. Such items cannot be stored.

Tuition

Tuition is payable on Friday for the following week. Payments may be made in advance for two or more weeks. If your tuition falls one week behind, your child will not be accepted into school until after payment is made.

There is a one week security deposit required. The security deposit is non-refund, and is to be used for your last week's tuition. Your security deposit will be forfeited if not used towards your child's last week's tuition.

Rates

Slots for full time or part time will only be held during absence only if parents pay $\frac{1}{2}$ the current childcare rate. These rates are subject to change per DHS guidelines.

Full week	(under age 2)	\$ 235.00 or DHS current rate
Full week	(age 2)	\$ 200.00 or DHS current rate
Full week	(age 3 & older)	\$ 165.00 or DHS current rate

Part time 1-3 days	(under age 2)	\$ 118.00
Part time 1-3 days	(age 2)	\$ 100.00
Part time 1-3 days	(age 3 & older)	\$ 83.00

School age Part Time \$16.50 or DHS rate up to 4 hours

CHILD REGISTRATION FORM

Name of Child: _____ Birth Date: _____ Sex: _____

Address/Zip Code: _____

Child's Start Date: _____

Child's End Date: _____

Registering Parent/Guardian:

Name: _____

Address: _____

Phone Number: _____

Name of Employer: _____

Work Number: _____

Work Address: _____

City _____ State _____ Zip _____

Spouse/Parent:

Name: _____

Address: _____

Phone Number: _____

Name of Employer: _____

Work Number: _____

Work Address: _____

City _____ State _____ Zip _____

Parents Marital Status:

Single _____ Married _____
Widowed _____ Divorced _____
Separated _____

Ages of Siblings

Race:

Afro. Amer. _____ Asian Amer. _____
Native Amer. _____ Latin Amer. _____
Euro. Amer. _____ Other _____

(Please write)

OTHER PERSON TO NOTIFY IF PERSON PLACING THE CHILD CANNOT BE REACHED:

Name: _____

Address: _____

Phone Number: _____

Relationship: _____

PHYSICIAN TO CALL IF CHILD BECOMES ILL OR INJURED:

Name: _____

Address: _____

Phone Number: _____

Hospital or
Clinic: _____

PROGRAM:

Days per week: _____

Hours of Care: _____

Rate of Pay: _____

Signature of Parent/Guardian

Signature of Caregiver

Child's Name: _____ Enrollment Date: _____

PICK UP LIST

Please list all people authorized to pick up your child (other than the parent or emergency contacts.)

Name: _____ Address: _____ _____ Phone: _____	Name: _____ Address: _____ _____ Phone: _____
Name: _____ Address: _____ _____ Phone: _____	Name: _____ Address: _____ _____ Phone: _____
Name: _____ Address: _____ _____ Phone: _____	Name: _____ Address: _____ _____ Phone: _____

I Give Consent For The Above Person(s) To Pick Up My Child.

Child's Name: _____ **Enrollment Date:** _____

MEDICAL INFORMATION CARD

Child's Name: _____

Birth Date: _____

Place of birth: _____

Parent/Guardian Name: _____

Address: _____

Zip: _____

Phone Number: _____

EMERGENCY FIRST AID

The only first aid measures taken at the center are as follows:

Minor cut or scratch: soap, water, and bandage

Minor nose bleed: cold pack

Minor bump or bruises: cold pack

If further care is needed, we will notify a parent.

Allergies: _____

Medication(s): _____

Chronic Illness: _____

Last tetanus: _____

Blood type: _____

Child's doctor: _____

Doctor's phone: _____

Child's Name: _____ **Enrollment Date:** _____

CHILD PROFILE FORM

- 1) By what name do you usually call your child? _____
- 2) Does your child have any physical disabilities including allergies, of which the Whiz Kidz program should be aware of? _____
- 3) Does your child respect authority? _____
- 4) Has your child ever attended a preschool program before? _____
- 5) Does your child have tantrums/outburst? _____
How do you deal with them. _____
- 6) Does your child use the following at home? Crayons ___ Scissors ___ Pencil ___ Chalk ___
Markers ___ Paint _____
- 7) What would you like your child to gain from the school age program?

- 8) Is there any area in which you anticipate difficulty from your child (crafts, sharing, or following directions)? _____
- 9) What forms of discipline do you use for your child? _____
- 10) What form of positive reinforcement do you use for your child? _____
- 11) List any special hobbies your child has? _____
- 12) Other comments you may have: _____

Thank you for helping us gets to know your child better.

