



Care2Learn Daycare

Director: Rose Mendez

www.care2learndaycare.com

caretwolearn@gmail.com

3152 Villa Ave.

Bronx, N.Y. 10468

917-658-9349

Licensed by Department of Health

Experienced and Certified Teacher

Ages: 2 months through 4 years

Year-round program 8:00am-6:00pm

Flexible hours and days

Educational activities

Hours of fun!



CARE 2 LEARN DAYCARE

Guardian Guidelines

1. **Arrival and Departure:** Upon arrival and departure, signing in and out must be done daily. Given is a daily health check.
2. **Hours:** Hours of operation are 8:00AM-6:00PM. No acceptance after 10:00 AM. Your child must be picked up at the appointed time. A \$1.00 a minute will be imposed to defray the cost of overtime.
3. **Shoes:** Shoes must be removed or covered before entering the center. No flipflop or sandals permitted. We highly recommend sneakers. Shoes must not fit the child big or small; it must fit properly.
4. **Release Policy:** No child released under any circumstances to anyone you have not previously authorized. On file should be the person's name, address, and telephone number. Photo ID is required.
5. **Photograph:** Before being photographed guardian must sign a consent form. Photos will be sent to parents via email and used for program promotion as needed.
6. **Immunization:** It is required by the New York State to submit age-appropriate vaccination of the child. Please bring proof at the child's start date. It is vital that all children are vaccinated to prevent the spread amongst other children.
7. **Illness:** We value the health of the staff and children. Your child must be kept at home if: Fever over 100.4, vomiting, rash or head lice, diarrhea, eye infection, sore throat, not feeling well, thick green mucus, flu or a virus, measles, mumps, rubella, chicken pox, severe coughing, ringworms, or trouble breathing. A doctor's note must be submitted before a child can return to the daycare. The person listed under "emergency contact" must be reachable.
8. **Make-up:** Part-Time children have three weeks to make up the hours on a given day. If absent is not due to illness, the day cannot be made -up. A doctor's note is required if absent two days or more. A full-time child is not able to make-up days if absent due to illness.
9. **Injuries:** we will notify you of any injury if serious; otherwise you will be informed at your arrival at days end.
10. **Medication:** we are not allowed to administer any medication. A guardian may enter the center if medication is needed.

11.Meals: We participate in a food program. As long as we participate in this program, provided are the meals at no cost to the guardian. Meals consist of breakfast, lunch, and dinner. Families are responsible for filling out a U.S.D.A form to be enrolled in the program. If you refuse to participate, the guardian must provide all meals and drink for their child.

12.Requirement: You are required to bring a crib sized fitted and flat sheet (if staying for nap), a spill-proof cup, diapers or pull-ups (must be able to open in the sides), wipes, Kleenex, napkins, extra set of clothes (including socks and underwear), and a favorite item if any. Please mark every garment with your child's name, Including coats, sweaters, and backpacks. We do not want to place it into someone else's bag accidentally.

13.Personal Belongings: Children have a difficult time sharing with others. Even harder with their unique toys. We have plenty of toys. Keep yours at home. We are not responsible for toys that are lost or damaged.

14.Toilet Training: Children who are ready to be toilet trained will gently be encouraged. We need your help with encouraging them at home.

15.Trips: Guardians will be informed ahead of time concerning any field trips. Permission slips must be filled out. We ask the guardian to keep the child home for the day if you choose not to let the child attend.

16.Tuition: It is mandatory that we get paid on time. The full tuition is due the first of each month or the agreed upon designed day. We will not give monetary credit for absence, emergency closing, holidays, mandatory training, staff, or parents vacation. To maintain our low child-teacher ratio, we must maintain a steady income. A non-refundable security deposit is due upon enrollment. The last month of registration it will be utilized.

17.Vacation: Payment must be in full before going away. So, your child is guaranteed a slot when they return. Attached you will see a listing of Holidays and events that will take place.

