

Child Care Registration Form		Date child entered care	Date child left care
Childs name: Last	First	Middle	Name used Birthdate
Street address		City	Zip code
Child's parent/guardian name	10 digit telephone number		10 digit work telephone number
Mailing Address		City	Zip Code
Address where you can be reached while child is in care		City	Zip Code
Child's parent/guardian name	10 digit telephone number		10 digit work telephone number
Street address		City	Zip Code
Address where you can be reached while child is in care		City	Zip Code
Other people to notify in case of emergency			
Name	Address		10 digit telephone number
Relationship:			Work: Home:
Relationship:			Work: Home:
Relationship:			Work: Home:
Relationship:			Work: Home:
Other than you, who else has permission to pick up your child?			
			Work: Home:
			Work: Home:
			Work: Home:
Who does not have permission to pick up your child?			
Name	Reason		

Child's health information			
Date of child's last physical exam:	Child's health care provider	10 digit telephone number	
Street address		City	Zip
Special health problems	Allergies, including drug reactions		
Regular medications	Other important information		
Child's dentist's name		10 digit telephone number	
Street address		City	Zip Code
Child's medical insurance coverage			
Insurance company name		Member/policy number	
Policy holder name		Employer name	
Insurance company name		Member/policy number	
Policy holder name		Employer name	
Consent to medical care and treatment of minor children			
<p>I give permission that my child, _____, may be given emergency treatment by a qualified child care provider at</p> <p>_____</p> <p>Name and/or address</p> <p>When I cannot be contacted, I authorize and consent to medical, surgical and hospital care, treatment and procedures to be performed for my child by a licensed physician, health care provider, hospital or aid car attendant when deemed necessary or advisable by the physician or aid car attendant to safeguard my child's health. I waive my right of informed consent to such treatment.</p> <p>I also give my permission for my child to be transported by ambulance or aid car to an emergency center for treatment.</p> <p>I certify under penalty of perjury under the laws of the State of Washington that his information is true and correct.</p>			
Parent/guardian signature	Date	Parent/guardian signature	Date

Woodland School District WCC Program

Welcome to our program. We are looking forward to providing before and after school activities for your child and working with your family. Our goal is to provide a convenient and safe environment for your child(ren). The WCC program is for K to age 13.

Hours: Our hours are 6:30 am until 6 pm. There will be a \$1.00/minute charge for late pick-ups.
Important note-when school is delayed for weather or other unplanned emergency, **WCC** is not available for before school care. When school is closed for weather/unplanned emergency, **WCC** is closed. When students are released early for weather/unplanned emergency **WCC** will remain open for **2 hours** beyond the early closure for parent to arrange for someone to pick up their student(s). **WCC** follows the school district calendar for Federal holidays and Thanksgiving, Christmas and spring break closures.

Fees: \$45.00 school year registration fee for each student and \$3.75/hr. for 1 child, for 2 or more students \$3.25/hr. WCC is a licensed School Age Center and information is available for you to access child care subsidy through the state. There is also a summer registration fee of \$25.00/student with same hourly rates. This is a drop-off program and billing will round to the next hour.

Payment Statements are attached to your student's check-in/out page. Billing is perpetual and is always a week behind. Payments can be made by check, money order, cash or Bill Pay through your bank. Balances need to be cleared monthly.

Sign-in/out procedures Parents are required to sign the student in and out of the program. A parent may authorize someone other than themselves to sign in/out but **only if they have notified WCC prior with either a note, phone call or text.** All persons will have photo ID available to confirm their ID.

Discipline While we must set behavior limits, we intend those limits to benefit the child rather than make things convenient for the staff. We cannot allow students to injure themselves, others, staff or to destroy property. When this happens parents will be notified and a conference will be arranged. We reserve the right to refuse service to students who break established guidelines and limits and to children who disregard the safety of the staff and other children in this program.

Parent Signature _____ Date _____

Parent Handbook

I have read/or received a copy of The Parent Handbook (registration application). I understand that a copy is available at the front desk for my review at any time. I understand the policies and procedures covered in the Parent Handbook.

Parent Signature: _____ Date: _____

Sanitary Health Care Policies and Procedures

I have read/or received a copy of Sanitary Health Care Policies and Procedures. I understand that a copy is available at the front desk for my review at any time. I understand the policies and procedures covered in the Sanitary Health Care Policies.

Parent Signature: _____ Date: _____

Disaster Policy

I have read/or received a copy of The Disaster Policy. I understand that a copy is available at the front desk for my review at any time. I understand the policies and procedures covered in The Disaster Policy.

