

Focus Point Education Academy

13074 Edna Brake Lucas Dr.
Montgomery, AL 36117

Operational Policies and Procedures

Mission & Purpose

Our Mission, purpose, and commitment is to create focused and productive individuals who are prepared for the real world and possess the skills to be highly-functional in their surroundings, while developing an understanding and respect for God, creating a safe Christian environment, in the Montgomery, Pike Road, and surround areas.

Focus Point provides the necessary foundation and skill set to enhance and influence creativity and development while creating self-awareness and confidence. We are especially devoted to the moral, intellectual, physical, and most importantly, spiritual growth and maturation of each student. We want to create a natural curiosity for learning and exploration in a safe environment created for growth.

Focus Point is committed to taking a leadership position in child care services, higher learning, community service, and cultural diversity. Our mission is to generate and guide activities towards the success and growth of everyone we encounter.

Hours and Fees

We make every effort to keep tuition and fees affordable. However, when our costs rise, we are sometimes forced to pass along the increase to our families. If tuition increases or hours of operations change, we will provide a timely notice to parents in writing 30 days prior to the change.

Hours of Operation

Full-time care hours: 7:00 a.m. until 6:00 p.m.

Monday – Friday

January – December

Focus Point Education Academy will acknowledge and observe the following Holidays

The Center will be closed on the following days:

Independence Day – Jul. 4th

Labor Day – Sept. 3rd

Veteran's Day – Nov. 11th

Thanksgiving Break – Nov. 21st – 23rd

Christmas Break – Dec. 24nd – 28th

New Year's Day – Jan. 1st

MLK Day – Jan. 21st

President's Day – Feb. 18th

Good Friday – April 19th

Memorial Day – May 27th

Juneteenth – June 19th

** Holidays that land on Saturday or Sunday will be observed on an alternative day or days during the week before or after the holiday. Anytime the center will be closed a notice will be posted as a reminder.

Enrollment Forms

Parents are responsible for completing enrollment forms *prior to care*. Forms include a Registration Form, Teacher Information Forms, Infant & Toddler Supplemental Form, Health Forms, Permission Form, Discipline Form, Acceptance Letter Confirmation, and a Child Release Form.

The Registration Form contains all the general information needed to enroll your child at the center. Some of the information is required by the Alabama Department of Human Services, which licenses our facility. All of the information is essential to the well-being and safety of your child. You must completely fill in all areas of the form(s), sign, and return them to the Focus Point Education Academy at the time of enrollment. The Teacher Information Form asks a number of detailed questions about your child's background and interests. It is used by the teachers to get to know their children. In addition, for children entering an infant or toddler classroom, an Infant or Toddler Supplemental Form may also be required.

The Health Form includes questions about your child's immunizations, disease history, and medical needs. If you have any additional medical concerns, please talk to your child's teacher or one of the Center Director. This form must be signed by your child's physician. We must have this form signed and on file prior to your child's enrollment in the Center. With this form, we also need a copy of your child's immunization records. If your child is in need of regular medications a signed letter from you, your doctor and the medicine from a pharmacy, with original labels, must be on file at the time of administration.

After ALL REQUIRED paperwork is received each family will be scheduled for an interview with our Admissions Counselor. The Admissions Counselor/Center Director will then meet and decide on acceptance to Focus Point Education Academy. Focus Point Education Academy does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. If accepted an entrance test may be required so that we can access where the child should be placed.

Tuition and Fees

Tuition is based on facility and staffing that we must have available in order to care properly for your child. Therefore, if your child does not attend for any reason, tuition is NOT reduced. No reduction is given for unexpected closings, holidays, severe weather closings, absences, vacations, or domestic problems.

Tuition is payable in advance. Parents may pay for the entire month, or they may pay ½ of the month's tuition on the 1st, and pay the other ½ by the 15th. If you choose to pay weekly, payments are due every Monday. Payments are considered late on the 1st working day after the due date. A fee of \$5.00 will be assessed for each day payments are received late.

Monthly tuition is calculated using the weekly fee x 4

Tuition is based on the classroom, not on the child's actual age. For example, your child may turn three while still in the classroom which maintains a teacher/child ratio of a classroom with two-year old's. In that case, you would be charged the two-year old's tuition until your child moves up to the three's class.