18.Concerns: If you need to speak to the director, please send an email. We will set a meeting to discuss your concerns. (independenttots@gmail.com)

19.Terminate Contract: A month's notice by the guardian or director is required for termination of this contract.

Guardian's Signature _____ Date _____

Director's Signature _____ Date _____

Care 2 Learn Daycare

Contract

I _____ (Guardian's name) have received and read the Guardian Guidelines, and agree to comply with all rules and regulations as stated. This contract is valid beginning; Date: _____. One month notice by either party will be required in order to terminate this contract.

I am expected to pay full rates for holidays, absences, emergency closing, mandatory training, staff, or guardian's vacation. Added will be additional charges to damages to the center's properties.

I agree to enroll my child _____ age _____ at Care 2 Learn Daycare and agree to pay a non- refundable security deposit equal to half the months tuition. My child's last month of enrollment, the security deposit will be accredited.

Please circle the days and enter the time your child will attend.

Monday _____ Tuesday _____ Wednesday _____ Thursday _____ Friday _____

Tuition: _____ Security Deposit: _____

All fees must be paid before admission. A child who does not complete the month will not be given a refund. I understand that payments will be made by the first of each month.

Guardian's Signature: _____ Date: _____

Director's Signature: _____ Date: _____

Care 2 Learn Daycare

Admission Application

Child of whom placement is requested:

Name: _____ Nickname: _____ Age: _____ Birth Date _____
Address: _____ Apt: _____ City: _____ State: _____ Zip: _____
Sex: F or M Sibling: _____ Age: _____

Guardian's Information:

Mother's Name: _____	Father's Name: _____
Address: _____	Address: _____
Cell # _____	Cell # _____
Work Place: _____	Work Place: _____
Address: _____	Address: _____
Telephone: _____	Telephone: _____
Email: _____	Email: _____

Health for child:

Doctor's name: _____ Insurance: _____
Address: _____ Telephone: _____

Any health problems or operation: Yes or No

If yes, please explain _____

Any allergies to food or medication: Yes or No

If yes, please explain _____

Are there any activities you refuse your child from doing: Yes or No

If yes, please explain _____

Has your child had previous child care placement: Yes or No

If yes, reason for leaving _____

The person authorized to pick-up child (must be filled completely)

Name: _____ Address: _____
Relationship: _____ Telephone #: _____

Name: _____ Address: _____
Relationship: _____ Telephone #: _____

(only names listed above will be authorized to pick the child up) (photo ID required).

Emergency Contact

Name: _____ Address: _____
Relationship: _____ Telephone #: _____

Name: _____ Address: _____
Relationship: _____ Telephone #: _____

(If the guardian can't be reached the person listed above must be reachable and available to pick the child up). (if needed).

Care 2 learn daycare consent form

I hereby give permission to Rose Mendez and/or Staff to take my child _____
On neighborhood walks, parks, library, sprinklers, and trips, etc. I understand this is part of
their schedule or educational program.

Guardian's signature: _____ Date: _____
Director's Signature: _____ Date: _____

Napping Arrangement

Rose Mendez/Staff will supervise my child _____ while napping on a
mat in the Livingroom of the childcare center. if my child is an infant, they will be placed on
its back to sleep.

Guardian's Signature: _____ Date: _____
Director's Signature: _____ Date: _____

NEW YORK STATE
OFFICE OF CHILDREN AND FAMILY SERVICES
NON-MEDICATION CONSENT FORM
Child Day Care Programs

- This form may be used when a parent consents to having over-the-counter products administered to their child in a child day care program. These products include, but are not limited to: topical ointments, lotions and creams, sprays, sunscreen products and topically applied insect repellent.
- This form should NOT be used to meet the consent requirements for the administration of the following: prescription medications, oral over-the-counter medications, medicated patches, and eye, ear, or nasal drops or sprays. OCFS Form 7002 would meet the consent requirements for medications.
- One form must be completed for each over-the-counter product. Multiple products cannot be listed on one form.
- This form must be completed in a language in which the staff is literate.
- If parent's instructions differ from the instructions on the product's packaging, permission must be received from a health care provider or licensed authorized prescriber.

