

# **The Continuum Carousel Admission Forms**

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## Instructions

1. Please print out the forms and fill them out completely. Print legibly.
2. Please feel free to call for assistance. Ask for Vicki Matthews.
3. **After completing the forms, you may fax, mail or bring them to the address below.**
4. Thanks for your cooperation. This information will be kept confidential.

The Continuum  
3700 Grant Drive, Suite A  
Reno, NV 89509  
775-829-4700  
775-829-4710 (fax)  
carousel@thecontinuum-reno.com



## **Carousel**

***“Where children develop as individuals while becoming part of the community”***

### **Philosophy**

The purpose of Carousel is to provide quality, dependable care for children through recreational, education, and cultural activities in an environment designed to promote the general well-being and growth of each child.

Play is the main educational process of our school. We believe strongly in the philosophy that a child's play is a child's work. It is the major ingredient of learning and the natural activity of young children. Play develops and rewards creativity, confidence, and social ability. The intellectual, emotional, and social responses developed through play provide the natural foundation for future learning.

Carousel is designed to have a healthy learning and growing environment with a variety of stimulating materials. We provide experiences that develop a problem solving, creative thinking, and pro-social behavior. We believe in providing a positive, warm and loving environment, in which children can learn and feel secure. We recognize the uniqueness of each child and treat all children with dignity and respect that should be accorded all human beings.

The intergenerational process in which both ends of the age continuum come together, has demonstrated a learning and healing process for all people involved. Our intergenerational Coordinators develop monthly themes and activities bringing the children and adult day clients together in a supervised environment. By bringing together and creating relationships that transcend stereotypes, we believe lives are enriched.

Our program includes children with disabilities. We believe that diversity is another learning component valuable to a child's development.

We strongly believe that these early years in a child's life are critical and each individual deserves the best start in life that we can give him or her. We recognize that each child is part of a family unit and ideas, concerns, and comments from the family are encouraged and welcomed. Thank you for your cooperation and your confidence. We look forward to working with you and your child.

## Why Would Carousel Be The Best Place For My Child?

- Children are respected for their individuality and valued for who they are. The Carousel Staff has a strong commitment to *each and every child*.
- The Carousel is a small, family style childcare center, and throughout the day under close supervision, the infants and toddlers are able to come together (just like a family!). Siblings can interact with each other and children who do not have siblings can experience what having brothers and sisters are like!
- The Children are in a safe, caring environment. And although the children have their own setting, they are also a part of The Continuum Community. In addition to the Carousel Staff, other staff are also trained and licensed. The Children are actually a part of ***our extended family***. The children participate in many Continuum activities-helping to collect food for the Northern Nevada Food Bank, participating in creating Easter Bonnets, and Trick or Treating.
- With our ***intergenerational program***, children have the opportunity to interact with clients from our adult day program. They really have a lot of “grandmas and grandpas” to hug and share experiences.
- ***Our program also includes children with disabilities***. We have collaborated with Nevada Special Children's Clinic and are part of a demonstration project called the “**Leap Program**”. This program is structured to ensure that throughout the day all of our little ones (typically developing and with disabilities) have activities with specific goals. This program utilizes work/play centers. For example, our reading center allows our children a quiet space to read or look through a large variety of books. This collaboration with Special Children's Clinic gives us a child development / learning specialists as consultants. We also have access to their materials and equipment library enabling us to rotate these “**state of the art**” materials within Carousel. A Series of parenting classes will be taught by these consultants – at no charge to our parents.
- We also have a lot of activities for our infants and toddlers. You will often hear specifically designed music, or a Bach or Mozart video. It's wonderful to watch the little ones as they look and listen. Although the tapes are age designed for infants we have noticed the older children are also quite interested!
- Our Occupational, Physical, and Speech therapists all have expertise in child development. They share their knowledge in assisting the Carousel Staff and are always available to consult with our parents who may have concerns about the development of their child or children.
- We are always searching for ways to enhance our children's learning experiences. Continuing education for our staff is encouraged and paid for by The Continuum.
- And our course, family input is encouraged and welcomed. We appreciate having participation and ideas. Many of our intergenerational celebrations are enhanced when parents participate.

## Schedule/Enrollment/Attendance

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### Carousel Schedule

Carousel is open each day, Monday through Friday. Operation hours are 7 a.m. to 6 p.m. Carousel is closed the following holidays:

New Year's Day	Nevada Day
President's Day	Thanksgiving Day and the day after
Memorial Day	Christmas Day
Independence Day	Labor Day

Carousel enrolls children from zero to eighteen years of age. Although most children are on a full or part-time schedule, we do accept drop-ins if space is available.

