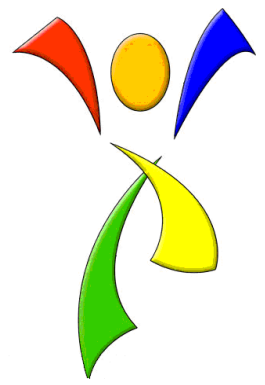


Welcome to Child Prodigy SOUTH!



The following items are enclosed in this packet and need to be **filled out and returned** to the Director before the first day of enrollment:

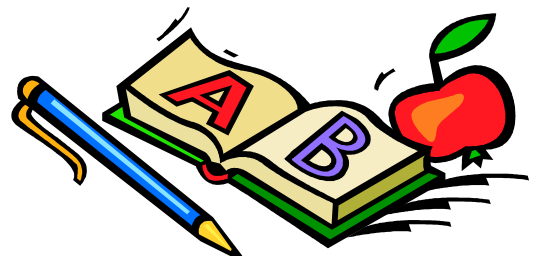
- ∂ Enrollment form **completely** filled out
- ∂ Additional Authorized Pick-Up List- OPTIONAL
- ∂ Medical Exam Report (to be completed and returned **before enrollment date**) with an updated copy of **immunization records**
- ∂ Policy and Procedure Agreement
- ∂ Walk/Sunscreen Permission Slips
- ∂ Assumption of Risk Agreement
- ∂ HiMama Permission Slip

PLEASE RETAIN ALL OTHER DOCUMENTS IN THIS PACKET FOR YOUR RECORDS.

Important Information:

- ∂ _____ is the code to get into the front door
- ∂ Our primary phone number is (816) 246-7130; a complete list of extensions can be found in the next pages of this packet
- ∂ Please keep all personal toys at home

We are very glad you are here!



Important Information

Contact and Information Sharing:

Website

Child Prodigy's website is: www.childprodigycc.com. We will post important updates to this site and documents such as Menus, Summer Enrollment Packets, Field Trip Calendars, etc. will be uploaded.

Facebook

We have a Facebook! Please search "Child Prodigy Children's Center" on Facebook and our logo should pop up. "Like" our page to receive all of the latest news and updates on our center.

E-mail

The Director's e-mail address is southdirector@childprodigycc.com. Please add this to your approved senders list so that we can send you e-mails and feel free to shoot us e-mails at any time!

Phone Extensions

The primary center phone number is (816) 246-7130. The phone extensions are:

Reception/Front Desk221	Preschool230 & 231	Pre-K2.....227
Infants225	Pre-K1232	School-Age/Kitchen.....228
Toddlers223	Center Director.....226	
Two's and Three's.....222		

Fax

Child Prodigy South's fax number is (816) 246-0317.

Daily Communication

Child Prodigy uses HiMama to communicate with the parents on a daily basis. More information about this program is included in this packet.

Supplies

Each classroom has their own specific list of requested items. This list can be found in each classroom's Welcome Packet.

Child Prodigy Staff

Requirements

All Child Prodigy Staff members meet the following requirements:

- Clean background screening by the Family Care and Safety Registry
- Physical/mental wellness examination
- TB Skin test
- CPR and First Aid Certified
- Complete CCDF Health and Safety Training Course
- Safe Sleep Certified
- Complete minimum of 12 hours of continuing education training classes per year
- Registered with the Missouri Professional Development Child Care organization

NOTE: All fields MUST be completed or have N/A if no information exists.



MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES
SECTION FOR CHILD CARE REGULATION / BUREAU OF COMMUNITY FOOD & NUTRITION ASSISTANCE
CHILD CARE ENROLLMENT FORM

FACILITY/PROVIDER NAME	ADMISSION DATE	DISCHARGE DATE
CHILD'S NAME	GENDER	BIRTHDATE
ADDRESS (STREET, CITY, STATE, ZIP CODE)		

IDENTIFYING INFORMATION

MOTHER'S/GUARDIAN'S NAME	HOME TELEPHONE NUMBER
ADDRESS (STREET, CITY, STATE, ZIP CODE) OR CHECK IF SAME AS ABOVE <input type="checkbox"/>	CELL PHONE NUMBER
E-MAIL ADDRESS	
EMPLOYER OR SCHOOL ATTEND	WORK/SCHOOL SCHEDULE
EMPLOYER/SCHOOL ADDRESS (STREET, CITY, STATE, ZIP CODE)	WORK TELEPHONE NUMBER
FATHER'S/GUARDIAN'S NAME	HOME TELEPHONE NUMBER
ADDRESS (STREET, CITY, STATE, ZIP CODE) OR CHECK IF SAME AS ABOVE <input type="checkbox"/>	CELL PHONE NUMBER
E-MAIL ADDRESS	
EMPLOYER OR SCHOOL ATTEND	WORK/SCHOOL SCHEDULE
EMPLOYER/SCHOOL ADDRESS (STREET, CITY, STATE, ZIP CODE)	WORK TELEPHONE NUMBER

EMERGENCY CONTACT AND PERSONS AUTHORIZED TO TAKE CHILD FROM FACILITY (OTHER THAN PARENT) AT LEAST ONE EMERGENCY CONTACT IS REQUIRED.