Full-time tuition is:

<i>Infants 6 weeks to 18 months (Room 1)</i>	\$162.00 weekly	\$648.00 monthly
<i>Toddlers 18 months to 2.5 yrs. (Room 2)</i>	\$150.00 weekly	\$600.00 monthly
<i>24 months to 36 Months (Room 3) Potty Training</i>	\$146.00 weekly	\$584.00 monthly
<i>2.5 yrs. to 4 yrs. old (Room 4)</i>	\$140.00 weekly	\$560.00 monthly
<i>4 yrs. to School Age (Pre-K - Kindergarten Room)</i>	\$135.00 weekly	\$540.00 monthly
<i>School Age 1st – 5th Grade (Various)</i>	\$125.00 weekly	\$500.00 monthly
<i>Alabama Virtual Students (Distant Learning Room)</i>	\$100.00 weekly	\$400.00 monthly

Part-Time / Flex Care

- With our Flex Care program, you can purchase child care days in advance to use, as you need them – all year long. You get reliability and flexibility, and your child gets to experience our proven curriculum in a fun, safe and secure environment.

Flex Care is the perfect solution for those who:

- Need care over holidays and/or school breaks
- Work part-time
- Have an irregular schedule
- Stay at home but need an occasional "day off"

You can purchase prepaid cards in five-day increments through your school, and each is good for one full year. There is no limit to how many days you can purchase in advance. As an added bonus, the registration fee is ½ price, only \$35 at the time of your first purchase. After completing the enrollment paperwork and purchasing your days, just call 24 hours in advance to reserve your spot.

You can use your Flex Care cards all at once, or one day at a time.

Flex Care can also be used during our summer program – if you are only looking for occasional summer care, these prepaid cards are a great way to keep your kids active, safe, learning, and having fun. We're there for you when you need us!

Part-Time (4hrs. or Less) / Flex Care Rate:

<i>Infants 6 weeks to 18 months (Room 1)</i>	<i>\$20.00 PT (> 5 hrs.) Daily</i>	<i>\$35 Daily</i>
<i>Toddlers 18 months to 2.5 yrs. (Room 2)</i>	<i>\$17.00 PT (> 5 hrs.) Daily</i>	<i>\$30.00 Daily</i>
<i>24 months to 36 Months (Room 3) Not Potty Trained</i>	<i>\$17.00 PT (> 5 hrs.) Daily</i>	<i>\$30.00 Daily</i>
<i>2.5 yrs. to 4 yrs. old (Room 4)</i>	<i>\$15.00 PT (> 5 hrs.) Daily</i>	<i>\$28.00 Daily</i>
<i>4 yrs. to School Age (Pre-School Room)</i>	<i>\$15.00 PT (> 5 hrs.) Daily</i>	<i>\$27.00 Daily</i>
<i>Alabama Virtual Students (Distant Learning Room)</i>	<i>\$12.00 PT (> 5 hrs.) Daily</i>	<i>\$20.00 Daily</i>

In addition to tuition, the Center has the following required fees:

At the time of Enrollment: biennial non-refundable registration fee of **\$70.00** is required.

Once Accepted: an acceptance letter is mailed to the parent(s) / guardian(s) and a deposit of is due to hold your child's spot, this is **non-refundable** and will be applied to your child's final two weeks if proper notification is received.

Other Fees: \$25.00 Annual Nap Mat fee.

\$10.00 per child quarterly material fee of is charged in **August, November, February, and May.**

Also, the Center has the following fees which are incurred in certain situations:

- Transportation Services Fee \$35.00 per week. (Pick up location will be disclosed following enrollment.) Pick up is at 6:30 - 6:45 each morning and Drop off is at 5:15 -5:30 each evening.
- A late pickup fee of \$15.00 is incurred for every 15 minutes (or portion thereof) that a parent is late in picking up a child, from the Focus Point Education Academy facility, past the designated pickup time. The pickup time from the facility is 6 p.m., Pick up for those using transportation services is 5:15 p.m. - 5:30 p.m.
- A returned check fee of \$35.00 is assessed for every check or electronic withdrawal returned by your bank. In addition, if the return causes your payment to be late, you are also assessed the appropriate late payment fee.