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### Enrollment Requirements

We practice the policy of open enrollment. Children are admitted to our program as space requirements permit without regard to race, religion, or national origin. Similar non-discriminatory practices are followed in hiring our staff.

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### Probationary Period

Each child is initially on a three-month probationary period at the time of enrollment in order to determine if this is a proper place for the child. At Carousel we provide a safe, peaceful atmosphere for children and reserve the right to dismiss a child who is disruptive to this environment.

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### Change of Schedule Requests

Enrollment days must remain the same for at least a thirty (30) day period. Two weeks notice must be given for a change request. We cannot guarantee space will be available in the new desired time slot, however, we will do our best to meet your needs.

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### Immunization Record & Child Health Form

- Immunization Record (white card), must be obtained from the Washoe County Health Department or your child's pediatrician, by parents and returned to the Carousel before the child's first day of attendance.
  - We must have the medical form signed and dated by your child's physician and submitted no later than one month after your child's start date.
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## **Substitute Days**

Nevada State and Washoe County law limits the number of children per teacher. Therefore, it is necessary that your child attend only on his/her specified days. We are unable to allow for make-up days for the time absent. Our fee is set to cover expenses operating at full capacity. There are not refunds for absent days.

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## **Extra Days**

Children enrolled less than five (5) days a week can also attend extra days, provided that the Carousel has room to accommodate them. Those enrolled for half days can remain for lunch or all day if extra service is needed. You will be charged an hourly rate. The Director should be contacted for prior approval and for a quote of additional charges, please see the fee schedule.

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## **Holidays**

There is no fee reduction for celebrated holidays. Our rates are predetermined whether the Carousel is open or closed, to include the overall operating costs for these days. Holidays may be taken as vacation days.

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## **Vacation Days**

During the three-month probationary period full tuition is charged, regardless of days absent. Two times the weekly scheduled days are allowed as vacation days in a year. For example, if your child's current schedule is one (1) day a week, two (2) vacation days are given; two (2) days a week, four (4) vacation days are given, etc. A year is defined as the twelve (12) month period beginning the day of enrollment. Unused vacation days CANNOT be carried over the following year. The unused allotted vacation credit CANNOT be deducted from any fee due. A WRITTEN NOTICE must be received by Carousel at least one week PRIOR to the vacation, if you wish to apply your vacation credit. A vacation form may be obtained by any staff member in Carousel.

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## **Withdrawal Requirements**

A written notice must be received by Carousel two weeks prior to withdrawal. If notice is not given, you will be billed for tuition up to the two weeks charges.

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## **Payment Policy**

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Tuition is to be paid in FULL on MONDAY each week (or the first day of every two week period, depending on how you wish to pay). If tuition is not paid by Wednesday, a \$15.00 late fee will be assessed. If payment is not received by Thursday, your child will not be permitted to attend Carousel until the tuition is paid in full. Please be informed that if your child's enrollment is terminated due to non-payment the withdrawal policy still applies.

For your convenience we accept Cash, Check, Money Orders, and/or Visa/Mastercard. There will be a \$25.00 Noon-sufficient funds fee for all returned checks, in addition to a \$5.00 handling fee. If two checks are returned, you will be asked to pay tuition in cash or by money order.

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### **Late Pickups**

It is important that children be picked up no later than 6 p.m. You will be charged \$1.00 per minute for each minute after 6 p.m. If this becomes a chronic problem, dismissal from the program may be necessary.

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### **Snow Days**

There is no fee reduction for snow days (or other catastrophic events that could cause Carousel to close).

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### **Sign In and Sign Out**

It is the policy of Carousel to have the parents sign their child into the child care center in the morning and out at the close of the day. There is a daily log in the classroom for this purpose. If the parent is unable to pick up their child, only persons listed on the emergency card will be allowed to remove the child from Carousel. Any other situation will require a phone call from the parent (i.e., unforeseen problems, going home with another child, etc.)

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## Health Policy

It is the parent's responsibility to know that their child is well before bringing him/her to the Carousel each day. For the sake of all children (including your own), please keep your child home if he/she is ill.

