

Gordon Street Center  
Child Development Center  
441 Gordon Street  
Jefferson, GA 30549  
706-367-2341

Dear Parent:

We are excited about your interest in the Jackson County School System Employee Child Development Center. **To reserve your child's space, please return the completed Childcare Application to the Gordon Street Center front office staff along with a \$50 non-refundable deposit.** The deposit must be paid when submitting your application to reserve your child's space.

The cost is \$135.00 per week child and you will only be charged when school is in session (not during Thanksgiving, Christmas or Spring break or if the school is closed for a holiday or weather). Please remember that our Child Development Center is self-sufficient and we do not receive any type of funding from the school system. Our fees cover all employee salaries, benefits and supplies and meals for the children. Snacks must be provided by parents.

**We will begin accepting applications after Spring Break.** We encourage each of you to visit our classroom anytime our classroom is open. Any questions or concerns may be addressed to Ms. Alba Melton, Child Development Director or Mrs. Mary Ann Hale, Gordon Street Center Principal at 706-367-2341.

Sincerely,

*Alba Melton*

Alba Melton  
Child Development Director

*Mary Ann Hale*

Mary Ann Hale  
Principal  
Gordon Street Center

For Office Use:  
Date Received \_\_\_\_\_  
Time Received \_\_\_\_\_

Deposit Received/Receipted \_\_\_\_\_  
Staff Receiving Application \_\_\_\_\_  
(Initials)

**Jackson County School System Employee Child Development Center Application**

Full Name of Child \_\_\_\_\_ Age \_\_\_\_\_

Name Child wishes to be called \_\_\_\_\_

Birth date \_\_\_\_\_

Parents' Names \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ Zip Code \_\_\_\_\_

Father's Employer \_\_\_\_\_ Business Phone \_\_\_\_\_

Mother's Employer \_\_\_\_\_ Business Phone \_\_\_\_\_

Names and Ages of Brothers and Sisters \_\_\_\_\_

\_\_\_\_\_

Other Permanent Members of Household \_\_\_\_\_

\_\_\_\_\_

Child's Physician \_\_\_\_\_ Phone \_\_\_\_\_

**In case of EMERGENCY, if a parent cannot be located, please contact:**

Name \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

**Childhood Disease (check all that apply):**

\_\_\_\_\_ Chicken pox                      \_\_\_\_\_ Mumps                      \_\_\_\_\_ Measles  
\_\_\_\_\_ German measles                      \_\_\_\_\_ Whooping Cough                      \_\_\_\_\_ Scarlet Fever

**Allergies** \_\_\_\_\_

**Other physical problems or information that you think the Child Development Center Director should know:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Names of people other than you who may pick up your child** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Jackson County School System Employee Child Development Center Application  
and Parent Agreement/Statement of Understanding**

1. Payment of \$135 or \$130.00 per week. Payment must be kept current. Payment is due at the first of the month for that month. Fee is expected even though the child may be absent for an extended period of time in order to hold the child's space. **Any day that the center is open, payment is expected. When school is closed, the center is closed; therefore payment is not expected.**

Parent signature: \_\_\_\_\_

2. Each child should have a complete change of clothing at the center. Clothing should be marked with the child's name.

Parent signature: \_\_\_\_\_

3. A child shall not be accepted nor allowed to remain at the center if the child has the equivalent of a 99.6 fever or higher and/or contagious symptoms, such as but not limited to: a rash, diarrhea, sore throat or signs of infection. If these symptoms occur while your child is at the center, they will need to be picked up immediately upon notice. Your child may return after 24 hours with no reoccurring symptoms. If a physician is treating your child, he/she may return earlier with a doctor's release, but if your child is miserable, he/she should be at home. Please report all illnesses to the center director. All communicable diseases must be reported and the child must be excluded from school until released by a doctor. All parents will be notified of any communicable diseases to which your child may have been exposed. Sick children should be kept at home until any illness is over.

Parent signature: \_\_\_\_\_

4. Medication will be administered only if a Medical Authorization Form is filled out completely. **NO MEDICINE WILL BE ADMINSTERED IF IT IS NOT IN THE ORIGINAL PRESCRIPTION BOTTLE OR OVER THE COUNTER CONTAINER.** One of the childcare staff will gladly give your child their prescription breathing treatments if the child requires more than two breathing treatments a day.
5. Time of operation: Arrival time---7:00 am. Departure time---4:45 pm, Monday through Friday. Children should be delivered and picked up following this schedule. If you pick your child up after 4:45 pm, you will be charged \$2.00 per minute you are late.

Parent signature: \_\_\_\_\_

6. Please notify the center when your child is going to be absent or late.
7. Personal toys should be left at home.

8. Current immunization records must be on file at the center no later than the end of the first week they are in the childcare center. The only way your child can be enrolled in the program without having “**all**” immunizations current is by submitting a medical exemption from your doctor (must be updated yearly) or a written affidavit made under oath before an authorized magistrate or officer which certifies that the required immunization conflicts with the religious beliefs of the parent or guardian. All children born on or after January 1, 2006 who are attending a childcare facility must have proof of protection against hepatitis A disease (vaccination or serology). Requirements for hepatitis A, hepatitis B, measles, mumps, rubella and varicella vaccines may be waived with serologic proof of immunity

Parent signature: \_\_\_\_\_

9. Should you decide to withdraw your child from the childcare center, a two-week notice is required and payment is expected for the two week period.
10. We want your child to have a pleasant experience. We believe that with developmentally appropriate activities, toys and expectations we will have fewer discipline problems.
11. Should the instructor feel that a child cannot adjust to the program or is having difficulties while in the program that are out of the norm , a meeting will be held to discuss options. If a child’s behavior is such that he/she requires constant attention by the instructor, and “time-out” and all other attempts have been ineffective, the school may request that the child be removed from the program. One-on-one care by the childcare provider on an ongoing basis is not an option. If the situation can’t be resolved satisfactorily for all parties, the center will give a one-week notice, if possible, before withdrawing the child. Our county provides special help to children that are 3 or 4 years of age if they are not able to be successful in our program, if the parents choose. For children under 3, help can be obtained through “Babies Can’t Wait.

