

Oxford Kinder Academy

Registration Information

Child's Full Name _____

What does your child like to be called? _____

Date of Admission _____ DOB _____ SSN _____

Parent Information

Mother's Name _____ Home Phone _____ Cell _____

Address _____

Email _____

Employer _____ Work Phone _____ Work Hours _____

Father's Name _____ Home Phone _____ Cell _____

Address _____

Email _____

Employer _____ Work Phone _____ Work Hours _____

Transportation Plan

To insure the safety of your child, please provide the names and contact numbers for other adults to whom your child may be released or who is authorized to provide transportation for your child.

To assure that we do not release your child in error, please create a personal code that can be given on the phone should you need to call. If this code is not given when you call us, we will not release the child to anyone other than the individuals listed above. _____

Emergency Information

Select a person, other than guardians, authorized to act for parent in an emergency.

Name _____

Address _____

Home Phone _____ Cell _____

Employer _____ Work Phone _____

Work Address _____

Work Hours _____

Name of Physician _____

Address _____

Phone _____

Background Information

Other Children in family	DOB	School
_____	_____	_____
_____	_____	_____
_____	_____	_____

Experience with others

Has your child been in a day care before? _____

Is the entire family together for any time during the day? _____

What are some of the ways in which your child plays at home? _____

Does he/she play with children from other families? _____ How? _____

Does he/she usually get his own way with other children? _____

If not, how does he/she react? _____

Eating Habits

At what time does your child eat breakfast? _____ Dinner? _____ Supper? _____

Between meal snacks? _____ Does he/she feed themselves? _____

What is his general attitude toward eating? _____

If he/she refuses to eat, how is this handled and by whom?

Favorite foods _____ Foods disliked _____

Food allergies _____

Sleep Habits

Has room alone _____ Shares with other children _____ Rooms with parents _____

Bedtime is from _____ to _____ Averages ____ hours of sleep

Naptime is from _____ to _____ Averages ____ hours of sleep

Attitude toward going to bed? _____ If difficult, how is this handled? _____

Routine associated with going to bed _____

Does he/she wet the bed at night? _____ At nap time? _____

If so, how is this handled? _____

Toilet Habits

Does your child take his/herself to the bathroom? _____ Time he/she is taken _____

Time of normal bowel movement _____ Regular? _____ Constipated? _____

Does he/she go willingly? _____ Can he/she manage their own clothing? _____

What word is used for urination? _____ What word is used for BM? _____

Speech and Physical Growth

Does he/she talk: Well _____ Fairly Well _____ Not very well _____ Not at all _____

Does anyone read to your child? _____ How often? _____

Would you describe your child as active or quiet? _____ Average weight or heavy? _____

Tall, short, or average height? _____ Friendly or unfriendly? _____

Please provide any other information you think we should have about your child.

I have received a summary of licensing requirements. I do hereby authorize emergency medical care.

Signature of Parent/s

NOTE: OKA does not discriminate enrollment based on race, nationality, origin, religion, or handicap.

Weekly Fees \$ _____ Date of Enrollment _____

Date child is withdrawn _____ Reason for withdrawal _____

Pre-registration visit _____ Staff Initials _____

Oxford Kinder Academy

Policy Statement

Your child's teacher: _____

1. OKA will be open from 6:00am – 6:00pm. Monday – Friday for all classes. Children cannot be accepted earlier or kept later.
2. Parents are expected to bring their child into OKA and remain with him until a brief health check is completed. A child may not remain at the center if he/she is thought to be ill.
3. The following must accompany the child upon admission: Completion of all enrollment forms and a current immunizations record signed by a health care provider. Each child must receive all immunizations at entry unless there is a medical reason certified by a health care provider why these immunizations should not be made.
4. Annual health examinations may be required and are the responsibility of the parent.
5. If a child becomes ill during the day, his/her parents will be called to come and take the child home. Sick children cannot be cared for at OKA.
6. Parents will be promptly notified of the occurrence of a communicable disease around the center's children.
7. Parents must fill out an authorization form that gives persons other than the parent permission to pick up children.
8. Parents are asked to see that children do not bring food, money or toys to the center.
9. OKA staff will not release a child to anyone who may be in a hostile state of mind. If our staff has reason to believe that the person picking up a child may be intoxicated, we will call the local law enforcement authorities.
10. Each child must have a change of clothing, clearly labeled with his/her name to be left at the center for emergencies.
11. Outdoor play is an important part of our program. Please see that your child is suitably dressed to play outside except in bad weather. Please do not ask that your child remain inside when their class goes outside.

12. Parents are to notify the OKA office of change in work, cell or home phone numbers to reach you in an emergency.
13. OKA has an Emergency Evacuation Plan in case of an emergency. OKA Staff has been trained and is prepared in case an emergency arises. We have regular scheduled fire drills and tornado drills.
14. OKA will provide the following additional services:
 - Morning Snack – child must arrive no later than 7:00am to participate
 - Mid-Morning Snack
 - Hot lunches
 - Afternoon snacks
15. Our childcare fee is \$_____ per week and shall be paid in advance each Friday for the following week.
16. Oxford Kiddie Academy will be closed for the following holidays:
 - New Year's Day
 - Good Friday
 - Memorial Day
 - July 4th
 - Labor Day
 - Thanksgiving Day and the day after
 - Christmas Week (full week of Christmas)
 - Closings are subject to change at any time for staff development, training and sanitation.
17. OKA uses Neosporin Ointment. We will use this when children need first aid for minor scrapes and cuts.
18. OKA uses sunscreen on each child when the children are outside to play. The sunscreen must be 15 SPF or higher. Please be sure your child has sunscreen.
19. All children are always required to wear closed toe and heel shoes. Please do not send your child in sandals or flipflops.
20. OKA reserves the right to dismiss any child/children that we deem necessary for the safety of all students.