Children should be kept home for the following illnesses:

- **Respiratory Illness and Colds:** Children with runny noses will not necessarily be excluded from the Carousel. However, if the mucus is profuse and cannot be controlled by normal wiping, the child may be excluded at the discretion of the director.
- **Diarrhea:** Children should not come to the Carousel if experiencing diarrhea. If more than one observation of diarrhea is noted at the Carousel, a parent will be called and asked to take the child out of the Carousel.
- **Fever:** Children with fevers **MUST** be free of fever for twenty-four (24) hours before returning to the Carousel. **A fever is considered anything of 100 degrees or higher.** However, if your child is running a low-grade fever and appears lethargic, the child may be excluded at the discretion of the director.
- **Conjunctivitis (pink eye):** Children must see a doctor and may return to the Carousel after twenty-four (24) hours of treatment.
- **Other Symptoms:** The following conditions may warrant exclusion or special attention: earaches, ear drainage, unusual listlessness, red or watery eyes, unexplained rashes or sores, difficulty in breathing, vomiting, headaches, or croupy coughs.

If your child is not well enough to participate in all normal activities, he or she may be excluded at the staff's discretion. This includes normal outdoor play.

If your child has symptoms of illness during the day, he/she may be isolated and you will be called. This may result in your child being sent home. It is very important that all telephone numbers and emergency contacts be kept up to date. If, after being signed in, a child must be removed from the Carousel due to illness, full tuition will be charged for that day, regardless of the time of day the child was removed.

Medications can be given at the Carousel with a written doctor's order. Written instructions for the medication must be given to a staff member on a daily basis. This should be done at the time your child is signed in.

## General Information

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### Rest / Quiet Time

Each child will rest or nap for some designated period of time every day. Depending upon their age and need, children are expected to nap or rest quietly on mats.

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### Lunch and Snacks

Carousel will meet the child's nutritional needs for the part of the day, which he/she spends here by providing mid-morning and mid-afternoon snacks. Parents must bring a nutritional lunch for each child every day the child attends Carousel. We do not have appropriate lunch food if a lunch is forgotten.

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### Infant/Toddler

Please remember to bring everything your child will need for the day, i.e., formula, food, diapers, wipes, etc.

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### Outside Play

We expect all children to participate in all outdoor activities unless there is a medical reason for remaining indoors. **Everyday** there will be some time spent outside each day, therefore, please anticipate weather conditions and dress your child accordingly.

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### Clothing

Children's outer garments should be clearly marked with your child's full name. Please dress your child in washable and comfortable play clothes which he/she can manage as much as possible. We also request that you bring one complete set of extra clothing (two sets if necessary), in a bag, marked with your child's name. Please put your child's name on all items. Carousel cannot be responsible for lost clothing or other items that have been brought from home.

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### Field Trips

Field trips and nature walks are considered an integral part of the educational program and will be taken periodically to nearby places such as stores, libraries, the fire station, etc. Responsible adult supervision is provided for these excursions. The Carousel will give parents advance notice of these trips. Your permission for your child to participate in such excursions is part of this agreement.

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## **Photographs**

Photographs of children participating in Carousel programs may be taken from time to time and may appear in newspapers, magazines, brochures, or other publicity materials. Your permission for photographs including your child is to be used without compensation is part of this agreement.

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## **Parent Participation**

We invite you to visit Carousel at any time and want you to feel free to ask questions. Please consult with the Director or your child's teacher should any problems arise concerning your child whether at home or at school. Individual parent-teacher conferences can be scheduled upon request. We seek your active involvement as parents in Carousel programs, particularly in following your child's progress. We strongly encourage you to participate in parent meetings scheduled periodically during the year. We also encourage you to take advantage of opportunities for daily contact with Carousel's Director and teachers. We want your contribution of ideas to enable us to have an even higher quality program.

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## **HIPPA**

HIPPA is the Health Insurance Portability and Accountability Act. We, at Carousel, have a unique environment with the speech, physical, and occupational therapists of The Continuum. It is very important that patient information is kept private. It is possible that a child from Carousel may be treated for therapies at The Continuum. This is confidential and protected information, therefore you as a parent must be aware that you may not repeat any private information that would be protected by this act. If you would like a copy of The Continuum's HIPPA Policies, please request one from the front desk or the billing department.