Before School / After School Care

Morning Stars Program

FPEA's Morning Stars program offers early morning care for families Monday - Friday. Morning Stars is designed for the families who need to get to work earlier than your typical employee. Each morning there will be a highly trained and qualified staff member there to care for the children in the morning care program. They will ensure the quality of care for each child is impeccable; overseeing their well-being and getting them prepared for transportation, if required to attend another school.

Spotlight Program

To compliment the Morning Stars program, Focus Point also provides the Spotlight Program, or after school care, which gives necessary attention to each student, including tutoring, homework assistance and topic centered enrichment for all children K-12. Our Spotlight Program also has highly trained and qualified staff members there to care for the children in need each afternoon.

Rate – FPEA Location

Morning Stars - \$25 weekly

Spotlight Program - \$50 weekly

Morning Stars & Spotlight - \$65 weekly

Chain of Concern

When you have a concern, question, or comment, you should consider your child's teachers as your first resource. They are usually able to answer questions, not only about classroom procedure, but also more general questions about child development. If you have a question or concern which your child's teachers cannot address, or if you feel more comfortable talking to someone else, please feel free to schedule time to speak with the Director or Assistant Director.

Non-discrimination Policy

The Center follows Title VI of the Civil Rights Act of 1964 (Public Law 88-352), The Age Discrimination Act of 1975 (Public Law 94-135), and the Rehabilitation Act of 1973 (Public Law 93-112). This is an equal opportunity program. No person, in the United States shall, on the grounds of race, color, national origin, age, sex, disability, political beliefs, or religion, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination. If you believe you have been discriminated against because of race, color, national origin, age, sex, a disability, political beliefs, or religion, you may lodge a complaint against Focus Point Education Academy by immediately writing and/or calling the Civil Rights Department, Alabama Department of Human Resources, Center for Communications, Gordon Persons Building, Suite 2104, 50 North Ripley Street Montgomery, AL 36130, Phone: (334) 242-1550.

Arrival Sign In & Departure Sign Out

Parents are required to sign the attendance sheet upon arrival and departure. Every child must be signed out. As a result, no child will be released from the playground area. Our responsibility begins when you place your child in the care of a staff member and ends when you take him/her from the care of a staff member. Please do not allow your child to wander off unattended or leave the building ahead of you. For safety purposes, only those listed on the enrollment forms as designated person for pick up will be permitted to leave with your child/children. If a circumstance should arise for someone other than those on your list to pick up your child/children, you will need to update your list in advance. We will require a Valid ID for identification of an individual we do not recognize. Please inform those you have designated to pick up of our policy.

*When dropping off your child, routine upbeat departures will make their transition to our care more comfortable.

Injuries

The staff makes every effort to ensure the safety of your child while in our care. Unfortunately, accidents may occur. Teachers and Center Staff are trained in CPR and basic first aid procedures. We have implemented the following procedures, should your child experience an injury while at our center.

The teacher will immediately advise the administrative staff. The administrative staff will determine the severity of the injury (i.e., scrapes, bumps, bruises, etc.) We will administer first aid and forward an accident report home with the person that picks up your child at the end of the day.

In case of a serious accident or injury, EMS (911) will be contacted first. Within the limits of their ability, the staff will administer first aid. We will make every attempt to contact you immediately. If we cannot reach you, we will call the person you have indicated on the forms to make medical decisions for your child. If we cannot reach you, we will release your child into the custody of the emergency paramedics to transport your child for immediate medical care. Staff is prohibited from transporting an injured child. A staff member will remain with your child until you arrive.

***Any medical bills that may arise from an accident are the responsibility of the parent.*

Children's Illness

Center staff makes every effort to prevent the spread of disease. Even with precautions, children entering care are likely to experience an increase in mild illnesses. The frequency and severity of these will vary from child to child.

However, an average child under the age of five has six to twelve mild illnesses per year.

When a child is ill, they need a special level of attention and care, and we are not able to provide that care for one child, because we must also consider the rest of the children. Also, when ill children are at the Center, they are potentially spreading germs to other children and to Center staff. In addition, an ill child is vulnerable to catching a second illness while their immune system is overworked.