Parent Signature: _____ Date: _____

Pesticide Policy

I have read/or received a copy of Pesticide Policies and Procedures. I understand that a copy is available at the front desk for my review at any time. I understand the policies and procedures covered in the Pesticide Policies and Procedures.

Parent Signature: _____ Date: _____

Photo Policy

I understand that WCC occasionally takes photos of students and our High School Buddies also like to take occasional photos.

_____ I **give** my permission to take photos of my child.

_____ I **do not** give my permission to take photos of my child.

Parent Signature: _____ Date: _____

Please Note: When school is closed due to weather, WCC is closed. In the event of a late start due to inclement weather WCC will be closed for AM care and reopen for afterschool care at 3pm. In the event of unscheduled early release or closure, WCC will remain open for two hours only after closure. At that time emergency contacts will be notified to pick up the child. Please make sure that all emergency contact information is updated and current in our files.

WCC Closures

WCC follows the WSD calendar for school closures (except during summer break). All school district acknowledged holidays WCC will be closed. Thanksgiving break, Christmas break and spring break are extended WSD breaks that WCC follows. Weather related early releases and closures/ and any other emergency WSD closes school for WCC will also close on late start due to weather WCC will be closed for AM care and reopen for afterschool care @ 3pm.

Parent Signature: _____ Date: _____

PERMISSION TO LEAVE WCC FOR SCHOOL

I, _____ give my permission for my child(ren)

to leave WCC to go to recess/class/bus. I give my permission for WCC staff to sign in/out my child(ren) in the attendance book.

Parent Signature: _____ Date: _____

Director Signature: _____ Date: _____

Homework Policy

Homework is encouraged every day. Paper and pencils are available if needed. There is table space away from projects in the cafeteria, kids can also sit by staff or sit at the table on the playground when outside, and after we return to the portable after 5pm there is table space there also. Staff can be available for basic questions.

Progressive Behavior Expectations

I have read/and or received a copy of the Progressive Behavior Expectations Policy. I understand that a copy is available at the front desk at any time. I understand the policies and procedures covered in the Progressive Behavior Expectations Policy.

Parent Signature: _____ Date: _____

Meal & Snack Policy

Breakfast is available through the school or breakfast can be sent by the parents to be eaten at WCC during the school year. During our summer program all meals are provided by parents unless our district qualifies for free summer breakfast and lunch program.

WCC will provide a morning snack around 9:30 am and 2 afternoon snacks during summer and afternoon snacks during school year.

If we feel lunch that was sent from home (ex. Sometimes kids will make their own lunch) is not up to nutritional standards according to state guidelines, we will supplement the lunch at an additional \$2.00 charge to the parent.

Parent Signature: _____ Date: _____

Lice Policy for WCC

WCC will perform head checks when probable cause is evident, like excessive head scratching is witnessed. No child will be singled out; all children will be discreetly checked. If a bug or nits are found, the parent will be called to pick up their child immediately. Return into WCC will be after a follow-up CLEAN head check.

Parent Signature: _____ Date: _____

We Protect Your Child

Emergency Contact Information

Person's authorized to pick-up your child

-Only person's listed on registration form by parents of enrolled child will be allowed to pick- up a child. For safety reasons, all person's will be checked by current photo ID until names and faces become familiar to staff. If a parent requires a special pick-up arrangement for that day a phone call, written note with a signature, or an email to sorensem@woodlandschools.org will be required. This arrangement is a one-time event unless this person is added to pick-up list by a parent.

Special Circumstances

If the person picking up a child appears to be under the influence of alcohol or drugs, WCC will not allow the child to leave with this person. For your clarification, if the staff member can smell alcohol the child will not be released from WCC until arrangements have been made for another authorized person to come pick-up the child. The safety and well-being of the children in our care is of primary importance.

Parent Signature: _____ Date: _____



Immunization 20-21 Requirements

New requirements effective August 1, 2020 - Washington State law requires all children to have immunizations records for certain vaccine-preventable diseases in order to attend school.