PARENT TO COMPLETE THIS SECTION (#1 - #14)

1. Child's first and last name:	2. Date of birth:	3. Child's known allergies:
4. Name of product (including strength):	5. Amount to be administered:	6. Route of administration:
7A. Frequency to be administered, include times of day if appropriate: _____ OR		
7B. Identify the conditions that will necessitate administration of the product (signs and symptoms must be observable prior to administration): _____		
8A. Possible side effects: <input type="checkbox"/> See product label for complete list of possible side effects (parent must supply) AND/OR		
8B. Additional side effects: _____		
9. What action should the child care provider take if side effects are noted: <input type="checkbox"/> Contact parent _____ Other (describe): _____		
10A. Special instructions: <input type="checkbox"/> See package insert for complete list of special instructions (parent must supply) AND/OR		
10B. Additional special instructions: _____		
11. Reason(s) for use (unless confidential by law): _____		
12. Parent name (please print):	13. Date authorized:	
14. Parent signature: X		

DAY CARE PROGRAM TO COMPLETE THIS SECTION (#15 - #21)

15. Program name:	16. Facility ID number:	17. Program telephone number:
18. I have verified that #1, -#14 are complete. My signature indicates that all information needed to administer this product has been given to the child day care program.		
19. Staff's name (please print):	20. Date received from parent:	
21. Staff's signature: X		

Care 2 Learn Daycare

Medical Consent

I hereby consent Care 2 Learn Daycare and staff to take any steps necessary to care for the health of my child, _____ date of birth _____ should any emergency arise.

I understand that it may be necessary for the staff to act on my behalf in getting the needed medical attention. I also agree that I will be financially responsible for any costs due to emergency medical treatment.

Email address: _____

Guardian's name: _____ Cell # _____

Guardian's Signature _____ Date _____

Director's Signature _____ Date _____

Additional notes:

Guardian's Signature _____

Director's Signature _____

Care 2 Learn Daycare
Over the counter ointment

Child's name _____ D.O.B _____

I _____ (Guardian's name) give Rose Mendez and Staff permission to apply the following.

Diaper rash _____ (name of ointment) to be applied _____ times a day.

Sunscreen _____ (name of lotion) to be applied _____ times a day.

Insect repellent _____ (name of repellent) to be applied _____ times a day.

The guardian will provide the products.

Guardian's Signature: _____

Director's Signature: _____

Additional notes:

Guardian's Signature: _____ Date: _____

Director's Signature: _____ Date: _____

Care 2 Learn Daycare

Photograph consent form

I, _____ (Guardian's name), hereby consent to the taking of photograph(s) and or video(s) of my child, _____ (child's name). Whom is currently enrolled at Care 2 Learn Daycare. I understand the photos and or videos is to promote the childcare. The photos and videos will be in print and on-line publication, website, and social media. I also understand that no royalty, fee, or other compensation shall become payable to me by reason of such use.

[] I consent to my child being photographed and (or) being videoed.

[] I do not consent my child to being photographed and (or) videoed.

Guardian's Signature: _____

Date: _____

Director's Signature: _____

Date: _____

Parent or Guardian completes form

Provider # _____

Name of Day Care or Owner/Operator _____

On-Site Provider (if different) _____

Child's Name _____ DOB _____ Male Female

Child's Name _____ DOB _____ Male Female

Child(ren)'s Ethnic Information (Choose one option per child)

Hispanic or Latino Not Hispanic or Latino

Child(ren)'s Racial Information

American Indian or Alaskan Native Asian Native Hawaiian or other Pacific Islander
 White Black or African American

Check if any of these apply

Provider's Resident Child Child is related to Provider Child of Migrant Farm Worker Disabled Foster Child