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## Sample of the Carousel Daily Schedule

7:00 a.m. - 8:30 a.m.	Children arrive/open activities for play
8:30 a.m. - 8:45 a.m.	Story-time
8:45 a.m. - 9:30 a.m.	Art and projects with free play
9:30 a.m. - 10:00 a.m.	Music and movement
10:00 a.m. - 10:30 a.m.	Adult Day for special activities
10:30 a.m. - 10:45 a.m.	Circle time: songs, calendar, story, and daily discussion
10:45 a.m. - 11:45 a.m.	Outside time
11:45 a.m. - 12:30 p.m.	Lunch
12:30 p.m. - 2:30 p.m.	Nap time
2:30 p.m. - 3:00 p.m.	Up from nap/bathrooms
3:00 p.m. - 3:15 p.m.	Group time with music
3:15 p.m. - 3:30 p.m.	Adult Day for snack
3:30 p.m. - 3:45 p.m.	Story time
3:45 p.m. - 4:45 p.m.	Outside time with movement
4:45 p.m. - 6:00 p.m.	Children depart/music and quiet activities

***This is only a sample and is subject to change.***

## Carousel Registration Form

Child's Name \_\_\_\_\_ Age \_\_\_\_\_ Start date \_\_\_\_\_  
Birthdate \_\_\_\_\_  
Mother's Name \_\_\_\_\_ Phone \_\_\_\_\_  
Home \_\_\_\_\_ Work \_\_\_\_\_  
Father's Name \_\_\_\_\_ Phone \_\_\_\_\_  
Home \_\_\_\_\_ Work \_\_\_\_\_  
Child's Address \_\_\_\_\_

In case of an emergency or inability to contact the undersigned parent, you are hereby authorized to contract:

\_\_\_\_\_  
Name/Relationship Address Phone

\_\_\_\_\_  
Name/Relationship Address Phone

Child's Allergies \_\_\_\_\_  
Other Problems? Explain \_\_\_\_\_

Special Needs \_\_\_\_\_

In case of emergency and inability to reach the parents or authorized persons mentioned above, Carousel has my permission to call Doctor \_\_\_\_\_  
Phone # \_\_\_\_\_, or call 911 for services.

Persons authorized to pick child up:

\_\_\_\_\_  
Name/Relationship Address Phone

\_\_\_\_\_  
Name/Relationship Address Phone

Tuition \$ \_\_\_\_\_/per week

Days of Enrollment: Monday Tuesday Wednesday Thursday Friday

Hours of Attendance: \_\_\_\_\_ a.m. to \_\_\_\_\_ p.m.

I have read and understand Carousel policies and I agree to adhere to all policies set forth by this facility.

\_\_\_\_\_  
Parent/Guardian Signature Social Security Number Date

## All About Me and My Family

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

Birthdate \_\_\_\_\_  
Phone \_\_\_\_\_

Parents Are: Together  Divorced  Separated  Widowed

Special Family Situations: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Mother

Name \_\_\_\_\_  
Occupation \_\_\_\_\_  
Work Address \_\_\_\_\_  
Work Schedule Mon Tue Wed Thur Fri  
Please circle days worked

SSN \_\_\_\_\_  
Employer \_\_\_\_\_  
Work Phone \_\_\_\_\_  
Hours \_\_\_\_\_

### Father

Name \_\_\_\_\_  
Occupation \_\_\_\_\_  
Work Address \_\_\_\_\_  
Work Schedule Mon Tue Wed Thur Fri  
Please circle days worked

SSN \_\_\_\_\_  
Employer \_\_\_\_\_  
Work Phone \_\_\_\_\_  
Hours \_\_\_\_\_

In addition to parents, who resides in the same household with the child?

\_\_\_\_\_  
Name

\_\_\_\_\_  
Relationship to Child

\_\_\_\_\_  
Name

\_\_\_\_\_  
Relationship to Child

\_\_\_\_\_  
Name

\_\_\_\_\_  
Relationship to Child

\_\_\_\_\_  
Name

\_\_\_\_\_  
Relationship to Child

\_\_\_\_\_  
Name

\_\_\_\_\_  
Relationship to Child

Continued

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FOOD

Dislikes \_\_\_\_\_

Allergies \_\_\_\_\_

Special Habits \_\_\_\_\_

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SLEEP

Usual Nap Time \_\_\_\_\_ How long? \_\_\_\_\_

Special Nap Time Needs \_\_\_\_\_

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POTTY TRAINING \_\_\_\_\_

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Other things we should know:

Previous childcare experience? \_\_\_\_\_

Any special problems? \_\_\_\_\_

Any special fears? \_\_\_\_\_

Is your child shy, outgoing, other? \_\_\_\_\_

Any special activity that they enjoy? \_\_\_\_\_

A special toy at home? \_\_\_\_\_

Is there any other information that you feel we should know?

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Parent/Gurardian \_\_\_\_\_ Date \_\_\_\_\_