



# **Childcare Agreement / Authorizations**

## **Lakewood**

12755 W. Cedar Drive  
Lakewood, CO 80228  
P: (303) 980-8422



This agreement entered into as of \_\_\_\_\_ is between Tiny Hearts Academy (hereinafter referred to as "THA", operating in the State of Colorado) and \_\_\_\_\_.

I, \_\_\_\_\_ do hereby authorize THA to act as agents for the undersigned: to consent to any medical or surgical diagnosis or treatment or hospital care deemed advisable by or administered by a licensed physician, in the event such help of an emergency medical nature becomes necessary.

I hereby grant permission for THA to take whatever steps necessary to obtain emergency medical care for my child during walking fieldtrips around the property.

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

**Hospital:** Please select one or provide us with your hospital choice

\_\_\_\_ Lutheran Medical Center  
8300 W 38<sup>th</sup> Avenue  
Wheat Ridge, CO 80033  
(303) 425-4500

\_\_\_\_ St. Anthony's Hospital  
11600 W 2<sup>nd</sup> Place  
Lakewood, CO 80228  
(720) 321-0000

\_\_\_\_ Children's Hospital  
13123 East 16<sup>th</sup> Avenue  
Aurora, CO 80045  
(720) 777-1234

Other: \_\_\_\_\_ Address: \_\_\_\_\_

City/State \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone: \_\_\_\_\_

\*Please sign below annually after you have updated any changes

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**Statement of Authorization**

1. I hereby grant permission for my child to be included in developmental evaluations and observations by any licensed therapists deemed necessary upon prior consultation with THA. \_\_\_\_\_ **(Initial)**
2. I hereby grant permission for photos to be taken of my child in association with THA’s programs and published on Facebook, literature, or THA’s website. (www.tinyheartsacademy.com) \_\_\_\_\_ **(Initial)**
3. I hereby grant permission for my child (18 mo and up) to be given THA provided Whole or 2% milk \_\_\_\_\_ **(Initial)**
4. I hereby grant permission for my child to be given prescription medication with a doctor’s authorization note in its original container without liability to administering staff. \_\_\_\_\_ **(Initial)**
5. I hereby grant permission for THA to obtain any emergency medical care that may be necessary. \_\_\_\_\_ **(Initial)** These steps may include, but are not limited to the following:
  - Attempt to contact a parent, guardian, or other emergency contacts.
  - Attempt to contact the child’s physician.
6. If we cannot contact you or the child’s physician, then we will do any of the following:
  - Call another physician or paramedics.
  - Have child taken to an emergency/ hospital in the company of a staff member.
7. Any expenses incurred in #5 above will be the ultimate responsibility of child’s family. \_\_\_\_\_ **(Initial)**
8. THA is a nut-free facility. I agree not to bring in any of the following: peanuts and tree nuts (walnuts, almonds, pecans, hazelnuts (nutella), cashews, pistachios, Brazil nuts, pine nuts, and macadamia nuts). \_\_\_\_\_ **(Initial)**
9. I hereby acknowledge that THA will not be responsible for anything that may occur as a result of false information given at time of enrollment or thereafter. \_\_\_\_\_ **(Initial)**
10. I hereby acknowledge that THA will not be responsible for any child who has not been signed in upon arrival for the day. \_\_\_\_\_ **(Initial)**

\*Please sign below annually after you have reviewed above information

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_



### **Loss or Damage of Children's Articles**

We are not responsible for any loss or damage to children's articles. Children learn through play and many times this means getting dirty. For your protection, please label all of your child's articles.

Parent Name: \_\_\_\_\_ (Please Print)

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Sunscreen Permission**

By signing below, you authorize THA staff members to administer sunscreen that I supply to your child. I give permission for THA staff to administer sunscreen onto my child.

Print Parent/ Guardian Name: \_\_\_\_\_

Parent/ Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Diaper Cream/Ointment** (infants and toddlers only)

I give permission for THA staff members to apply diaper cream/ointment (that I supply) onto my child.

Print Parent/ Guardian Name: \_\_\_\_\_

Parent/ Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Pacifier Waiver Form**

State licensing requires infant pacifiers for every sleep cycle. Studies have shown that they reduce the risk of Sudden Infant Death Syndrome (SIDS). If you would not like your infant to be given a pacifier, please sign below. I DO NOT give permission to THA staff to give my child a pacifier.