HOURS/DAYS/MEALS Date Care Begins _____

Time Care Begins _____ Time Care Ends _____

Time Care Begins _____ Time Care Ends _____

Days child normally receives care

Mon-Fri OR Mon Tues Wed Thurs Fri Sat Sun

Meals child normally receives in care Breakfast AM Snack Lunch PM Snack Supper LN Snack

Holiday and/or weekend care Yes No Time Care Begins _____ Time Care Ends _____

Does child(ren) attend school Yes No Name of School _____

Does child receive care on non-school days? Yes No

INFANT FEEDING STATEMENT (must be completed for any child less than one year of age)

The Parent will supply breastmilk or formula The Parent will supply ALL infant's food
 The Provider will supply formula The Provider will supply infant's food

CONTACT INFORMATION FOR PARENT/GUARDIAN – to be completed by Parent/Guardian

Parent/Guardian's Name _____ Email Address _____

Parent/Guardian's Name _____ Email Address _____

Home Address _____

Home Phone Number _____ Work/Cell Phone Number _____

Parent/Guardian Signature _____ Date _____

FOR SPONSOR USE ONLY

Date Enrollment Begins _____ Date Enrollment Expires _____ Child Enrollment Approved _____
INITIALS

This institution is an equal opportunity provider.

CHILD & ADOLESCENT HEALTH EXAMINATION FORM
 NYC DEPARTMENT OF HEALTH & MENTAL HYGIENE — DEPARTMENT OF EDUCATION
 Please Print Clearly NYC ID (OSIS)

TO BE COMPLETED BY THE PARENT OR GUARDIAN

Child's Last Name: _____ First Name: _____ Middle Name: _____ Sex: Female Male Date of Birth (Month/Day/Year): ____/____/____

Child's Address: _____ Hispanic/Latino? Yes No Race (Check ALL that apply): American Indian Asian Black White
 Native Hawaiian/Pacific Islander Other _____

City/Borough: _____ State: _____ Zip Code: _____ School/Center/Camp Name: _____ District Number: _____ Phone Numbers: Home: _____ Cell: _____ Work: _____

Health Insurance (including Medicaid)? Yes No Parent/Guardian Last Name: _____ First Name: _____ Email: _____
 Foster Parent

TO BE COMPLETED BY THE HEALTH CARE PRACTITIONER

Birth history (age 6-6 yrs)
 Uncomplicated Premature: _____ weeks gestation
 Complicated by _____

Allergies None Epi pen prescribed
 Drugs (list) _____
 Foods (list) _____
 Other (list) _____

Attach MAF if in-school medications needed

Does the child/adolescent have a past or present medical history of the following?

Asthma (check severity and attach MAF): Intermittent Mild Persistent Moderate Persistent Severe Persistent
 If persistent, check all current medication(s): Quick Relief Medication Inhaled Corticosteroid Oral Steroid Other Controller None
 Asthma Control Status: Well-controlled Poorly Controlled or Not Controlled

Anaphylaxis Seizure disorder
 Behavioral/mental health disorder Speech, hearing, or visual impairment
 Congenital or acquired heart disorder Tuberculosis (latent infection or disease)
 Developmental/learning problem Hospitalization
 Diabetes (attach MAF) Surgery
 Orthopedic injury/disability Other (specify) _____
 Explain all checked items above. Addendum attached.