NAME	RELATIONSHIP TO CHILD	TELEPHONE NUMBERS (CELL, WORK, HOME)
ADDRESS (STREET, CITY, STATE, ZIP CODE)		
NAME	RELATIONSHIP TO CHILD	TELEPHONE NUMBERS (CELL, WORK, HOME)
ADDRESS (STREET, CITY, STATE, ZIP CODE)		

COMMENTS ON CHILD'S DEVELOPMENT (PERSONAL DEVELOPMENT, BEHAVIOR, PATTERNS, HABITS, & INDIVIDUAL NEEDS)

RELATED CHILD

YES NO HOW IS CHILD RELATED TO CHILD CARE PROVIDER?

CHILD'S PROJECTED ATTENDANCE SCHEDULE AND ANY VARIATIONS EXPECTED

CACFP REQUIREMENT	CHECK HERE WHAT DAYS THE CHILD WILL ATTEND. WILL CHILD ATTEND: <input type="checkbox"/> FULL TIME OR <input type="checkbox"/> PART TIME	WHAT TIME DOES YOUR CHILD USUALLY ARRIVE EACH DAY? CIRCLE AM OR PM	WHAT TIME DOES YOUR CHILD USUALLY LEAVE EACH DAY? CIRCLE AM OR PM	WRITE ANY COMMENTS, CHANGES OR VARIATIONS IN USUAL ATTENDANCE IN THIS SECTION INCLUDING SHIFT CHANGES.
	MONDAY	AM PM	AM PM	
	TUESDAY	AM PM	AM PM	
	WEDNESDAY	AM PM	AM PM	
	THURSDAY	AM PM	AM PM	
	FRIDAY	AM PM	AM PM	
	SATURDAY	AM PM	AM PM	
	SUNDAY	AM PM	AM PM	

CACFP REQUIREMENT	CHECK THE MEALS YOUR CHILD IS USUALLY GIVEN AT THIS FACILITY			
	<input type="checkbox"/> BREAKFAST	<input checked="" type="checkbox"/> MORNING SNACK N/A	<input type="checkbox"/> LUNCH	<input type="checkbox"/> AFTERNOON SNACK N/A
	<input checked="" type="checkbox"/> SNACKER N/A <input checked="" type="checkbox"/> EVENING SNACK N/A <input type="checkbox"/> NONE			
	CHECK THE HOLIDAYS YOUR CHILD IS IN CARE AT THIS FACILITY			
<input type="checkbox"/> NEW YEAR'S DAY (JANUARY) N/A	<input type="checkbox"/> MARTIN LUTHER KING JR.'S BIRTHDAY (JANUARY)	<input type="checkbox"/> PRESIDENT'S DAY (FEBRUARY)	<input type="checkbox"/> EASTER (MARCH/APRIL)	
<input type="checkbox"/> MEMORIAL DAY (MAY) N/A	<input type="checkbox"/> INDEPENDENCE DAY (JULY) N/A	<input type="checkbox"/> LABOR DAY (SEPTEMBER) N/A	<input type="checkbox"/> COLUMBUS DAY (OCTOBER)	
<input type="checkbox"/> VETERANS DAY (NOVEMBER)	<input type="checkbox"/> ELECTION DAY (NOVEMBER)	<input type="checkbox"/> THANKSGIVING (NOVEMBER) N/A	<input type="checkbox"/> CHRISTMAS DAY (DECEMBER) N/A	
AUTHORIZATION FOR EMERGENCY MEDICAL CARE				
I UNDERSTAND THAT I WILL BE NOTIFIED AT ONCE IN CASE OF AN EMERGENCY WITH MY CHILD, AND I WILL MAKE ARRANGEMENTS FOR MEDICAL CARE OF MY CHILD WITH THE PHYSICIAN OR HOSPITAL OF MY CHOICE.				
IF I CANNOT BE REACHED TO MAKE NECESSARY ARRANGEMENTS, OR IN A CRITICAL EMERGENCY REQUIRING MEDICAL CARE, I AUTHORIZE				
_____ DAY CARE PROVIDER OR HOME PROVIDER				
TO CONTACT THE FOLLOWING:				
PHYSICIAN OR CLINIC				
NAME				TELEPHONE NUMBER
PREFERRED HOSPITAL				
NAME				TELEPHONE NUMBER
ACKNOWLEDGEMENTS				
A	I HAVE RECEIVED A COPY OF THIS FACILITY'S POLICIES PERTAINING TO THE ADMISSION, CARE AND DISCHARGE OF CHILDREN.			PARENT/GUARDIAN INITIALS
B	I HAVE BEEN INFORMED THAT A COPY OF THE LICENSING RULES FOR CHILD CARE HOMES OR THE LICENSING RULES FOR GROUP CHILD CARE HOMES AND CENTERS IS AVAILABLE AT THIS FACILITY FOR REVIEW.			PARENT/GUARDIAN INITIALS
C	THE PROVIDER AND I HAVE AGREED ON A PLAN FOR CONTINUING COMMUNICATION REGARDING MY CHILD'S DEVELOPMENT, BEHAVIOR, AND INDIVIDUAL NEEDS.			PARENT/GUARDIAN INITIALS
D	WHEN MY CHILD IS ILL, I UNDERSTAND AND AGREE THAT S/HE MAY NOT BE ACCEPTED FOR CARE OR REMAIN IN CARE.			PARENT/GUARDIAN INITIALS
E	I UNDERSTAND THAT, BEFORE THE FIRST DAY OF ATTENDANCE BY MY CHILD, I WILL PROVIDE PROOF OF COMPLETED AGE-APPROPRIATE IMMUNIZATIONS OR EXEMPTION FROM IMMUNIZATIONS.			PARENT/GUARDIAN INITIALS
F	I <input type="checkbox"/> DO <input type="checkbox"/> DO NOT GIVE PERMISSION FOR FIELD TRIPS/EXCURSIONS. I UNDERSTAND I WILL BE NOTIFIED IN ADVANCE WHEN THEY ARE PLANNED.			PARENT/GUARDIAN INITIALS
G	I <input type="checkbox"/> DO <input type="checkbox"/> DO NOT GIVE PERMISSION FOR THE FACILITY TO TRANSPORT MY CHILD.			PARENT/GUARDIAN INITIALS
H	I HAVE BEEN INFORMED AND HAVE RECEIVED A COPY OF THE FACILITY'S SAFE SLEEP POLICY WHEN ENROLLING A CHILD LESS THAN ONE (1) YEAR OF AGE.			PARENT/GUARDIAN INITIALS
I	I HAVE BEEN NOTIFIED THAT I MAY REQUEST NOTICE AT INITIAL ENROLLMENT OR ANY TIME THERE AFTER WHETHER THERE ARE CHILDREN CURRENTLY ENROLLED IN OR ATTENDING THE FACILITY FOR WHOM AN IMMUNIZATION EXEMPTION HAS BEEN FILED.			PARENT/GUARDIAN INITIALS
PARENT'S/GUARDIAN'S SIGNATURE				DATE
CACFP REQUIREMENT	FIRST ANNUAL UPDATE	PARENT/GUARDIAN SIGNATURE		DATE
	SECOND ANNUAL UPDATE	PARENT/GUARDIAN SIGNATURE		DATE
	THIRD ANNUAL UPDATE	PARENT/GUARDIAN SIGNATURE		DATE



MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES
SECTION FOR CHILD CARE REGULATION
PARENT'S HEALTH STATEMENT FOR SCHOOL-AGE CHILD

SAVE
PRINT
RESET

IDENTIFYING INFORMATION

CHILD'S NAME	BIRTHDATE
--------------	-----------

HEALTH STATEMENT (CHECK ONE)

- My child is in good health, is able to participate in group care, has no special health or medical requirements.

- My child is able to participate in group care but has special health or medical requirements as listed below.

SCHOOL-AGE CHILD'S SPECIAL HEALTH OR MEDICAL REQUIREMENTS

PLEASE LIST ANY ALLERGIES, SPECIAL MEDICAL CONDITIONS, INCLUDING CHRONIC HEALTH PROBLEMS (SUCH AS ASTHMA, SEIZURES), BEHAVIORAL DISORDERS, SPECIAL NEEDS, ETC.

PARENT OR LEGAL GUARDIAN SIGNATURE	DATE
------------------------------------	------

Authorized Pick-Up's

Child's name: _____

Updated on: _____

Name: _____

Relation to child: _____

Contact Number 1: _____

Contact Number 2: _____

Name: _____

Relation to child: _____

Contact Number 1: _____

Contact Number 2: _____

Name: _____

Relation to child: _____

Contact Number 1: _____

Contact Number 2: _____

Name: _____

Relation to child: _____

Contact Number 1: _____

Contact Number 2: _____

Name: _____

Relation to child: _____

Contact Number 1: _____

Contact Number 2: _____

Name: _____

Relation to child: _____

Contact Number 1: _____

Contact Number 2: _____

Name: _____

Relation to child: _____

Contact Number 1: _____

Contact Number 2: _____

Child Prodigy's Policy and Procedure Handbook

Please initial at the bottom of each page, and sign on the last page. If you would like a copy of this agreement e-mailed to you, please include your e-mail address in the space provided under the signature line at the bottom of this contract.

Child(ren)'s Name(s):