- 1) Completed CIS form by physician or Department of Health – See Jody Brentin (District Registrar)
- 2) Completed COE form by physician

	Hepatitis B	DTaP/Tdap (Diphtheria, Tetanus, Pertussis) Vaccine doses required may be fewer than listed	Polio Vaccine doses required may be fewer than listed	MMR (Measles, Mumps, Rubella)	Varicella (Chickenpox)
Kindergarten Through 6th Grade	3 doses within the correct timeframes	5 doses within the correct timeframes	4 doses within the correct timeframes	2 doses within the correct timeframes	2 doses within the correct timeframes OR Healthcare provider verified child had disease
7th Grade Through 12th Grade	3 doses within the correct timeframes	5 doses DTaP and 1 dose Tdap, all within the correct timeframes	4 doses within the correct timeframes	2 doses within the correct timeframes	2 doses within the correct timeframes OR Healthcare provider verified child had disease (Exceptions are allowed for certain students)

◆ Required for School and Child Care/Preschool

● Required Only for Child Care/Preschool

Date
MM/DD/YY

Date
MM/DD/YY

Date
MM/DD/YY

Date
MM/DD/YY

Date
MM/DD/YY

Date
MM/DD/YY

Required Vaccines for School or Child Care Entry						
◆ DTaP / DT (Diphtheria, Tetanus, Pertussis)						
◆ Tdap (Tetanus, Diphtheria, Pertussis)						
◆ Td (Tetanus, Diphtheria)						
◆ Hepatitis B <input type="checkbox"/> 2-dose schedule used between ages 11-15						
● Hib (<i>Haemophilus influenzae</i> type b)						
◆ IPV / OPV (Polio)						
◆ MMR (Measles, Mumps, Rubella)						
● PCV / PPSV (Pneumococcal)						
◆ Varicella (Chickenpox) <input type="checkbox"/> History of disease verified by IIS						
Recommended Vaccines (Not Required for School or Child Care Entry)						

SAMPLE

Please submit to the District Registrar before the 1st day of school – Your student will be excluded from the Woodland School District due to change in law effective August 1, 2020. Chapter 246-0105 WAC

WCC STUDENT CONDUCT EXPECTATIONS

Our goal is to provide a safe and nurturing environment for all students. Our expectations are that our students will be respectful, be responsible and be good decision makers.

Inappropriate Behaviors

- Destruction of school or another student's property
- Disrespect for authority
- Discourteous and/or rude
- Hitting, fighting, bullying or threatening another student
- Not following instructions
- Using inappropriate language, including "potty talk"
- Teasing or deliberately annoying another student
- Leaving the program without permission
- Spitting
- Bringing potential weapons or dangerous items to the program

Consequences

- Verbal warning-talk with student(s) to hear both sides of situation, listen to feelings of all parties, redirect student(s) if situation is not fully resolved
- Removal from situation either to another activity or time away from group depending on seriousness of situation; this will be left to discretion of staff in charge
- Incident report and conference with parent
- Two-day suspension
- Removal from program*

*Our desire at WCC is to work through every situation with student and parent with a positive outcome but if WCC can no longer provide a safe environment or if staff/student(s) are unsafe due to choices made by a student; WCC can no longer provide care for this student

Parent Signature: _____ Date: _____

WCC MOVIE POLICY

WCC watches movies on Friday afternoons and every afternoon during the summer.

The movies are selected from the “family” section at Redbox or are brought in by one of our families or staff members. Our goal is to select movies appropriate for WCC’s 5-13 year old age group.

The chosen movie ratings vary from NR (not rated) which are family movies that don’t necessarily make it to theatres and aren’t made by a mainstream studio, G (general) and PG (parental guidance). The WCC staff either have watched these movies themselves or trust our parents’ review. As an added measure, our staff will check IMDB (internet Movie Database) parents’ guide.

We have an area on the opposite side of the portable for students to play or read quietly that don’t want to watch or aren’t allowed to watch the movies. Popcorn and pop/juice will still be served to all students.

_____ I choose to have my student(s) opt out of movie time.

Parent Signature: _____ Date: _____

_____ I choose to allow my student(s) to watch movie.

Parent Signature: _____ Date: _____

Have you signed up for Remind yet? It's the fastest and easiest way to get info and updates for WCC!

(weather closures, upcoming holidays/breaks, non-student days)

1. Got a smartphone? There's an app for that!

-On iPhone and Android phones, open your web browser and go to the following link: rmd.at/8f2a2

-Follow the directions to sign-up. You'll be prompted to download the mobile app.

2. No smartphone? No problem! Get text notifications.

-Text the message **@8f2a2** to the number **81010**.

-If you have any trouble with 81010, try texting **@8f2a2** to **(786)619-1176**.

3. No mobile phone? Get email notifications!

-Go to rmd.at/8f2a2 on a computer to sign up for email notifications.