Medications (attach MAF if in-school medication needed)
 None Yes (list below)

PHYSICAL EXAM Date of Exam: ____/____/____

Height: _____ cm (____ %ile)
 Weight: _____ kg (____ %ile)
 BMI: _____ kg/m² (____ %ile)
 Head Circumference (age <2 yrs): _____ cm (____ %ile)

Blood Pressure (age >3 yrs): ____/____

General Appearance: Physical Exam WNL

NI Abnl Psychosocial Development HEENT Lymph nodes Abdomen Skin
 Language Dental Lungs Genitourinary Neurological
 Behavioral Neck Cardiovascular Extremities Back/spine

Describe abnormalities: _____

DEVELOPMENTAL (age 6-6 yrs) Date Screened: ____/____/____

Validated Screening Tool Used? Yes No
 Screening Results: WNL
 Delay or Concern Suspected/Confirmed (specify area(s) below):
 Cognitive/Problem Solving Adaptive/Self-Help
 Communication/Language Gross Motor/Fine Motor
 Social-Emotional or Personal-Social Other Area of Concern: _____

Describe Suspected Delay or Concern: _____

SCREENING TESTS

Nutrition: < 1 year Breastfed Formula Both
 > 1 year Well-balanced Needs guidance Counseled Referred
 Dietary Restrictions: None Yes (list below)

Hearing: < 4 years: gross hearing OAE
 > 4 yrs: pure tone audiometry

Vision: < 3 years: Vision appears: _____
 Acuity (required for new entrants and children age 3-7 years): _____

Lead Risk Assessment (annually, age 6 mo-6 yrs): At risk (do BLL) Not at risk

Screened with Glasses? Yes No
 Strabismus? Yes No

Dental: Visible Tooth Decay Urgent need for dental referral (pain, swelling, infection) Yes No
 Dental Visit within the past 12 months Yes No

Child Receives EVD/PE/CSE services: Yes No

Child Receives EVD/PE/CSE services: Yes No

Physician Confirmed History of Varicella Infection:

IMMUNIZATIONS - DATES

DT/PTa/PDT	Tdap	IgS Titers	Date
Td	MMR	Hepatitis B	_____
Polio	Varicella	Measles	_____
Hep B	Mening ACWY	Mumps	_____
Hib	Hep A	Rubella	_____
PCV	Rotavirus	Varicella	_____
Influenza	Mening B	Polio 1	_____
HPV	Other	Polio 2	_____
		Polio 3	_____

ASSESSMENT Well Child (200.129) Diagnoses/Problems (list) _____ ICD-10 Code: _____

RECOMMENDATIONS Full physical activity
 Restrictions (specify) _____
 Follow-up Needed: No Yes, for _____ Appl. date: ____/____/____
 Referral(s): None Early Intervention IEP Dental Vision
 Other _____

Health Care Practitioner Signature: _____ Date Form Completed: ____/____/____

Health Care Practitioner Name and Degree (print): _____ Practitioner License No. and State: _____

Facility Name: _____ National Provider Identifier (NPI): _____

Address: _____ City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____ Email: _____

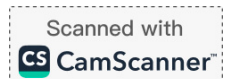
DOHMH ONLY PRACTITIONER I.D. #: _____

TYPE OF EXAM: NAE Current NAE Prior Year(s)
 Comments: _____

Date Reviewed: ____/____/____ I.D. NUMBER: _____

REVIEWER: _____

FORM ID#: _____



Care-2-Learn Childcare

Daily Schedule

A.M

- 8:00 -10:00 Arrival, health check, wash hands, diaper check/bathroom time
Free choice (all areas are open)
- 9:30 -10:00 Wash hands and serve breakfast
- 10:00-10:30 Group time: singing, finger play, reading (current interest and theme)
- 10:30-11:40 Activity time accordingly to our theme: art, dramatic play, water or Sand table, shapes, numbers, letters, concept games, music
Movement or outdoor recreation
- 11:40-11:55 Bathroom time/diaper check, wash hands

P.M

- 12:00-12:30 Serve lunch
- 12:30-1:00 Story time
- 1:00- 2:45 Nap time (for children, who refuse to nap or wake up before others, Quiet activities are available, such as books, puzzles, and concepts Games)
- 2:45- 2:55 Wake-up time, diaper check/bathroom time, wash hands
- 3:00- 3:30 Serve snack
- 3:30-4:00 Afternoon group time: singing, finger play, reading
- 4:00- 5:00 Story time & calm activities (coloring, sensory bins, matching cards)
- 5:00-5:45 free choice, ends of the day

