

FORREST JUNIOR COLLEGE CHILDCARE Handbook



MISSION STATEMENT

We are privileged at Forrest Junior College to provide free childcare for the children of our full-time students. It is our aim to provide a safe and structured environment where significant socialization can enhance each child's developmental growth, while keeping the children close to their parent/parents.

We must assist one another; it is the law of nature.

∞ French Proverb ∞



FJC CHILDCARE RULES AND REGULATIONS

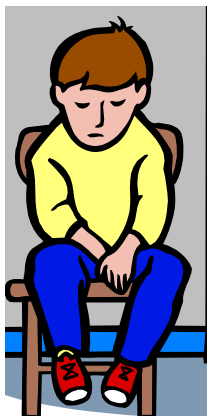
Dear Parents:

As you know, Forrest Junior College (FJC) provides free childcare services for children of all students; however, there are certain rules and guidelines that accompany this privilege.

- Only children of FJC students qualify for childcare. Relatives, friends and/or other children do not qualify.
- The child must be signed in the childcare room upon arrival and out upon departure.
- **Childcare is provided only during the times that parents are attending classes. If parents leave campus for any reason (except class field trips) or if classes are dismissed early children must be signed out of childcare room.**
- **Sick children must not be brought to childcare.**
- Fighting will not be tolerated and may lead to loss of child care privileges.
- Horseplay or loud talking/yelling will not be tolerated.
- Children are expected to share all toys, and will be expected to help clean up.
- Children are expected to **RESPECT** childcare workers.
- Older children should help with younger children during activities.
- Structure in the childcare room is important; all children must follow the daily schedule.
- All **children** and **parents** must abide by the rules set for childcare.
- Because we are now taking children that are not potty trained, parents will be responsible for any diaper changes that may be necessary. **Childcare workers are not allowed to change diapers. Parents must come in regularly and check on their child(ren) to make sure that they are not wet.**



There must be some form of discipline in any childcare environment. Listed below are age groups and the form of disciplinary action. Please explain this to your child/children.



AGES 2-4

Timeout will be enforced; after the third timeout there will be a meeting with the parents.

AGES 5 and UP

There will be 2 timeouts allowed. After the second timeout there will be a meeting with the parents.

Please be aware that if there is still a discipline problem after meeting with the parents, child care privileges will be suspended for one week. If there is still a problem after child returns, then the child will not be allowed back. **This will be enforced.**



FORREST JUNIOR COLLEGE
CHILDCARE REGISTRATION FORM

_____ QUARTER 200 _____

Parent's Name _____

Address _____

Phone Number _____

Alt Phone: _____

E-mail: _____

Emergency Contact: _____

Phone: _____

Child(ren)'s primary care physician: _____

Phone: _____

After Hours Phone: _____

Number of Children Participating: _____

Name	Age	Birth date
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please list any allergies or other medical problems:

Please list any medications your child(ren) must take:

What are your child(ren)'s interests?

Please list any other information that may be helpful:

My Child/children will attend Childcare

Monday		Tuesday		Wednesday		Thursday		Saturday	
From	To	From	To	From	To	From	To	From	To
Classes		Classes		Classes		Classes		Classes	

Approved Pick-up List:

Name:

Phone:

Parent's Signature

Date

Medical Treatment Authorization

I _____ in the event of illness or injury to my child _____ while under the

care of Forrest Junior College Child Care; waive all claims against FJC, The Child Care, it's employees, agencies and representatives, for injury, accident, illness, or death occurring during participation here at FJC.

I hereby consent to whatever x-ray, examination, anesthetic, medical, dental, or surgical diagnosis or treatment and hospital care from a licensed physician as deemed necessary for the safety and welfare of my child. It is understood that the resulting expenses will be my responsibility as the child(ren's) parent(s)/guardian(s).

I _____ also understand that I am responsible for any medical expenses incurred due to any injury to another child caused by my child(ren).

I fully understand that all participants are to abide by and accept all rules and requirements governing conduct during their time here at Forrest Junior College Child Care. Any participant determined to be in violation of behavior standards will be kept from participating in the Forrest Junior College Child Care. This is a free child sitting service available for children of our program-enrolled students while attending classes at the College. The College reserves the right to deny Child Care services to children who are disrespectful, who threaten others, who misbehave beyond acceptable boundaries, and who do not conform to the rules of the Child Care. The Child Care service at FJC is a **privilege**, not a right and may be revoked at any time.

I have carefully read this authorization and fully understand its contents and voluntarily consent to its terms and conditions. Each child must have this form signed and dated with complete information before entering Forrest Junior College Child Care room.

Parent/Guardian Signature

Date

Emergency Contact Name

Phone Number

Please list all medications your child(ren) are currently taking