If your child is so ill that they need special care, and they are not able to participate normally in Center activities, they should remain at home. If they become ill at school, you will be called upon to take your child home. In the event your child becomes ill and we cannot locate a parent, we will contact the person(s) you designated on your emergency care form, and ask them to pick up your child. The Center's staff is the final judge of the severity of illness.

The following conditions are causes for exclusion from the Center:

Fever over 100 degrees. Children should stay at home at least 24 hours after a normal temperature is achieved WITHOUT the help of fever-reducing medications. For example, if your child goes home on Monday with a fever, they may come back to the Center on Wednesday, if their temperature was normal on Tuesday. The 24- hour waiting period allows your child's immune system to regain strength.

Fever over 99 degrees with a stiff neck or back. Children may return only with a doctor's written permission.

Diarrhea (watery, bad-smelling stools more than once in succession). Children may return when normal function returns.

Vomiting (two or more episodes in the last 24 hours). Children may return when they can retain a light meal.

Persistent hacking or congested cough with sore throat (very red or blistered throat).

Children may return with doctor's written permission.

Green nasal discharge (indicated a respiratory infection which requires treatment). Children may return with

doctor's written permission.

Difficulty in breathing to the point where child is very uncomfortable or unable to sleep normally.

Convulsions.

Persistent pain in abdomen. Swelling, redness, or throbbing in an injured part of the body.

Undiagnosed profuse rash or blisters on parts of the body.

Unexpected profuse sweating.

Head lice. Children may return after treatment and removal of all nits.

Infectious skin or eye conditions (such as ringworm, impetigo, or pink eye). Children may return 24 hours after treatment with an antibiotic is begun.

Medications

We do not administer any medication to the children in our care unless medical form is signed, accompanied by doctor's note and medication from a pharmacy in its original package.

Exception: If a child has a recurring medical condition, such as asthma or allergic reactions, the child's parent or health care provider may sign a medication authorization form allowing Focus Point Education Academy to administer the medication when symptoms occur for up to a six-month period. The authorization must include information on symptoms to watch for. The parent must provide diaper Ointment, Sun Screen, and Bug Repellent labeled with the child's name as well as a parent's signature on the container for the Center to administer the product.

Immunizations

Immunizations are required of all children attending child care in the state of Alabama. We understand that there may sometimes be a medical reason not to give an immunization on the scheduled time. However, unless we have a written note signed by your child's physician, we are not allowed to make any exceptions. If we do not comply with this requirement, we could lose our state license. Please talk to the center director if you have any concerns. TB testing is not required by the county for children to attend Child Care.

IMPORTANT: You must show proof of the appropriate immunizations **BEFORE** your child can attend the Center. Your physician must sign an Immunization Form. You may have your child's Pediatrician Fax it to us @ 334.398.8101

Every child four (4) years of age or older is required to have a vision and hearing screening yearly. This can be done by your child's physician. We would like to have that current record of this screening for your child on file.

Exception: Code of Alabama, 1975, §16-30-5, et seq.

A written objection from the parent or guardian of a student or child based on religious tenets and practices shall be submitted in person by the parent or guardian to the County Health Department for issuance of a Certificate of Religious Exemption from the required immunizations or testing. A licensed physician can provide individual exemption from the required immunizations or testing on a Certificate of Medical Exemption. The Certificate of Religious Exemption and the Certificate of Medical Exemption will be on forms approved by the Alabama Department of Public Health and will be accepted in lieu of the Certificate of Immunization.

Parent/Child Interaction

Parent(s)/guardian(s) shall have the right to visit and observe their child in the center at any time during hours of operation. Parent(s)/guardian(s) shall be informed of this right.

Emergency Preparedness

In the event of an emergency, operating procedures are in place to ensure the safety of children.

