

**Office Use Only**

Date Registered: \_\_\_\_\_

Classroom: \_\_\_\_\_

\$75 Registration Fee is due with Registration Form. Space will not be held until the registration fee is paid.

This fee is NON-REFUNDABLE.

Date Registered \_\_\_\_\_

Registration Amount \_\_\_\_\_

Check \_\_\_\_\_ MO \_\_\_\_\_

# \_\_\_\_\_

# Summer Grove Baptist Kids' Day Out

## 2018-19 Registration

Summer Grove Baptist Church ~ 8924 Jewella Ave ~ Shreveport, LA 71118 ~ 688-3232

Child's Name		Date of birth	
Home Address		City	State
Home Phone	Lives with? Both Parents <input type="checkbox"/> Mother Only <input type="checkbox"/> Father Only <input type="checkbox"/>	Is there a court ordered custody agreement? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please attach copy of agreement for our files.	
Father's Name		Mother's Name	
Father's Cell #		Mother's Cell #	
Father's Employer		Mother's Employer	
Work Phone		Work Phone	
Are parents members of SGBC? <input type="checkbox"/> Yes <input type="checkbox"/> No If not do you attend church regularly?			
Which church?			
Does this child attend church? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, where?			
<b>List 2 persons who might be called in an emergency if parents cannot be reached.</b>			
1.		Phone	
2.		Phone	
<b>Names of people other than parents who have permission to pick up your child.</b>			
1.	2.	3.	
<b>Names of other children in family</b>			
Name	Age	Name	Age
Name	Age	Name	Age
<b>Personal Information</b>			
Pediatrician or Family Physician		Phone	
Does this child have any allergies?		If yes, what are they?	
Anything special about your child that would help us? (afraid of dogs, loud noises, etc.)			

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Child's Name \_\_\_\_\_

## I understand that:

- ❖ The Registration Fee is **NON-REFUNDABLE**.
  - ❖ **Tuition is due** on the first session of each month.
  - ❖ A **late fee** of \$5.00 per child per session will be charged if my tuition is not paid on time.
  - ❖ KDO begins at 8:30 a.m. and ends at 2:00 p.m.
  - ❖ A **late pick-up fee** of \$5.00 per child for 1 – 10 minutes and \$1.00 per minute per child, thereafter, will be charged if my child is not picked up promptly at 2:00 p. m.
- If you have more than one child at KDO, please allow yourself extra time to have them **all** picked up by 2:00 p.m.*
- ❖ There will be no reduction in fees for days missed.
  - ❖ Kid's Day Out observes the same holidays and bad weather days as Caddo Parish Schools.
  - ❖ Bad weather days are **NOT** made up!
  - ❖ **In case of emergency**, I understand that 911 will be called for assistance. If necessary, my child will be transported by ambulance or emergency vehicle to the nearest hospital.

**I have read and understand the above statements and do agree to abide by them.**

\_\_\_\_\_

Date

\_\_\_\_\_

Parent or Guardian's Signature

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## Discipline Policy

All children are created as unique individuals. Each needs very special love and attention, and the opportunity to learn and grown in a safe, Christian environment. It is our responsibility to help children learn self-control, socialization, sharing and respect.

We seek to use positive discipline techniques when necessary. The first step is to simply talk to the child then redirect his/her actions. If further discipline is needed, the child may need to have "time out." This is spent in the "Time Out" chair in the room; usually one minute for every year of the child's age (ex. 3 minutes for a three-year-old, etc.) Sometimes the child may need to have "time out" in the Director's office. If discipline problems continue, we will discuss them with the parents at a conference.

In extreme cases, parents may be asked to remove their child from the program so as not to disrupt the learning environment for other children.

Please sign this extra page and return to director for her files.

*"Yes, my child and I have discussed the Discipline Policy and agree to follow the guidelines herein."*

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*Child's Name*

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*Parent's Signature*

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*Date*