

ENROLLMENT COMPLETION

To Complete Your Child's Enrollment:

1. After reading and filling out all paperwork in this folder please contact Ms. Lindsay, Center Director or Ms. Nicole, Center Assistant Director @ 513-251-3005 to set up your required Orientation Meeting.
2. Your Orientation will consist of going over all forms in this packet, making sure all forms are signed, setting up a start date, and answering any questions you may have.
3. Also, please remember to bring pictures in at this time as well so that we may introduce the children currently enrolled to your child. This helps them to welcome your child on their 1st day. This also helps your child to feel a part of their new room seeing familiar faces hanging on the walls of their new classroom on their 1st day.

Helpful Tips On Forms In Packet:

1. Child Enrollment Form- This form provides Residence, School, & Work information, Emergency Contact info., Any known health condition, Medical History, Diapering, & Permission to Transport in an Emergency.
2. Alternate Pick-Up Authorization-This gives us permission to release your child to whomever you chose to put on this form. Make sure that all persons with permission have Identification on them or they will not be released to this said person. **You may only change who is on your list in person.** You cannot add or take any one off via telephone etc., NO EXCEPTIONS. Please understand this is only for the safety of your child.
3. Parent Handbook- Please read over this completely and sign and date the "Verification of Parent Review & Receipt of Center Policies provided." The handbook is yours to keep and refer to as needed.
4. Child Medical Statement For Child Care-This form is to be filled out by your child's pediatrician office and updated annually. Your child's vaccination records are to be stapled to this form as well. (This form is required to be updated annually until they start elementary school)

5. Parental/Guardian Consent Form- This form gives us permission to use any pictures taken of your child on our website, face book page and around building/In classrooms. You have a variety of options to choose from as well as refusing to give permission. This is your own personal preference.
6. Job & Family Services Child Care Co-Payment Agreement Form- This form is for any family who has Childcare Vouchers. This is your agreement to pay your required copay to Trinity Hill Family Services each week. (All Payments, Vouchers or Private Pay families are due each Friday)
7. Developmental and Educational Goals For Step Up to Quality- Please provide us with 2 goals you would like your child's teacher to start working on with them. We will update this form as they successfully complete goals, and share/set future goals with you. (You only need to provide a goal in the "Developmentally/Educational Goal" field, and sign bottom, we will complete the rest)
8. Family Information For Step Up To Quality Programs- This form helps us better understand your child & their routine to help provide the best quality of care we possibly can.
9. Routine Trip Permission For Child Care- This form allows our teachers to get the children out for a neighborhood walk on days with nice weather.
10. Child and Adult Care Food Program- This form needs to be filled out by each family enrolled at the center. This shows accountability for the food served to your child. If you have more than one child enrolled Page 1 will only be needed per family. Page 2 will be needed for each child.
11. Infant Meals- We provide Infant stage 2 foods as well as Gerber formula and Vitamin D Milk at 12 months of age. This form will need to be updated and signed by the parent/guardian each time your infants food/formula/breast milk schedule changes.
12. Sleep Position Waiver- If your INFANT sleeps ONLY on their stomach we require this form to be filled out by the Pediatrician. (At rolling over stage this form is no longer needed)

Welcome to Infant 1

Thank you for choosing Trinity Hill Family Services for your child care needs. Our goal is to work with you as we support your child's growth and development in the early stages of their lives. We offer quality child care here at Trinity Hill.

Our curriculum for infants is the age-appropriate version of "The Creative Curriculum". For our young child's advantage, our groups have an excellent ratio of 5 to 1. (1 teacher to 5 children)

Things that you might find helpful as your child enters Infant 1:

- Everything must be labeled. This includes: bottles, pacifiers/binkys, diapers, wipes, and formula/food if not provided by the center.
- Bottles must be labeled with the child's name and the date. The lid of the bottle must be labeled with the child's initials.
- If the child is breastfed the bottle must have two dates on it. The first date being when the breast milk was expressed, and the second being the date of the day that the child will be drinking the breast milk.
- If center provides the formula the bottles must come in pre-filled with the desired amount of water. (The center can not fill bottles with water.)
- Pacifiers/ binkys must be labeled with child's initials.
- All bottles must go home each night.
- Each child averages about 5 diapers a day. Storage is available if you would like to bring in a box of diapers for your child.
- All medication must have a medication form filled-out.
- If medication is prescribed by a doctor the label must be on the box of the medication, along with the tube/bottle.
- If medication is diaper cream it needs to be labeled with the child's name and date of birth.

Working together is the key to your child's success and happiness it will be fun and rewarding for all of us. Please do not hesitate to call if you have any questions or concerns (513) 251-3005.

Thank you,

The Infant 1 Teachers