1. Child Prodigy's Tuition Policy:

- a. Tuition payments are due on Friday for the upcoming week and are considered late after 10:00am on Monday. If payment is received after 10:00am on Monday, a \$15 late fee will be added to your account. Tuition is still due on time regardless of attendance. If there are extenuating circumstances, please call the Director before 10:00am on Monday.
- b. Tuition is due in order to reserve each child's space at the center even if they do not attend due to illness, holidays, or vacation beyond what is allotted.
- c. We accept payment in the form of check, cash, or money order.
 - a. A \$30 fee will be charged if a check is returned uncollectable. If two checks are returned uncollectable, all future payments will need to be made in cash.
 - b. Cash payments should never be left in the tuition binder; be sure to give the cash to a staff member and ask for a receipt. If there is no staff member at the front desk, please ask the infant teacher to assist you.
 - c. We do not typically write receipts for payments made by check. If you need a receipt, please request that at the front desk.
- d. You are welcome to pay on a bi-weekly or monthly basis, just be sure to remember how many weeks have been paid for so the next payment is on time. If you chose to pay on a monthly basis, please count the number of Mondays in the month and write that check for the appropriate number of weeks (some months will have 4 weeks and some will have 5 weeks).
- e. We will not send a bill for tuition due. If you have questions about your balance, please stop by the front desk or call/e-mail the Director.
- f. Tuition is charged by the classroom the child is in, not by their age. For example, if your child is enrolled in the 2's classroom and turns 3, their rate does not change until the child actually starts in the Preschool Room.
- g. A \$50 enrollment fee per child (\$100 max per family) will be due each year on December 1. Tuition rate announcements for the upcoming year will also be made by this date.
- h. Year-End Tax Receipts will be available by January 15 annually.
- i. For families that will have multiple parties contributing to tuition payments: Our standard policy is to keep track of tuition by child, not by who pays. We are aware that various family dynamics may require a special record of which parent paid what amounts or separate year-end totals per parent; however, you must request this AT ENROLLMENT. We will not be able to go back and separate payments by parent after the fact.
- j. As of _____ your weekly tuition amount is _____.

2. Vacation Days

- a. Upon 60 days of enrollment, a week of Vacation Credit will be granted per child. (Full-time children will receive 5 days credit; part-time children get the number of days per week that they are enrolled.)
- b. These days do not have to be taken at the same time, but a Vacation Request Form, which can be found in the tuition payment box, must be filled out each time you wish to use any vacation days. Please give one week's notice if you plan to use any vacation days.
- c. All vacation days expire on December 31 and are NOT carried over to the next year.
- d. Child must be absent from care on the days for which vacation credit is used.
- e. As of _____ you will receive _____ Vacation Days.

3. Child Prodigy policies for ILLNESS are as follows:

- a. If a child has any of the following symptoms they must be excluded from care until child has been symptom free for a minimum of **24 hours** without the aid of any medication:
 - a. **Fever of 100.0 degrees or higher**
 - b. **Diarrhea: More than one (1) abnormally loose stool.**
 - c. **Vomiting more than once or any vomiting incident combined with any other symptom**
 - d. **Unusually dark, tea-colored urine or grey or white stool**
- b. If your child has any of the following, they may be sent home to be checked out by a doctor before returning to care:
 - a. **Ears that are red, sore, or discharging**
 - b. **Eyes that are red, glazed, or containing discharge**
 - c. **Continuous or severe coughing: If the child gets red or blue in the face or makes high-pitched croupy or whooping sounds after coughing.**
 - d. **Unusual spots or rashes**
 - e. **Signs of ringworm, lice, or impetigo**
- c. Regarding Pink Eye: If a case of Pink Eye in our facility has been diagnosed by a physician, every child with a "pink/red eye" (weeping or not) will not be able to return to care until excused by a doctor (with a note). If prescribed anti-biotic drops to treat Pink Eye, the drops must have been administered no less than three times in a 24 hour period and symptoms must be reduced before returning to care. If drainage has not stopped after 48 hours or the "pink/red eye" has not improved, the child must remain home.
- d. If your child has any type of contagious or communicable disease such as whooping cough, chicken pox, mumps, measles, etc. This needs to be reported to the center immediately and the child will be unable to return to care until they have a doctor's note stating they are no longer contagious and a risk to other children.
- e. If a child has the sniffles or a cough, he/she will still be expected to participate in normal classroom activities unless a doctor's note explaining the limitations and specific length of time the change will be needed is submitted.
- f. If at any time your child needs to be given medication while at Child Prodigy, you will be required to fill out a Medication Authorization for each medicine needing to be administered. We will not be able to administer ANY medication without this form. All prescription AND non-prescription medication shall be in the original container and labeled with the child's name.
- g. Child Prodigy reserves the right to use our judgement in individual cases of illness. Each child is different and will be evaluated as such. We reserve the right to do what is best for all of the children at Child Prodigy.

To return before the 24 hour symptom-free period, there MUST be a doctor's note stating that the child is okay to return to care. There will be no exceptions.

4. Attendance

- a. If your child's schedule will be different from the "normal" pick-up/drop-off routine, please call your child's teacher and inform them of this. This includes sick days, arriving late, leaving early, vacation, etc.
- b. Full tuition is due for each week, regardless of attendance.
- c. As long as tuition has been paid, Child Prodigy will hold the child's spot regardless of attendance. We do not have a minimum number of days per week or per month that children must attend to maintain a spot.
- d. Please notify your child's teacher if anyone outside the ordinary will be picking up your child. If this person has not been authorized to pick-up, your child will not be released to that person. In addition, until your child's teacher is familiar with that person, he/she must present formal identification in the form of a state issued ID upon pick-up.
 - a. We must have WRITTEN authorization for each person that will be taking your child from the facility.
 - b. A phone call is not an acceptable form of authorization
 - c. E-mail authorization will be accepted
- e. Any requests for changing days or adding additional days for part-time children will be assessed on a case by case basis by management. There is no guarantee additional or different days will be available.
- f. Two weeks written notice of termination must be provided.

5. Late Pick-Up

Child Prodigy's hours are from 6am to 6pm. If you arrive to pick-up your child after 6pm, there is a late fee of \$5 for the first minute and \$1 per minute per child after that. Payment is due immediately upon pick-up and is paid to the person who stayed over to care for your child(ren).