Sincerely yours,

Whiz Kidz Learning Center, Inc.

Child's Name: _____ **Enrollment Date:** _____

INFANT-TODDLER PROFILE FORM

1) By what name do you usually call your child? _____

2) Does your child have any physical disabilities including allergies, which Whiz Kidz Learning Center should be aware of?

3) Does your child respond and/or react to verbal cues? _____

4) Has your child ever attended an Infant-Toddler Center program before? _____

5.) Does your child have tantrums/outburst? _____

6.) How do you deal with the tantrums and /or outburst?

7.) Does your Infant –Toddler wear: Diapers _____ Pull-ups _____ Underwear _____

8.) Do you read to your Infant-Toddler? _____

9.) Is there any area in which you anticipate the staff having problems while attending to your child

10.) Does your child have a sleep schedule? If so, explain? _____

11.) What form of positive reinforcement do you use for your child? _____

12.) Does your child use a bottle or sippee cup at home? _____

13.) Is your child being breastfeed?

14.) Does your child use a pacifier? _____

15.) Other comments you may have:

Thank you for helping us gets to know your child better.

Sincerely yours,

Whiz Kidz Learning Center, Inc.

Child's Name: _____ Enrollment Date: _____

LINEN CONTRACT

Your child has received the following items listed below. Any item not returned to the school or damaged while in use at the school will be a charge of \$15.00 fee (per item) upon leaving Whiz Kidz Learning Center.

<u>Item Received</u>	<u>Date Received</u>	<u>Date Received</u>
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- | | | |
|-------------------------------|-------|-------|
| <input type="radio"/> Sheet | _____ | _____ |
| <input type="radio"/> Blanket | _____ | _____ |

The school will wash the child's linen each Friday. If your child soils their linen prior to Friday, the parent will be asked to take the soil linen home and return it the next morning.

Parent Signature _____

Director Signature _____

Child's Name: _____ **Enrollment Date:** _____

To Whom It May Concern,

The undersigned does hereby grant EMERGENCY MEDICAL CONSENT for Whiz Kids Learning Center and all authorities to act in case of an emergency to secure the necessary aid and transportation for the preservation of your child's health, and to any available qualified physician (and designed assistants) to administer and perform such treatment as necessary on the above child.

Parent/Guardian: _____

Signed before me this _____ day of _____

Child's Name: _____

Enrollment Date: _____

CONSENT FORM

Dear Parents,

From time to time our children at the center will be photographed and video taped for non-commercial use. Your signature is needed for permission of these projects.

Your cooperation will be deeply appreciated

I hereby give Whiz Kids Learning Center, Inc. permission to photograph or video tape my child(ren) for non-commercial use.

Parent Signature

Dear Parents,

Weather permitting the children will take walks to the park, with the understanding that such trips are under supervision of authorized personnel of the center, and that all possible precaution are taken to ensure the health and safety of your

Parent Signature

WHIZ KIDZ LEARNING CENTER, Inc.

GUIDANCE AND DISCIPLINE POLICY

The Center's Philosophy regarding the guidance discipline of a child is no child should be subject to emotional abuse of any kind. It is the staff's responsibility to help assist children to develop self control and assume responsibility of their own actions. It is our job to find strategies to modify the negative behavior in hope to obtain a more positive and productive outcome of any situation. Parent participation is very important so that the child has dual reinforcement. We will attempt to help the child understand and recognize appropriate behavior and then reward the child with a smile of acceptance, handshake, or words of encouragement. Often, the little things in a child's life are the most appreciated.

Discipline will be dealt by telling them the reason and why then consequences. Then by redirecting the child to a new activity or area, or when necessary, using "time out". "Time Out is removing the child from the disfavor able situation and selecting an isolated are where they can "sit and watch". They can then regain composure and return to the group when they feel, and the safe feel, it is appropriate. This is done by age; one minute per age.

"Time Out" should not be prolonged and must always take into consideration the age of the child in relation to the time sitting out.

"Time Out" is not a form of punishment. Punishment is not discipline! Privileges will not be denied with regards to food, outdoor time, or activity time. It may be necessary, however, for the staff to guide the child in the choice of activity to which they return. As Dr. James Hymes said, "Discipline is the slow, Bit-by-bit, time consuming task of helping children to see the sense in acting in a certain way. It is the responsibility of each childcare worker to teach children to understand and discipline their own responses. Childcare workers must always be consistent. Children are very impressionable and will always pick out inconsistencies. This is the time when control is lost. Children will feel more in control and better able to relate their feelings when they understand "the sense of acting in a certain way".