Print Parent/ Guardian Name: \_\_\_\_\_

Parent/ Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Cot Waiver Form**

If your child is less than two years of age, I hereby grant permission for my child to sleep on a sleeping mat / cot that is provided by Tiny Hearts Academy.

Print Parent/ Guardian Name: \_\_\_\_\_

Parent/ Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**Waitlist + Registration Fee**

- Initial enrollment at THA is contingent upon space availability and receipt of completed Waitlist and Enrollment Application, \$125 non-refundable Waitlist Fee, and monthly tuition deposit.
- After first year, non-refundable annual registration fee is \$125. \_\_\_\_\_(Initial)

**Tuition**

- All tuition payments are due **prior** to care given and must be paid bi-weekly, or monthly through the Brightwheel System. \_\_\_\_\_(Initial)
- Parents must provide a two-week notice to Management for tuition rate changes upon child entering new Program, i.e. 19 months and 37 months. We recommend scheduling a calendar reminder to keep track. \_\_\_\_\_(Initial)
- Late fee of \$25 is added each week the payment is late.
- 5% discount applied for the oldest child of the family.
- Payment not received within 10 working days of the due date will result in the voiding of the contract and a loss in my child’s spot at Tiny Hearts Academy. \_\_\_\_\_(Initial)
- All tuition rates are subject to change. \_\_\_\_\_(Initial)
- As part of our enrollment process, families may choose between two tuition billing options. Please choose one (*Tuition remains the same regardless of the billing schedule selected*):
  - \_\_\_\_\_ Monthly draft via Brightwheel (1st of each month)
  - \_\_\_\_\_ Bi-weekly draft via Brightwheel (every other week)

**Pick Up + Drop Off**

- Children picked up after 5:30 pm will be charged \$3 per minute. Late pickup fee must be paid at the time of pickup in cash to the teacher who volunteered to stay with child. \_\_\_\_\_(Initial)
- **NO** drop-off after 9:00 am without prior approval. \_\_\_\_\_(Initial)

**LAKWOOD**

Monthly Tuition Payment

Age Group	5 days
Infants ( 3 - 18 months )	\$2,300
Toddlers ( 19 mo - 36 mo )	\$2,100
Preschool ( 37 mo – 5 years )	\$1,800

Bi-Weekly Tuition Payment

Age Group	5 days
Infants ( 3 - 18 months )	\$1,062
Toddlers ( 19 mo - 36 mo )	\$970
Preschool ( 37 mo – 5 years )	\$830



### **Absence & Illness**

This Policy applies to illness only. Sick children will be sent home, this includes but is not limited to: temperature of 100.4 degrees or more, vomiting, diarrhea, discharge from eyes and/or ears or unknown rashes. Any child with a fever must be fever-free without medication for 24 hours before returning to THA. If the illness persists more than two days a note from physician is required before child can return.

- There is no credit for absent days. \_\_\_\_\_ **(Initial)**
- Sick children will be sent home per the Sick Policy.
- All children must have a signed physician's record on file.
- Parents are required to provide current address and phones number(s) at all times.

### **Holidays and School Closures**

- THA will close on the following holidays: New Year's Day, Teacher Planning / Deep Cleaning Day (3rd Friday every March), Memorial Day, Juneteenth, Independence Day, Teacher Planning / Deep Cleaning Day (3rd Friday every August), Labor Day, Thanksgiving and the day after Thanksgiving, and Winter Break (dates will be emailed to families annually).
- Regular tuition payment is due for holidays and school closures (see Parent Handbook 5.7). \_\_\_\_\_ **(Initial)**
- There are no make-up days.

### **Withdrawal**

- A 4-week notice of intention to withdrawal from THA must be provided in writing. \_\_\_\_\_ **(Initial)**
- Tiny Hearts Academy reserves the right, at its sole discretion, to dismiss any customer/ child whose activities are deemed detrimental to other children, staff or THA.

### **Abuse Reporting / Anti-Discrimination**

- The Director or any other staff member shall report to Social Services as required by the law to report any neglect; suspicion of child abuse, sexual or otherwise; or endangerment for which they become aware.
- THA does not discriminate on the basis of race, color, gender, disability, cultural heritage, political beliefs, marital status, national origin, sexual orientation, or religion.