Evacuation Plans:

- All employees are responsible for moving children to the designated safe area
- Emergency evacuation & relocation diagrams are in areas specified by local governing authorities
- In the event of disaster, the director or alternate assistant will have a list of all children that must be accounted for. Together, the director or alternate assistant and the caregivers will verify that all children are present.
- The director or alternate assistant is responsible for calling the local authorities needed such as: Fire department, ambulance, local police or sheriff, poison control, and Montgomery DHR child care licensing.
- The director or alternate assistant is responsible for securing children's emergency numbers, emergency medical authorizations, and attendance sheets during an emergency.

Emergency Drills

Emergency Fire Drills are held monthly, and Severe Weather Drills are held every three months to ensure children are accustomed to emergency evacuation and relocation procedures.

Weather Closures

The Center will close for emergency weather conditions based on the Montgomery County Schools system. If Montgomery County Schools open at 10:00am, we will open at 10:00am. Check local TV and radio stations as well as the Montgomery County Schools website for updates.

Clothing & Personal Belongings

Children are not allowed to bring personal belongings such as toys or gadgets from home without prior notice or consent. The Center is not and will not be responsible for any items brought from home, including jewelry. Your child will have the opportunities to experience a variety of activities. Children will be using art materials, enjoying outside play and self-feeding at times. Please do not bring your child/children in clothing or shoes that should not get dirty. All children will go outside for a minimum of 30 minutes per day, weather permitting. Each child will need one complete set of clothes at the center. Please mark all personal items for easy identification, such as coats, sweaters, gloves, blankets, etc. * *We will not replace lost articles*

Infants, Toddlers, and Trainers: Parents must provide the following: Diapers or Pull-ups, Wipes, Ointment, Bottles (liners if necessary), Pacifier, and Formula/Breast milk. We will notify parents when their child is running low on supplies. If a parent fails to supply these items; the center will charge \$1.00 for each diaper and \$10.00 for the cost of formula (a receipt will be provided).

If you are nursing, please provide a sufficient amount of milk. If your child is to run out and becomes inconsolable you will be contacted to provide additional sustenance for your child.

Discipline and Guidance Policy

At Focus Point, your child will develop self-discipline & constructive self-management of conflicts through positive guidance & understanding that every action has a logical consequence. Behavior modifications begin with re-direction, warnings, if-then statements, time-in (individual activity) away from the group or activity in The Thinking Spot. A discussion of inappropriate action or behavior to help the child understand what is and is not appropriate will occur. You will receive 2 copies of the discipline and guidance policy form; one for you to keep and one for you to sign and return to us.

We reserve the right to refuse or discontinue service if a child exhibits a pattern of defiance towards authority, uses excessive harsh language, destroys center property, bites, or poses a threat against self, staff, or the children in care.

Tax Statement

A statement will be provided upon request before January 31st of each year for those who plan to use childcare expenses when filing taxes with the IRS. Please plan to pick up these forms; they will not be mailed.

Meals

The Center serves a morning snack, lunch and afternoon snack to all children who are in attendance at the time of service. Meals are served at no extra charge. All three meals meet the Department of Human Resources guidelines for nutritious, appropriate foods for young children. Our Menus, kitchen facilities, and cooking procedures also follow their guidelines. Our kitchen will be regularly inspected and in line with the standard of Montgomery County Department of Human Resources, Montgomery County Health Department & Montgomery County Fire Department. We welcome menu suggestions. However, we are NOT able to prepare separate meals for children based on their preferences. All children will be served the same meal, with the following exceptions.

► A child that is allergic or sensitive to a particular food. In this case, a physician's note is required, which must state which food(s) are to be avoided. In those cases, the identified foods will not be served. Families must provide acceptable substitutions if desired. Please notify the Director upon enrollment if this applies to your child. If your child will not be eating the Center's food, you may provide a meal from home. A note is to be on file stating you will provide meals and snacks, and the reason(s), for our records. Please ensure that the meal is nutritious, and do not include foods that will cause problems in the classroom, such as candy, gum, sweets, or soda.

Infants are served whenever they are hungry. All other children eat their meals together with their classmates. Morning snack service starts about 9:30 a.m., lunch starts about 12:00 p.m. and afternoon snack is served about 3:45pm. We will not "hold" meals for your child. If your child is not at the Center when a meal is served, he/she will not receive that meal. Please plan for your child to be fed prior to arrival if it is after meal service time.