Helping children work through unfavorable situations is much more rewarding than responding negatively to their behavior, which is enhanced by "love and nurturing".

A. When a child shows unacceptable behavior, we will involve the *parent* by administering the following procedures.

- 1.) The teacher will communicate with your child and discuss the unacceptable behavior and attempt to solve the problem. Often, a verbal discussion will rectify the problem and make the child aware that his/her actions were not satisfying. This attempt is to allow the child to express his/her concerns and see what might be bothering your child. The parent will be notified and informed about the child's behavior and how we plan to rectify the behavior. We will ask the parent to do the same so that the discipline is being enforced at school and at home.
- 2.) A second occurrence will result in the child being removed from the class to the Directors office. A call will be placed to the child's parent concerning their behavior and a mandatory conference will be arranged to rectify this matter. If the child has been sent to the director twice in a day, the child will not be accepted the next school day.
- 3.) If a third occurrence should occur, the child will be suspended for one or two days and possibly dropped from the school. (depends on the situation). A written notice for termination will be given to the parent. (Parents please notify director of any situations your child is experiencing that may provoke negative behavior).

B. When a child shows unacceptable behavior, we will involve the *staff* by administering the following procedures.

- 1.) The staff will talk to the child and the conversation will be documented.
- 2.) A second occurrence will result in a scheduled meeting with the parent and teacher. The parent will be notified by note, as well as a phone call to make the necessary arrangements. The director will be informed and the meeting will be documented.
- 4.) If a third occurrence should occur, the director will make a decision to remove the child from the program for a period of one day. If the situation leads to one that harms or endangers the well being of anyone in the school or causes any type of conflicts/altercation the child will be removed for 3 days.

C. When a child shows unacceptable behavior, we will involve the *child* by administering the following procedures.

- 1) Remove the child from the area of conflict to another area to try to calm the child down and have a discussion about the child's behavior.
- 2.) Prevent the child from going into the area where the conflict occurred for a period of two days until the child can learn to respect the environment and the children in the environment.
- 3.) Have the parent; director and child sit down with the hope of finding a solution to rectify the behavior
and to try to find out the cause of the problem. If no results, or parent participation, the child will be
dropped from the program.

Please Note – *Depending on the seriousness of the situation, steps one and two may be disregarded. We hope that parents will cooperate so that our children will learn to demonstrate good behavior, exercise self-control and feel a sense of pride about themselves. Children will be praised for good behavior as well, in form of verbal or non-verbal reinforcement and privileges to help assure that good behavior is encouraged. If all attempts have been made to meet the child's individual needs, and the child is detrimental to the group or Center, he/she shall be discharged from the facility.*

OTHER GUIDANCE/EXCLUSION AND DISCIPLINE PROCEDURES:

Written rules will be established and explained to the children, parent and staff. These rules will be given at the beginning of the school year and reviewed during the school year. These rules are set for the protection of the group and individuals. The children will be able to understand the rules and why we must adhere to them. The rules will be explained in a positive form and enforceable. The limits and consequences that will result will be discussed and explained to the parents, students and staff. A list of daily rules will be posted in the classroom.

The following behaviors are prohibited in this childcare setting:

1. Children shall not be disciplined for toilet accidents.
2. Corporal punishment or any measures to induce physical pain or fear.
3. Threatened or actual withdrawal of food, rests or use of the bathroom.
4. Abusive or profane language.
5. Any form of public or private humiliation, including threats of physical punishment.
6. Any form of emotional abuse, shaming, rejection, terrorizing, or isolating a child.

NOTE: The discipline will be the responsibility of the adults who have an ongoing relationship with the child. If a specific plan is to be implemented to respond to a pattern of unacceptable behavior, the plan will be discussed with the director, parent teacher, or any staff that has close contact with the child. All participates must cooperate while working on the plan. Clinical behavior management will be the responsibility of the parent.

TERMINATION OF A CHILD

1. When parent cooperation is not given to redirect the negative behavior and/or problems, or no attempts are made to work with the staff to resolve the unacceptable behavior and/or problem.
2. When tuition is in arrears of one week and no prior arrangements have been made with the director.
3. When the parent or other relatives demonstrate irate behavior to the staff in an attempt to cause them harm.
4. When a parent use profane language to the children or staff of the center.
5. When conflicts arise that is disruptive to the operation of the center.
6. Non attendance of a child with an attempt to hold a slot and causing the center to lose revenue.

Child's Name _____

Parent Signature: _____

Date: _____

Director Signature _____

Date _____