*I have read, understand, and agree to abide by the Policies and Procedures above.*

Name of Child: \_\_\_\_\_

Name of Parent/Guardian: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## **Surveillance Camera Release**

I, \_\_\_\_\_, have read and understand that Tiny Hearts Academy utilizes 16 surveillance cameras covering each classroom, entrance and playground to provide the utmost safety and security for the children.

### **Viewing**

Viewing of surveillance camera footage (either live video feed or recordings) will be conducted by authorized personnel only. All designated individuals viewing live feed and/or reviewing recorded video footage will be required to sign a confidentiality agreement to prevent unauthorized disclosure. Footage is monitored onsite as well as recorded on a secure DVR.

### **Access and Release**

The Owners and Director will have access to all real-time and recorded images resulting from video surveillance employment. Only these authorized employees of Tiny Hearts Academy may review surveillance camera recorded data. Other individuals who may have a legitimate need to view recorded video data may be permitted to do so, but only with the prior approval of the Owner of Tiny Hearts Academy. Circumstances that may warrant a review should be limited to instances where an incident has been reported/observed or for investigation of a potential crime. A request to review recorded footage must be submitted in writing, utilizing the Tiny Hearts Academy Surveillance Footage Request Form. All viewing will be recorded on a log, identifying the need to review the recording, the individuals present, and the date. The log will be maintained for a period of 12 months and is located within the office of Tiny Hearts Academy.

Due to HIPPA privacy laws, requests to view footage may be denied. If so, an authorized employee will review the incident and provide a report to the requester.

### **Storage and Retention**

Recorded surveillance camera data will be retained for a minimum of 30 days (could be longer as DVR storage capacity increases) unless required for a continuing investigation of an incident, after which the recorded data will be erased and destroyed. All recorded data will be stored on assigned secure network video recorders with secured access. Recorded data retained for investigation purposes will be strictly managed with limited access.

Name of Parent/Guardian: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Parent Handbook of Policies and Procedures

Available for review online at [www.TinyHeartsAcademy.com](http://www.TinyHeartsAcademy.com)

I, \_\_\_\_\_, have read, understand, and agree to abide by the Parent Handbook of Policies and Procedures.

### Food Program:

- To avoid choking hazards in the classroom, I agree to cut grapes in quarters, (4) small pieces.
- Per Licensing requirements, popcorn is not permitted.

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Parent/Guardian Signature

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Date



**New Child Information Form**

Child's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Sex: \_\_\_\_\_

Nickname(s) child responds to: \_\_\_\_\_

1. Reason for choosing childcare for your child:

\_\_\_\_\_

2. Family relationships: Who are the primary care givers of the child?

\_\_\_\_\_

**Brothers and Sisters:**

Name and Age

Living with the child?

\_\_\_\_\_

\_\_\_\_\_

Others living in the home:

Relationship to child?

\_\_\_\_\_

**Communication:**

What is the main language spoken at home? \_\_\_\_\_

How does your child communicate his or her needs? \_\_\_\_\_

**Diapering and Toileting:**

What is your child's diapering or toileting routine?

\_\_\_\_\_

If your child is using the toilet, please describe how you know when s/he needs to use it, and what assistance you usually provide:

\_\_\_\_\_

\_\_\_\_\_

**Eating:**

Does your child have any dietary restrictions or food allergies?

\_\_\_\_\_



What are your child's favorite foods?

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Does s/he have any strong food dislikes?

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**Sleeping:**

How does your child nap at home?

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How does your child show that s/he is tired?

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Does your child have a special routine before going to sleep?

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Does your child have a special object that s/he sleeps with or uses for comfort?

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**Developmental:**

How does your child like to be comforted?

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How does your child usually react to being separated from the people who will be dropping him/her off? \_\_\_\_\_

Are there things that your child is afraid of (i.e. dogs, loud noises)?

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How does s/he express anger or react to frustration?

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What do you do when your child does something you think is wrong or bad for your child, or when your child doesn't listen to you?

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Do any of your child's behaviors cause you concern?

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What are your child's interests? What do they enjoy doing?

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In a few sentences how would you describe your child?

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Are there any holidays or special occasions that you like to celebrate with your child? Are there any holidays you do not want your child to celebrate?

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Is there any other information that we should know to better serve you or your child?

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Name of Parent/Guardian: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_