6. Closings

- a. Holidays: Child Prodigy is closed on the following holidays. Should a major holiday fall on a Saturday, we will be closed the Friday before. Should that holiday fall on a Sunday, we will be closed the following Monday. **The full amount of tuition is still due for these weeks unless earned vacation days are used.** This enables Child Prodigy Staff to have paid holidays.
 - a. **New Year's Day**
 - b. **Memorial Day**
 - c. **Independence Day**
 - d. **Maintenance Day: Will be taken in August each year on the Friday before the Lee's Summit School District resumes school. This is a day for teachers to work in their classrooms and reset them for the upcoming year.**
 - e. **Labor Day**
 - f. **Thanksgiving and the Friday after**
 - g. **Christmas Day and the day after**
- b. Severe Weather: In the event that we have very severe weather and need to delay opening, close early, or close completely for a day, we will send out an e-mail and update our website and Facebook. We only close under extreme circumstances (generally 5+ inches of accumulation) and do not follow the Lee's Summit School District's closings. We will provide care for all School Age children on snow days from school as long as we are open.

7. Meals

- a. Breakfast: Breakfast is served until 7:50am.
 - a. **If your child needs breakfast they will need to be here by 7:45.** Breakfast is over and cleaned up by 8:00. After checking them into their classroom, you must escort them to the breakfast area and seat them at the table and **leave. Parents are not allowed to serve their own children due to health and sanitation regulations.** Our breakfast attendant will then serve your child. Children will not be allowed to go to and from the breakfast room unattended. You are welcome to bring in food for your child to eat for breakfast.
 - b. If your child arrives after 8:00am, they need to have already eaten breakfast.
 - c. Please be aware that all children must be finished eating breakfast by 8:00am as the classrooms are starting their morning meetings and lessons for the day.
- b. Lunch and Afternoon Snack: Hot lunches, served at 11 am, and an afternoon snack, served at 3 pm, are provided daily. Lunch will not be served after 11:15am. If your child is unable to eat certain foods on the menu (posted monthly), or has any special dietary needs or allergies, please notify the Director/Teachers so that other arrangements can be made at meal time. If we are unable to accommodate your child's dietary needs, you may need to bring in food daily for him/her to eat.

8. Accidents & Incidents

Even with the greatest precautions and closest supervision, sometimes accidents do happen at school. The children are learning about and exploring the world and are at times still a bit clumsy. We will do our best to keep the children out of harm's way, but since we cannot bubble wrap them, be prepared for your child to occasionally sustain bumps and bruises during the course of their normal play.

- a. If your child has an accident that results in a mark left on their skin, you will receive an Accident Report at the end of the day to sign. This report will detail when and how the accident happened and what was done to care for your child after the fact.
- b. If your child sustains any type of injury to the head, you will receive a phone call from your child's teacher to let you know about the accident in addition to the report at the end of the day.
- c. For emergencies: We will use our best judgement to take appropriate measures for any type of emergency that may occur during the course of your child's day at Child Prodigy and notify you ASAP.

9. Disaster and Emergency Plan

Types of Emergency Responses:

- a. Medical Emergencies: Child Prodigy staff will assess the situation and contact 911 if necessary. We will also notify the parents immediately. An Accident Report will be created for the child's file.
- b. Lock Down/Shelter in Place: Each classroom has a designated safe place to go to in this facility away from doors and windows. All staff and children are to stay in the lock down/shelter in place areas until an all clear is given.
- c. Evacuation: To an offsite location in the event of a fire, environmental threat, flood, etc.
 1. Location #1: Auto Dreams
Address: 1231 S.E Century Dr. Lee's Summit, MO 64081
Telephone Number: (816) 401-3775
 2. Location #2: Child Prodigy-North
Address: 1200 NE Windsor Dr. Lee's Summit, MO 64086
Telephone Number: (816) 524-9500

10. Discipline

Child Prodigy will abide by the following guidelines when disciplining a child:

- a. Verbal redirection
- b. Time-out (One minute per year of age)
- c. Classroom consequences (loss of activity, etc)
- d. Removal from classroom to office to speak with Director

If the above steps are not effective at correcting the behavior, the teachers will work with the Director and parents to come up with a plan to benefit both the child and the classroom. Any child who demonstrates an inability to benefit from the care offered by Child Prodigy, or whose presence is detrimental to the other children, may be discharged from the facility. At no time will corporal punishment or inappropriate force ever be used at Child Prodigy. No child will be disciplined in a humiliating, embarrassing, or intimidating manner at our center.

11. Outdoor Time

It is state mandated that each child has outdoor time in the morning and afternoon provided the wind chill is above 32 degrees and the heat index is under 100 degrees. Please make sure that your child has appropriate outside attire each day. This includes coat, hat, gloves, etc. for cold weather; and a water bottle and sunscreen for hot weather. Your child will be expected to go outside each day regardless of attire. If it is possible for Child Prodigy to "lend" a coat to the child who forgot one, we will; however, if we cannot accommodate, the child will still go outside. You are welcome to leave extra clothing items for your child here in their cubby (jackets, hats, gloves, etc.)