***All menus are subject to change without notification

Non-Hiring of Center Staff

In order to maintain the Center's confidentiality and professionalism, persons employed as staff at or by the Center are prohibited from contracting, soliciting, or engaging in temporary employment as a caregiver or babysitter for any parent/guardian who has a child enrolled at the Center.

License & Regulations

Focus Point Education Academy is licensed by the state of Alabama as a Daycare Center with the capacity for _____ children, _____ to _____ years of age. Learning programs are based on developmentally appropriate practices.

You are entitled to see the following information. You may ask the Director or Assistant to show you the most recent copy of: *Minimum Standards for this Child Daycare Center; these are also available on the web at

http://dhr.alabama.gov/documents/MinimumStandards_DayCareFamilyHomes.pdf or your local Licensing Office.

Keeping Children Safe

Reporting Abuse or Neglect: A. The licensee and any other caregivers are required by law, (Code of Alabama 1975, § 26-14-1 through 26-14-13, in Appendix M, page 102) to report known or suspected child abuse or neglect to the County Department of Human Resources or the local chief of police, or county sheriff. The report shall be made immediately by telephone or direct oral communication, followed by a written report, containing all known information. B. Any person making a report in good faith is immune from any civil or criminal liability.

**The Center's Director or teacher will notify the County Department of Human Resources, and/or the local law enforcement officials, when it appears that a child is being seriously neglected or abused.

Alabama Code (sections§26-14-13.) States, Failure to Report: Any person who knowingly fails to make the report required by this chapter shall be guilty of a misdemeanor and shall be punished by a sentence of not more than six months' imprisonment or a fine of not more than \$500.00. (Acts 1965, No. 563, p. 1049, Section 5, Acts 1975, No. 1124, p. 2213, §

Things to bring for your child:

Infants

- Change of clothes
- Diapers
- Wipes (In plastic container the first time, refills thereafter)
- Diaper ointment
- Pacifier
- Formula / Breast Milk
- Bottles (Bottles are sent home daily, please bring one (1) more bottle than your child would usually use)
- Jar baby food & Spoon

Toddlers

- Change of Clothes
- Diapers / Pull-ups /Underwear
- Wipes (In plastic container the first time, refills thereafter)
- Diaper ointment
- Sunscreen
- Small blanket /Napper for naptime

Pre- School

- Change of clothes
- Small blanket /Napper for naptime
- Sunscreen

*Change of clothes is a must. When we send clothes home, please replace them the following day.

*Bottles are rinsed out, not washed. Please wash and sanitize your child's bottles and return them the following day.

FOCUS POINT EDUCATION ACADEMY CHILD GUIDANCE (DISCIPLINE) POLICY

During the early childhood years, children are learning to be in charge of their own behavior. We believe in establishing consistent, easy to understand limits and in having teachers who respond to inappropriate behavior with insight, sensitivity, and skill. When clear, consistent, and age-appropriate limits are present, children increasingly become responsible for themselves. When out-of-bounds behaviors do occur, we believe it is important for children to understand why the behavior is inappropriate and how to modify it.

At Focus Point, your child will develop self-discipline & constructive self-management of conflicts through positive guidance & understanding that every action has a logical consequence. Behavior modifications begin with re-direction, warnings, if-then statements, time-in (individual activity) away from the group or activity in The Thinking Spot. A discussion of inappropriate action or behavior to help the child understand what is and is not appropriate will occur.

We work to prevent behavior problems by arranging each classroom so that children work in small groups and have a choice of activities. The range of activities will give your child the freedom and ability to experience success and become self-directed. Children are encouraged to verbalize their feelings to learn to positively work through strong emotions. Teachers act as role models and encourage children's appropriate behaviors. **Under no circumstances is corporal punishment permitted. Discipline will not be associated with food, rest, or toileting.**

We believe that is our responsibility to provide children with positive guidance and in our experience most children will respond well to our approach. In the event that a child does not respond, we will notify the parents and work closely with them to develop a plan to help the child gain self-control and a positive attitude toward their peers and teachers. Should the child's continued negative behavior put themselves, their peers, or their teachers at risk of physical harm or if the child damages Center property, we reserve the right to ask the parent to withdraw the child from the Center. While we understand the developmental tendencies of children to experiment with inappropriate language to shock others, withdrawal may also be requested for those children who are verbally abusive, including the repeated use of inappropriate language which other families consider offensive.