Parent signature: \_\_\_\_\_

12. If your child becomes unruly or so disruptive that the class instruction can’t continue, the parent will be called to pick up the child for the day. The child may return to the center after a parent meeting has been held.

Parent signature: \_\_\_\_\_

13. Discipline Time-Out Policy: We encourage all children to verbalize their feelings and not to use violence to solve problems. If a child breaks a major rule such a biting, kicking, hitting, or throwing things, he/she will be sent to the thinking chair (time-out) for the age appropriate time (limited to age x 1 minute and used as little as possible). Time out is used as a means of a cool down time for a child who has lost control. We will not emphasize the child's negative behavior. We will encourage the positive behaviors. No spanking will be administered to the children by any childcare instructor or high school student intern.

Parent signature: \_\_\_\_\_

14. All formula, bottles, pacifiers, diapers, wet wipes and baby food will be provided by the parents.

15. The school will make every possible effort to prevent accidents and will make an accident report, if necessary. In case of an accident, the staff and school will not be held liable.

16. A paid staff member will be in each childcare room from drop-off to pick-up time every day. During the school year a Jackson County High School student who is enrolled in the Early Childhood Education class may assist the staff.

17. Children will remain in the age group in which they start the school year unless space opens up in the next age group.

18. Your will receive a receipt for each payment that you make. The tax ID number that is needed to claim childcare on you taxes is #58-6000266. Please keep all receipts you receive for tax purposes.

19. If you have problems or concerns please contact the Child Development Center Director, Ms. Alba Melton.

### **PHOTO RELEASE FORM**

I give childcare staff members and Gordon Street Center staff members' permission to take pictures/videos of my child to be used for educational and publicity purposes.

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

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

**TREATMENT WAIVER**

We, the parents of \_\_\_\_\_, give the employees of the Gordon Street Child Development Center permission to acquire emergency medical treatment for my child if needed. We understand that all efforts will be made to contact us first.

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

I have read and agree with the Parent Agreement and Statement of Understanding:

Name of child: \_\_\_\_\_

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

## INFANT CARE

Babies are very special to us. We offer a loving, caring environment where nurturing and physical affection are given freely. We are dedicated to maintaining strong bonds of warmth and security. We are also strongly committed to meeting your child's physical, psychological, and emotional needs while your infant is in our care. We will strive to keep communications open and meet all your expectations.

Please provide your child with the following items:

Formula premixed in labeled bottles (no glass), disposable diapers (cloth diapers are not allowed), wipes, baby food, at least two changes of clothing, bulb syringe, infant Tylenol and a thermometer. Optional items—ointments, mobiles, bed toy and blankets.

Extra supplies may be left in your child's bin.

Children will be allowed to eat and nap on their own schedule. Ms. Melton will discuss your child's schedule with you.

Infants are held during bottle feeding. When an infant or toddler shows evidence of wanting to feed themselves, he/she will be encouraged to do so.

We want you to feel welcome in our classroom and invite you to visit our classroom anytime our classroom is open. If you have any questions or concerns, please ask the teacher. You may call and check on your child any time.

## TODDLER CARE/PRE-SCHOOL

Toddler/Pre-School children are a very special group of children who are unique in every way. Individual development and growth are key concepts in our toddler program. Self-help skills such as feeding themselves, potty training, dressing, independence and self-confidence are fostered in our young toddlers. We offer activities for toddlers to explore their world through art, music and creative movement in a challenging and stimulating environment. They will be encouraged to explore our world through touch, smell and use of language.

Please provide your child with the following items:

Disposable diapers (cloth diapers are not allowed), pull-ups are preferred over disposable diapers for potty training introduction, wipes, shoes and at least two complete changes of clothing. We also ask that you bring your child a blanket they may keep at school for nap time. We will wash them once a week unless they get soiled before that. **NO TOYS OR STUFFED ANIMALS ARE ALLOWED.**

Breakfast is scheduled between 8:00am-8:30am, lunch at 11:00am and a snack at 3:00pm. Children will start to transition from a Sippy cup to a regular cup. The Center will provide lunch. Breakfast and snacks must be provided by the parents.

Children should be dressed in play clothes. We experience many messy situations such as outside play, gluing, painting, etc. During warm weather months, please do not allow your child to wear open-toed shoes or crocks which often slip off and could be potentially dangerous for your little one when playing outside. If you would like your child in something special for the end of the day, please notify the childcare worker in the toddler room.

To help your child develop good verbal skills, we encourage the children to put their pacifiers in their cubby along with anything else they may bring for nap time.

In this class we will begin introducing children to the potty. We do not encourage pushing a child who is not ready as each child will progress at their own pace. Please leave your child in disposable diapers (pull-ups) until you ready to permanently change your child into cloth underwear here and at home.

We want you to feel welcome in our classroom and invite you to visit our classroom anytime our classroom is open. If you have any questions or concerns, please ask the teacher. You may call and check on your child any time.