



TREE HOUSE ACADEMY

Children's Learning Center

Dear Parents:

Welcome to Tree House Academy Children's Learning Center. We are pleased that your child will be joining us soon. This packet contains information about Tree House Academy, including our policies and information that will be required for you to enroll your child in the center. All the information from the checklist below must be returned to us by your child's first day of school.

- Two (2) photos of your child (these need to be recent and clearly show the face)
- Admissions Form *
- Parent Handbook Agreement
- Tuition Rate Form *
- Copy of Shot Records *
- Discipline & Guidance Policy
- Illness Policy Form
- Pick-up Policy Form
- Nut Free Facility Form
- Permission to Apply Sunscreen
- Permission to Apply Insect Repellent
- Email – Communication Policy
- THA Media Release
- PB&J TV Webcasting Release

If you have any questions about any of these forms, or any other information, please do not hesitate to contact us. We are looking forward to having you and your child join the Tree House Academy family.

Sincerely,

Tree House Academy Management

** These items are found separately from this packet.*



**TREE HOUSE
ACADEMY**
Children's Learning Center

Webcasting RELEASE and Consent Form (PB&J TV Viewing)

I understand that I have enrolled my child or children at _____ located at _____, also referred to herein as the "Day Care". The Day Care has a program whereby web cam's are in use and my children are under constant streaming video surveillance that is accessible from the web in accordance with the terms and conditions associated with the Peanut Butter & Jelly, LLC website (also referred to herein as "PB&J"). By my signature below, I hereby consent to the photographing of myself and/or my minor child(ren) and the recording of my voice and or that of my child(ren) named above. I agree that these photographs and/or recordings singularly or in conjunction with other photographs and/or recordings may be used for advertising, publicity, commercial or other business purposes. I further agree that the video footage is the sole property of the above listed facility and may only be used by them. I agree that I have no rights to any of the video footage or photographs for any reason at any time. The video footage will be used for internal training and management within the facility. I understand that the term "photograph" as used herein encompasses both still photographs and motion picture footage.

Since my child/children is/are under the age of 18: I, _____, certify that I am the parent/legal guardian of the individual named above, I have read this release and approve of its terms.

Child(ren) Name(s): _____

Print Name: _____

Signature: _____

Date: _____



**TREE HOUSE
ACADEMY**
Children's Learning Center

MEDIA: CONSENT AND RELEASE FORM

Tree House Academy – Children's Learning Center

We would appreciate it if parents completed this consent form in order to allow their children to be photographed or videoed during special events or normal day to day activities organized at Tree House Academy. In order for a child to have their photograph taken or be included in any type of video, they must have a consent form on file at Tree House Academy.

If you do not want to have your child photographed or videoed, please do not hesitate to indicate this in the section below. As well, if you do object, *please ensure that your child/children is/are aware of this.*

As the parent of a child or children at Tree House Academy, I agree to the following:

- I understand that my child(ren) whose name(s) are listed below may be photographed or videoed at Tree House Academy during normal daycare hours, field trips, or activities.
- I understand that these photographs and videos may be used in school publications or used on the Tree House Academy website.
- I give permission for my child(ren) to be photographed or videoed and their images recorded to be used on Tree House Academy's website or publications.

The following are the names of my children attending Tree House Academy:
(Please print your child's full name and teacher):

() Yes, I confirm that I have read and understood the above, and agree to have my child(ren)'s images used on the Tree House Academy website or publications.

() No, I do not wish to have my child(ren)'s images recorded or used in Tree House Academy's publications or on the website.

Name (please print) _____

Signature: _____

Date: _____



**TREE HOUSE
ACADEMY**
Children's Learning Center

ILLNESS POLICY

Parents are advised to keep their children at home or to seek alternative care arrangements for the following conditions:

- Pain – any complaints of unexplained or undiagnosed pain.
- Runny nose (green mucus indicated infection), watery eyes, coughing, sore throat, or productive cough.
- Difficulty breathing – wheezing or a persistent cough.
- Fever (100°F)
- Sore throat or trouble swallowing
- Infected skin or eyes or an undiagnosed rash
- Unexplained diarrhea or loose stool
- Vomiting or nausea
- Severe itching of body and scalp
- Children with known or suspected communicable diseases

It is required to keep (or take) a child home when the child:

- Is suffering from one or more of the above symptoms
- Is not well enough to take part in the regular program of the facility

The child must remain out of the center until they are symptom free without medication for at least 24 hours or accompanied by a doctor's note authorizing care.

Parent/Legal Guardian Signature

Date



**TREE HOUSE
ACADEMY**
Children's Learning Center

PICK - UP POLICY

PERSONS AUTHORIZED TO PICK UP CHILDREN:

- Children will not be dismissed to anyone other than the parent/guardian without prior parent / guardian consent.
- Authorized representatives may pick up with parent/guardian consent and must be 18 years of age or older.
- If an authorized representative is picking up the child they must have identification with them as it will be checked against the information provided by the parent/guardian.
- If someone other than those listed as an authorized or emergency pick-up will be picking up your child, written permission must be given.