12. Pictures

Photographs and/or videos of the children participating in our program will be taken from time to time. The pictures will primarily be used for classroom projects, display in the classroom, and identification purposes on our rosters; however, we do occasionally post group pictures of the children on our website and Facebook. Please initial below to give us permission to take and use photos for the following purposes:

- a. _____ I give permission for Child Prodigy to take pictures and videos of my child to be used internally as part of classroom projects, display in the classrooms and on bulletin boards, and all other internal purposes that do not include posting on the internet.
- b. _____ I give permission for Child Prodigy to post pictures of my child on Child Prodigy's website, Facebook, or other media platforms with the full understanding that the children's identity will never be revealed and their names will never be included in any post.

Please note both of the above agreements are SEPARATE from the photo/media agreement for HiMama.

13. Updating Information

If any changes need to be made to a child's file, please submit the changes in writing. If there is an abundance of information changing, or an extreme change in circumstances, we may ask that you fill out a completely new enrollment form. Changes include, but are not limited to: Home address, work company or address, work number, home/cell phone number, emergency contacts, medical conditions, or court documents regarding custody.

14. Child Prodigy uses video technology such as educational/entertainment videos. I give my permission for Child Prodigy to utilize videos rated (please check one or both) G _____ and/or PG _____ in my child's presence.

15. Mandated Reporters

As child care workers, we are mandated by the state of Missouri to report any suspected abuse or neglect of a child. Reasonable suspicion includes, but is not limited to: First hand observations of harmful treatment of a child, the child's physical and/or emotional condition, a child's report of abuse, parental statements, or prior reports of parental child abuse. Staff members will NOT speak with you before suspected abuse or neglect is reported to the hotline.

16. Regarding Custody Disagreements: Unless Child Prodigy has court documents that specify otherwise, all parents listed on the child's enrollment form will have equal access to the child and our records. We cannot and will not withhold a child from parent pick-up without legal documentation to do so. If you have further questions about this matter, please address them with the Director.

17. Baby Sitting

Child Prodigy does allow our families to ask teachers to provide afterhours babysitting duties, provided they follow the following guidelines:

a. Hold Harmless Agreement

- a. Child Prodigy does not contract work for babysitting services nor provides nanny services outside of their facilities in any capacity. Any decision by a Child Prodigy employee to babysit for a family is that of the individual's alone.
- b. Any employee of Child Prodigy that chooses to contract work as a babysitter outside of their capacity of a Child Prodigy employee is doing so as an individual, and not as a Child Prodigy employee.
- c. Child Prodigy is not responsible or liable for any action taken by an employee outside their employment capacity that is strictly limited to their actions during the hours of operation of Child Prodigy, while they are being paid as an hourly wage/salaried employee, for their services at our facility.
- d. Child Prodigy is a state licensed child care facility that strictly provides child care services at their state approved locations, and for state approved field trips, that is limited to services during their hours of operation.

b. Non-Compete

- a. Child Prodigy employees are not allowed to provide services to any of our patrons within the hours of our operation. We ask you to please abide by this agreement by not soliciting services from any employee in substitution of our services.
- b. Child Prodigy employees are not allowed work as a "Nanny" for any family enrolled at Child Prodigy for a period of 6 months after they have stopped working for Child Prodigy. Nanny duties may include, but are not limited to: child care, cooking for the child(ren), cleaning the child(ren), transportation of the child(ren).

18. Missouri state law is that no one under the age of 12 may be left in a vehicle that is unattended by an adult (or legal person of age). Even though LSPD does not regularly patrol our parking lot, this is a law and we, as a child care center, will strongly enforce it! If there are special circumstances in which you need assistance, please contact the Director or a teacher. We will find a way to assist you.

19. Child Prodigy believes it is very important that children are not "left in care" for more than ten hours per day. We do realize that out of the norm, children may need to be here just over ten hours due to bad weather, road construction, late meetings, etc; however, this must be the exception, NOT the rule.

20. Child Prodigy is a Smoke-Free Facility. Smoking is not permitted on our campus, including outside our doors.
21. Weapons of any kind are not permitted on Child Prodigy premises.
22. Good Faith: We recognize it is impossible to set a Policy/Procedure for every possible situation that may arise during your child's time here at Child Prodigy. Our staff members will always act in good faith and the best interest of the children and use their best judgement to handle each situation as it arises.
23. All children are enrolled on a 30 day trial basis. While we strive to meet the needs of every child, we understand that group care is not most successful environment for every child. Any child who demonstrates an inability to benefit from the care offered by Child Prodigy, or whose presence is detrimental to the other children, may be discharged from the facility. Care of the child may also be discontinued if Child Prodigy and the parent(s) cannot establish a mutually satisfactory working relationship.

Child Prodigy reserves the right to make changes to the above Policies and Procedures or implement a new Policy or Procedure at any time and without notice.

Child Prodigy is licensed by the Missouri Department of Health and Senior Services, Section for Child Care Regulation. A complete list of licensing rules may be found at:
<https://s1.sos.mo.gov/cmsimages/adrules/csr/current/19csr/19c30-62.pdf>

If there is a policy that you are unsure of or have any question about, please contact the center director. Thank you for your cooperation.