I have read and understand the above **Child Guidance (Discipline) Policy**.

Signature of Parent/Guardian

Date

Signature of Parent/Guardian

Date

AUTHORIZATION FOR ADMINISTERING MEDICATION/MEDICAL PROCEDURES

Dear Parent/guardian,

Your written permission is required to administer medication or medical procedures to your child. Any prescription drug or over-the-counter drug sent to the child care facility must be in its original container and must be clearly labeled with your child's name, the name of the drug, and directions for administering the drug. A new authorization form is needed each week. If it is absolutely necessary for your child to be given medication while at the child care facility, **please complete the following information.**

STUDENT MEDICAL INFORMATION *(optional as needed)*

PLEASE PRINT

Student Name: _____

Emergency Contact: _____

Relationship: _____ Phone numbers: _____

Physician's name and phone number: _____

Medications:

NAME	DOSE

Allergies: _____

Physical Restrictions: _____

History:	Yes	No
Heart Condition	<input type="checkbox"/>	<input type="checkbox"/>
Diabetes	<input type="checkbox"/>	<input type="checkbox"/>
Asthma	<input type="checkbox"/>	<input type="checkbox"/>
Epilepsy	<input type="checkbox"/>	<input type="checkbox"/>

Other conditions: _____

Signature of Parent/Guardian

Date

Authorization and Waiver to Transport Child

Authorization Is Valid: August 1, 2018 – February 28, 2019

Child's First Name: _____ Child's Last Name: _____

Child's Date of Birth: _____

My child requires a booster seat: Yes No (All children under 8 years of age are required to be in a booster seat)

I authorize Focus Point Education Academy to transport my minor child in a company vehicle, driven by an individual authorized by Focus Point Education Academy. I understand my child is expected to follow all applicable laws regarding riding in a motor vehicle and is expected to follow the directions provided by the driver and/or staff or volunteer. I understand participation in the identified event is not a requirement for participation in the program.

I have read, understand, and discussed with my child:

- (1) My child will travel in a motor vehicle driven by an adult and my child is to wear their safety belt during travel;
- (2) My child is expected to listen to supervising staff/driver, respect staff and other children, the vehicles they ride in, and the people they travel with during the trip;
- (3) Riding in a motor vehicle may result in personal injuries or death from wrecks, collisions or acts by riders, other drivers, or objects; and,
- (4) My child is to remain in their seat and not be disruptive to the driver of the vehicle.

Initial Each Statement

_____ I recognize participation in this activity, as with any activity involving motor vehicle transportation, my child may risk personal injury or permanent loss. I hereby attest and verify I have been advised of the potential risks, and I have full knowledge of the risks involved in this activity, and I assume any expenses incurred in the event of an accident, illness, or other incapacity, regardless of whether I have authorized such expenses.

_____ As a condition for the transportation received, I, for myself, my child, my executors and assigns, further agree to release and forever discharge Focus Point Education Academy, and their agents, officers, employees and volunteers from any claim that I might have myself or that I could bring on my child's behalf with regard to any damages, demands or actions whatsoever, including those based on negligence, in any manner arising out of this transportation.

_____ I have read this entire waiver and authorization form, I fully understand its terms and conditions, and I agree to be legally bound by its terms.

Parent/Guardian Name: _____

Parent/Guardian Signature: _____ Date: _____

DEAR PARENTS,

FPEA WILL BE GOING ON A TRIP TO

DATE: _____

TIME: _____

COST OF TRIP: _____

SPECIAL NOTES:



Please fill out and return the bottom of this page by
THANK YOU

MY CHILD _____ HAS PERMISSION TO
JOIN THE CLASS ON A FIELD TRIP _____.

PLEASE CHECK ONE

YES, I'D LIKE TO VOLUNTEER TO CHAPERONE

NO, I CAN'T COME ALONG ON THIS TRIP

PARENTS NAME _____

PARENT'S SIGNATURE _____

PARENT'S PHONE NUMBER _____