NEW YORK STATE
OFFICE OF CHILDREN AND FAMILY SERVICES
DAY CARE ENROLLMENT

PROGRAM NAME		ADDRESS:		PHONE NUMBER () -	
CHILD'S FULL NAME: PREFERRED NAME/NICKNAME:			DATE OF BIRTH / /		GENDER:
CHILD'S HOME ADDRESS:					
NAME OF PERSON ENROLLING CHILD:			RELATIONSHIP TO CHILD: <input type="checkbox"/> Parent <input type="checkbox"/> Guardian <input type="checkbox"/> Caretaker <input type="checkbox"/> Relative _____ <input type="checkbox"/> Other _____		
PHONE NUMBER(S) OF PERSON ENROLLING CHILD: () - <input type="checkbox"/> ok to text			ADDRESS OF PERSON ENROLLING CHILD (IF DIFFERENT THAN CHILD):		
EMAIL ADDRESS:					
EMERGENCY INFO	EMERGENCY CONTACT NAMES / ADDRESSES		Authorized to Pick Up Child	PRIMARY PHONE NUMBER	OTHER PHONE NUMBER / EMAIL
	PRIMARY CONTACT:		<input type="checkbox"/> Yes <input type="checkbox"/> No	() - <input type="checkbox"/> ok to text	() - <input type="checkbox"/> ok to text
			<input type="checkbox"/> Yes <input type="checkbox"/> No	() - <input type="checkbox"/> ok to text	() - <input type="checkbox"/> ok to text
		<input type="checkbox"/> Yes <input type="checkbox"/> No	() - <input type="checkbox"/> ok to text	() - <input type="checkbox"/> ok to text	
FOR PROGRAM USE ONLY DATE OF ENROLLMENT: / /			FOR PROGRAM USE ONLY DATE OF DISENROLLMENT: / /		

CHILD'S FULL NAME:		DATE OF BIRTH: / /
Check boxes below to indicate if your child has any special needs/services: <input type="checkbox"/> None <input type="checkbox"/> Early Intervention/Special Education <input type="checkbox"/> Occupational Therapy <input type="checkbox"/> Speech/Language <input type="checkbox"/> Physical Therapy <input type="checkbox"/> Allergies (Please list) _____ <input type="checkbox"/> Other _____ Please provide information here AND discuss with your child care provider.		
CHILD'S PRIMARY CARE PHYSICIAN'S NAME/ GROUP:		PHONE NUMBER: () -
PREFERRED HOSPITAL:		PHONE NUMBER: () -
CHILD'S DENTAL CARE:		PHONE NUMBER: () -
Child health care information is available by calling toll-free 1-800-698-4543 or the NYS Health Marketplace website: https://nystateofhealth.ny.gov/		
AGREEMENTS		
• I consent to emergency medical treatment for my child.....		<input type="checkbox"/> Yes <input type="checkbox"/> No
• I consent for my child to take part in neighborhood trips (i.e., library, park and playground) away from the program under proper supervision.....		<input type="checkbox"/> Yes <input type="checkbox"/> No
• I understand the program may need additional permissions for situations such as transportation, medication, release of information, and field trips.....		<input type="checkbox"/> Yes <input type="checkbox"/> No
• I provided information on my child's special needs to the program to assist in caring for my child.....		<input type="checkbox"/> Yes <input type="checkbox"/> No
• I understand the program must give parents, at the time of enrollment of a child, a written policy statement as required by regulation.....		<input type="checkbox"/> Yes <input type="checkbox"/> No
• I agree to review and update this information whenever a change occurs and at least once every year.....		<input type="checkbox"/> Yes <input type="checkbox"/> No
SIGNATURE - PARENT OR PERSON(S) LEGALLY RESPONSIBLE:		DATE / /