Parent/Guardian Name _____

Parent/Guardian Signature _____ Date: _____

If you would like a copy of these Policies and Procedures e-mailed to you, please leave your e-mail address here:



CHILD PRODIGY CHILDREN'S CENTER

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Walk Permission Slip

When the weather is nice, the children will have to opportunity to go on occasional walks. Teachers will use this opportunity to not only let the children get out in fresh air, but also to point out and observe objects along their way that will contribute to their learning. For example, if the letter of the week is "P," pointing out objects along the walk that start with "p" such as pole, pile or patio and observing the changes that take place as the seasons change. Children will always be accompanied by both teachers who will check in and out at the front desk and carry a mobile device so they can be reached at all times. Infants and Toddlers have 4-seater strollers that they use when the weather is nice.

In order for your child to participate in this activity, this slip must be signed or your child will have to stay back at the center. Even though the children primarily talk walks in the spring and fall when the weather is nicest, this slip will cover all their time at Child Prodigy. Please direct any questions to the front desk. Thank you.

_____ Yes, my child, _____, may go on walks.

_____ No, I would prefer for my child, _____, to remain at the center.

Parent/Guardian Name _____

Parent/Guardian Signature _____

Date: _____

Sunscreen Permission Slip

I give permission for Child Prodigy staff to apply sunscreen on my child, _____,
as needed while in care. This form is good for _____ to _____.

Please list any specific requests or special requirements for your child here:

_____.

Parent/Guardian Name _____

Parent/Guardian Signature _____

Date: _____

PLEASE READ THIS DOCUMENT COMPLETELY AND CAREFULLY BEFORE SIGNING. THIS DOCUMENT IS A RELEASE OF LIABILITY AND WAIVER OF CERTAIN LEGAL RIGHTS, INCLUDING THE RIGHT TO BE BRING A NEGLIGENCE CLAIM AGAINST THE CENTER.

Child Prodigy Children's Center Release of Liability, Promise Not to Sue and Assumption of Risk Agreement

I, undersigned parent/legal guardian of _____ (hereinafter "Child"), hereby authorize Child's full use of the facilities of Child Prodigy Children's Center (hereinafter, "Center"), including participation in the Center's offered activities in and outside of the facilities.

RELEASE OF LIABILITY: In consideration of allowing Child to attend and participate in the Center's activities, I **release from all liability and promise not to sue** the Center, its owners or employees for any and all claims, **including claims of the Center's negligence**, resulting in any physical or psychological injury (including paralysis and death), illness, infections, damages, disability and/or economic or emotional loss Child may suffer as a result of participation in the Center's activities, or while in or upon the premises of the Center. This release shall include attorneys' fees incurred in defending any claim or judgment and incurred in negotiating any settlement in regard to this matter.

RECOGNITION AND ASSUMPTION OF RISK: I am aware that participation in the Center's activities is not without some inherent risk, including risks associated with: interactions with other children; playing, eating and/or sleeping in a child care environment and sharing facilities with others; taking field trips and leaving the premises through various means of transport. I recognize that injuries, including cuts, sprains and broken bones, can be a common and ordinary occurrence during child care activities, and other injuries, including but not limited to physical injuries, illness, psychological injuries, pain, suffering, infection, and/or disability may occur. **Recognizing these risks, I voluntarily choose to allow Child to participate in the Center's activities.**

I, the undersigned, have read the Release of Liability, Promise Not to Sue and Assumption of Risk Agreement and understand its terms and the risks involved and accept these risks. I understand and agree by my signature hereon that I have had the opportunity to discuss this document with anyone that I might choose and that I freely sign it. I further understand that this document is written to be as broad and inclusive as legally permitted by the State of Missouri. I agree that if any portion is held invalid or unenforceable, I will continue to be bound by the remaining terms. I sign this document with the full knowledge that by signing the document I have waived legal rights that would have otherwise been entitled to enforce.

I am over age 18 and the parent or legal guardian of Child. I have the right to make decisions concerning the care, custody, and control of Child. I declare under penalty of perjury of the laws of the State of Missouri that the foregoing is true and correct.

Printed Name of Parent/Legal Guardian

Signature of Parent/Legal Guardian

Date

HiMama Program

What is the HiMama program and what does this mean for me?

HiMama will be used by our teachers to record activities and updates throughout the day and it will provide you with a complete history of your child's experience in our program. This program will also electronically track your child's daily attendance.

For Infants/Toddlers/Twos this means having access to live updates of all the information that is currently on their Daily Sheet (bottles, diaper changes, naps, etc.). This information will then be saved in their online report history for access at any time. For older children it means getting updates from the classrooms with what the children are learning and special activities taking place.

This program also enables us to upload pictures of the children that are stored safely and securely in a journal format. Through this program you'll receive real-time updates on your child's activities to your email and smartphone through the HiMama App or you can log in to the site via browser. It is also a great way to reinforce your child's in-program learning at home, as you'll have insight into what they've been working on here at the center!

Is there anything I have to do?

Fill out the attached form and then simply relax and prepare for updates! After we receive the permission slip back, you can expect to get an e-mail with an invitation to create a password and account with HiMama. Updates of your child will then be automatically be sent to you via email. You may also elect to login to your special Parent Portal online or via the HiMama Parent app. If you want to share updates with additional family members, you can also do so once you've created an account.