EMERGENCY INFORMATION:

Tree House Academy keeps emergency information on file for every child. This information lists the current addresses and phone numbers of family members and at least two other authorized persons who may be called in an emergency when the parents / guardians cannot be reached. Persons expressly denied authorizations to pick up the child are also listed. It is essential that names and phone numbers be kept up-to-date. Failure to maintain current phone numbers and address can result in loss of child care services.

Parent/Legal Guardian Signature

Date



**TREE HOUSE
ACADEMY**
Children's Learning Center

NUT FREE POLICY

At Tree House Academy we want to insure the health and safety of all our children, families and staff members. Therefore, Tree House Academy is a nut free facility and asks that you not bring any nut products of any kind into the building including Chick-Fil-A products as they use peanut oil to fry their food.

Parent/Legal Guardian Signature

Date



**TREE HOUSE
ACADEMY**
Children's Learning Center

COMMUNICATION POLICY

In order for us to get information to you quicker, please provide us with a current e-mail address below.

Thank you!

Guardian/Parent Name: _____

E-mail Address: _____

Guardian/Parent Name: _____

E-mail Address: _____



**TREE HOUSE
ACADEMY**
Children's Learning Center

PERMISSION TO APPLY SUNSCREEN

I, _____, give Tree House Academy permission to apply sunscreen to my child, _____, for protection from the sun while he / she participate in outdoor activities with Tree House Academy.

I understand that I am to provide the sunscreen labeled with my child's name, and only the sunscreen provided by me will be applied to my child.

Parent/Legal Guardian Signature

Date

I, _____, do not give Tree House Academy permission to apply sunscreen to my child, _____.

Parent/Legal Guardian Signature

Date



**TREE HOUSE
ACADEMY**
Children's Learning Center

PERMISSION TO APPLY INSECT REPELLANT

I, _____, give Tree House Academy permission to apply insect repellent to my child, _____, for protection from insects while he / she participate in outdoor activities with Tree House Academy.

I understand that I am to provide the insect repellent labeled with my child's name, and only the insect repellent provided by me will be applied to my child.

Parent/Legal Guardian Signature

Date

I, _____, do not give Tree House Academy permission to apply insect repellent to my child, _____.

Parent/Legal Guardian Signature

Date



Discipline and Guidance Policy for Tree House Academy

- Discipline must be:
 - Individualized and consistent for each child;
 - Appropriate to the child's level of understanding; and
 - Directed toward teaching the child acceptable behavior and self-control.
- A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:
 - Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
 - Reminding a child of behavior expectations daily by using clear, positive statements;
 - Redirecting behavior using positive statements; and
 - Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.
- There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:
 - Corporal punishment or threats of corporal punishment
 - Punishment associated with food, naps, or toilet training;
 - Pinching, shaking or biting a child;
 - Hitting a child with a hand or instrument;
 - Putting anything in or on a child's mouth;
 - Humiliating, ridiculing, rejecting, or yelling at a child;
 - Subjecting a child to harsh, abusive, or profane language;
 - Placing a child in a locked or dark room, bathroom, or closet with the door closed; and
 - Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

My signature verifies I have read and received a copy of this discipline and guidance policy.

Printed Name: _____

Signature: _____

Date: _____



TREE HOUSE
ACADEMY
Children's Learning Center

Parents:

**It is very important that we have a current
Immunization Record on file for
the safety and protection of ALL our children.
Please see the front office if you have any
questions.**

**Check with the Director to see if there is a state-
approved form that is required for your doctor
to fill out.**

**Thank you,
Management**



**TREE HOUSE
ACADEMY**
Children's Learning Center

Parent Handbook Agreement

In applying to reserve childcare services for my child(ren), I agree to abide by Tree House Academy policies as set forth in this parent policies agreement.

I acknowledge the receipt of the following policies:

- Operating Services & Hours
- Philosophy & Goals
- ADA Statement
- Equal Opportunity Provider
- Curriculum
- Tuition Rates
- Miscellaneous Fees
- Tuition Payments
- General Payment & Tuition Schedule
- Refunds
- Withdrawals
- Holidays
- Ultimate Financial Responsibility
- Admission Procedures & Waiting List
- Safety
- Child Abuse & Neglect
- Childcare Licensing Reports
- Emergency Preparedness
- Arrival & Departure Procedures
- Transportation
- School Age Drop off & Pick up Procedures
- Naptime
- Animals
- Outdoor Play
- Sunscreen
- Water Play & Pool Policies
- Health & Illness Policy
- Medication
- Hearing & Vision Screening
- Nutrition
- Student Meals
- Guidance & Discipline
- Confidentiality Policy
- Class Placement & Promotions
- Clothing & Belongings
- Role of the Parent & Finder's Fee
- Parent Notifications & Referral Program
- Questions or Complaints

Child(ren)'s Name: _____

Parent's Name (please print): _____ Date: _____

Parent's Signature: _____ Parent's Driver's License # _____