21. OKA does not discriminate enrollment based on race, nationality, origin, religion or handicap.
22. Please do not ask any staff member of OKA to spank your child. We maintain a hands-off-policy. Time-out is used to redirect attention based upon one minute per year according to the age of a child.
23. If a parent is late to pick up their child/children a fee of \$10.00 per minute will be charged, per child. The fee must be paid before the child returns to class the next business day.

Oxford Kinder Academy

Receipt of Policy Statement and Licensing Requirements

I have received a copy of the Policy Statement, a copy of “Summary of Licensing Requirements of Child Care Center” and Oxford Kinder Academy Handbook.

Name of Child

Social Security Number

Name of Parent/Guardian

Name of Parent/Guardian

Signature

Signature

Signature of Staff Member

Date

How did you hear about Oxford Kinder Academy? _____

Oxford Kinder Academy Privacy Policy

Oxford Kinder Academy, (OKA), is committed to keeping any and all personal/medical information collected of those individuals that are affiliated or attend our facilities or use our services completely confidential, secure and private. Our privacy policy has been designed and created to assure those affiliated with Oxford Kinder Academy of our commitment and realization of our obligation not only to meet but to exceed existing privacy standards.

THEREFORE, this Privacy Policy Agreement shall apply to Oxford Kinder Academy, and thus it shall govern any and all data collection and usage thereof. You are herein consenting to the following data procedures expressed within this agreement.

Collection of Information

It is highly recommended and suggested that you review the privacy policies and statements to better understand the way with which it is garnered and makes use of information.

Use of Information

Oxford Kinder Academy may collect and may use personal information to assist in the operation of our business and to ensure delivery of the services you need and request. At times, we may find it necessary to use personally identifiable information as a means to keep you informed of possible services that may be available to you from OKA. We may also be in contact with you with questionnaires related to your opinion of current or potential future services that may be offered.

OKA does not now, nor will it in the future, sell, rent or lease any information or names to any third parties.

OKA may disclose information, without prior notice to you, only if required in accordance with applicable laws or in a good faith belief that such action is deemed necessary to:

- Remain in conformance with any decrees, laws and/or statutes or in an effort to comply with any process which may be served upon OKA.
- Maintain, safeguard or preserve all the rights and/or property of OKA.
- Perform under demanding conditions in an effort to safeguard the personal safety of others or the general public.

Security

Oxford Kinder Academy shall endeavor and take every precaution to maintain adequate physical, procedural and technical security with respect to our offices and information storage facilities so as to prevent any loss, misuse, unauthorized access, disclosure or modification of the personal information under our control.

Acceptance of Terms

You are hereby accepting the terms and conditions stipulated within the aforementioned Privacy Policy Agreement.

How to Contact Us

If you have any questions or concerns regarding the Privacy Policy Agreement please feel free to contact us at the following email, telephone number or mailing address.

Email: oxfordkinderacademy@gmail.com

Phone: 662-236-4676

Address: 352 Highway 30 East – Oxford, MS 38655

Signature _____

Date _____

Field Trip Permission Form

I give my permission for my child, _____ ,
to leave Oxford Kinder Academy Campus to participate in outings
with his/her class via -

Circle One or More:

Staff Vehicle

Bus

Parent/Guardian Vehicle

Signature of Parent/Guardian

Date

Signature of Parent/Guardian

Date

I, _____, understand by initialing each topic covered below that I have read and agree to follow and abide by the rules, regulations and policies of Oxford Kinder Academy.

Hours of Operation _____

Facility Closing/Holidays _____

Late Pick-up Policy _____

Initial Fees for Enrollment _____

Enrollment Requirements _____

Full Time Weekly Fees _____

Registration Fees _____

Supply Account _____

Payment Procedures _____

Check-In/Check-Out & Attendance Record Policies _____

Telephone Communication _____

Photographs/Video Cameras _____

Parental Concerns _____

Absence/Exclusion from Daycare _____

Developing Illness Policy _____

Medication Policy _____

Biting Policy _____

Clothing Code _____

Potty Training Policies _____

Emergency Evacuation Policy and Procedures _____

Transportation/Outings _____

Child Abuse or Neglect _____

Discipline Policies _____

Withdrawal of Service Policy _____

Items Needed _____

Drop Off Policy _____

Pick Up Policy _____

Parties _____

Staff Contact _____

Liability Release Form

This agreement releases Oxford Kinder Academy/CTRAC from all liability relating to injuries that may occur during activities, on location or off, etc. By signing this agreement, I agree to hold OKA/CTRAC entirely free from any liability, including financial responsibility for injuries incurred regardless of whether injuries are caused by negligence.

I also acknowledge the risk involved in any venue or activity. These include but are not limited to, transport, play-ground, field trips, sickness, etc.

I do solemnly swear that I am participating of my own accord and have not been coerced. All risks have been made clear to me. I do not have any conditions that would increase the likelihood of experiencing injury or sickness.

By signing below, I forfeit the right to bring suit against OKA/CTRAC for any reason. I will make every effort to obey safety precautions as written and verbally explained to me. I also agree to ask for clarification when needed.

I, _____, fully understand and agree to the above terms.

Signature

Date

Oxford Kinder Academy

Photo Release Form

Please note that your child may be photographed, or video-taped during various school events. If you would like your child's photo to appear in our class publications, Facebook, Instagram, etc., please sign and return this form to the office. If you would like to choose or omit only one form of publication, please note that below.

Note: _____

Please sign and return this form.

Yes, I give permission for my child's photograph or video to be used by Oxford Kinder Academy.

No, my child's photograph or video may not be used by Oxford Kinder Academy.

Signature _____ Date _____

Student's First and Last Name _____