HiMama Parent FAQ

I have included an abbreviated Parent FAQ to give you some more information. For the complete list please visit <https://www.himama.com/FAQ#parent>

What's the Journal?

The Journal is a log of activities that have been added to your child's HiMama account. Activities are sorted in chronological order.

What's the difference between the Journal and Headlines?

The Journal is a log of activities associated with a specific child. The Headlines is a log of activities associated with all the children for which you are part of the Crew.

What's the "Crew"?

The Crew is the close group of friends and family that you want to share updates with. This can include grandparents, aunts/uncles, or close friends that aren't living close enough to see your child as much as they would like.

What's with the @himama.com email address on my child's profile?

If your childcare provider subscribes to HiMama, you can send them a direct message by sending an email to this address.

Where is data stored and is it secure?

HiMama data is stored on Amazon Web Services (AWS) cloud infrastructure. It is one of the most secure cloud computing environments available with highly secure data centers utilizing state-of-the-art electronic surveillance and access control systems, including 24x7 trained security guard protection. It is suited to run sensitive government applications and is used by over 300 U.S. government agencies, as well as the Navy, Treasury and NASA. For more information on HiMama's commitment to [Internet Safety](#), visit our page dedicated to this important topic. Is the HiMama website secure?

HiMama has a Secure Sockets Layer (SSL) certificate. SSL is the standard security technology for establishing an encrypted link between a web server and a browser. This link ensures that all data passed between the HiMama server and your device remains private and integral. SSL is an industry standard for securing online transactions so is used by online banking and payments sites and, similarly, is used by HiMama to encrypt your child's information.

Who has access to my data and is it private?

HiMama takes privacy very seriously. All photos and videos of your child are posted only to your account and no one else can access this information without express consent being provided by you. All account passwords are encrypted for additional security. For further information, please see our [privacy policy](#).

Who can see my photos and videos?

Photos and videos you add to the Journal are visible only to your child's Crew. If you mark an activity as 'Private,' only those members of the Crew that you have given privileges to will be able to see these activities. They are identified on the Journal with a lock icon. We take privacy seriously and will never share any photos or make them public without your explicit consent.

Where do I go to learn more?

Want to learn more? Great! You can visit the HiMama website at www.himama.com where you can find HiMama's page dedicated to [Internet Safety](#), an [FAQ](#) page with answers to frequently asked questions, as well as a [Contact Us](#) page if you have specific questions.

Additional Information about HiMama

Benefits of HiMama App vs Website (View in browser)

Downloading the App on your phone will provide you with the means to preview your child's daily report and see updates as they happen in real time. This is especially nice for Infant/Toddler parents to see when their child is getting fluids, diaper changes, etc. The app also enables you to send quick and easy messages to your child's teacher. However, that is almost all that you are able to do, the app was made to just be a preview of the information for your child.

Logging on to the website at www.himama.com will open up a great deal more options for you. Here you are able to do the following things that you are NOT able to do through the app:

- View and edit your child's profile
- Add or change your child's profile picture
- View ALL (current & past) reports
- View the center's calendar & monthly menu
- Manage your child's "Crew"

We strongly recommend that you use a **combination of both** to get the most benefit out of this program.

How to Receive Fewer E-mails

If you do choose this option, please make sure you are still viewing your child's report on a daily basis so you will not miss any notes from the teachers!

1. Log on to HiMama through a browser.
2. In blue header bar, click on the drop down arrow next to your name. Select "User Settings"
3. Scroll down and check the box next to "Send me fewer e-mails" Checking this option means that report and real-time photo/video emails will be withheld. (Parent/guardians will still receive emails of classroom notices.) ***Recommended if you already receive notifications via the HiMama app.***



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Participation Agreement for Child Prodigy Inc.

to email and publish my child's daily activities, attendance, work, photographs or videos via HiMama

To: Parent / Legal Guardian,

Please read this page carefully as it includes information about safety and security issues associated with privacy and behavior.



In the interest of safety and security, we require parent permission for the publishing of children's daily activities, work, photographs, or videos through a software program called HiMama (the "Program"). By signing this form, you grant permission for Child Prodigy to photograph or video your child for the purposes of sharing this information with **you** through the Program. You will also receive updates and information about your child through the Program to the contact information (e-mail, phone number) you have provided herein.

Note that sometimes other children in the center may occasionally appear in the photos, videos or stories of your child. By giving your consent, you agree not to share photos or videos of any child, other than your own, outside the Program without permission, and give us permission to take group pictures that include your child that will be shared with other parents.

Please complete, sign, and return this form to the center ASAP. We encourage you to contact us at 816-246-7130 ext. 221 or southdirector@childprodigycc.com if you have any questions.

I hereby acknowledge that I have read the above information and give the center full permission to enroll my child in the HiMama Program and all that includes:

Child(ren)'s Name(s): _____

My Name: _____ Relation to child: _____

My Email: _____

MOBILE Phone Number: (_____) _____

Signature: _____ Date: _____

Note: Multiple children may be included on form, but each parent/guardian needs to fill out a SEPARATE form with their information to receive updates.



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