

Bentonville Public Schools
Childcare Enrichment Services
Adventure Club & Building Bridges
400 NW 2nd Street, Bentonville, AR 72712
Telephone: (479) 254-5040

Building Bridges Application

For Office Use Only

Reg Fee Paid
 Reg Fee Posted
 Check/Rcpt No.
 Entered in computer
 Copy for office
 Food program in Darla box
 Added to roll sheets
 Code entered

Application Date _____

Start Date _____

(Please Print Legibly)

Child's

First Name _____

Sex _____

District _____

Last Name _____

Birth date _____

Staff _____

School _____

Age _____

Full Time _____

Home Phone # _____

Code # _____

Teen _____

Custodial Parent

Parent/Guardian 2

Name _____

Name _____

Address _____

Address _____

City, State, Zip _____

City, State, Zip _____

Email: _____

Email: _____

Cell/Pager # _____

Cell/Pager # _____

Employer _____

Employer _____

Work # _____ Hours _____

Work # _____ Hours _____

Child Lives With _____

Marital Status _____ Custody Information _____

My child is allergic to _____

My child takes medication for _____ Name of medication _____

Special Needs _____

Emergency Contacts—authorized for pickup (other than the parent must have total of 3)

1. Name _____ Home # _____ Work # _____ Relation _____

2. Name _____ Home # _____ Work # _____ Relation _____

3. Name _____ Home # _____ Work # _____ Relation _____

4. Name _____ Home # _____ Work # _____ Relation _____

Non-Authorized Pick-up (Court Documentation Required) _____

Adventure Club/Building Bridges will ask to see a photo ID for ANY individual that a staff member does not know. Please inform any of the above individuals to be prepared to present his/her ID. A person must be at least 18 years of age to be allowed to pick up your child. Children must be escorted to and from the center and MUST be signed in and out with the responsible parties full name.

Family Doctor _____ Phone # _____
 Address: _____ City _____ State _____ Zip _____
 Family Dentist _____ Phone # _____
 Address: _____ City _____ State _____ Zip _____
 Insurance Company _____ Policy # _____

Authorization and permission given for:	(Please Initial)	Yes
A. Emergency medical and/or dental care and transportation of the child for emergency treatment.....	_____	_____
B. The child to participate in water activities.....	_____	_____
C. Transportation from Building Bridges for all field trips during operating hours.....	_____	_____
D. Parent responsible for medical costs.....	_____	_____
E. Apply sunscreen as needed.....	_____	_____

CONSENT FOR EMERGENCY MEDICAL CARE			
I/We _____	Relation _____	of _____	
Parent/Guardian		Child's Name	
<p>Do hereby request and give consent to the Director/Caregiver of Building Bridges, or his/her duly appointed representative, for said child to receive such medical or surgical aid as may be deemed necessary expedient by a duly licensed or recognized physician or surgeon in case of an emergency when the parent(s) cannot be reached. Consent is also given for the Director/Caregiver or his duly appointed representative to transport said child for emergency medical treatment, if parent(s) cannot be reached.</p>			
_____	_____	_____	_____
Parent/Guardian Signature	Date	Witness	Date

NOTIFICATION FOR RELEASE OF PUBLICATION	
<p>Release for publication must be on file for everyone in photographs. Please choose one of the following.</p>	
<p><input type="checkbox"/> I freely grant consent to Building Bridges to photograph me and/or my child, and to use the photos for publicizing activities of the Building Bridges, without payment to me.</p>	
<p><input type="checkbox"/> I do not grant consent Building Bridges to photograph me and/or my child. I understand that there might be circumstances beyond the control of the Building Bridges staff and will not hold them responsible in the event my child is photographed without Building Bridges staff's knowledge.</p>	
_____	_____
Parent/Guardian Signature	Date

I acknowledge receipt of a Parent Handbook. I understand that it is my responsibility to read the Parent Handbook., and by signing this form, agree to abide by all of the policies and procedures of the Adventure Club program.

 Signature of Parent/Guardian _____
Date

Bentonville Building Bridges Fee Agreement

A **\$100.00 nonrefundable** registration fee must be paid at the time the child is enrolled or reenrolled into the program. Date Paid_____

I, _____, hereby agree to accept full responsibility for fees and tuition for my child(ren) to attend the Bentonville Building Bridges program.

_____ I understand payment is due every Monday morning prior to service. I understand that Building Bridges has a "no pay no stay" policy. (There is a \$10 late fee for payment made after Monday morning at drop off) **A \$20 fee will be charged by the district for collection of your insufficient check by FARS. If two checks are returned, your account will be placed on a cash only basis.** There are no refunds or credits for absences, sickness, mishaps, or holidays.

_____ I understand that my child is enrolled for full time care and the rate is as follows:

- _____ 6 weeks to 18 months fee is \$155.00 per week
- _____ 18 months to 3 years fee is \$145.00 per week
- _____ 3 year old fee is \$135.00 per week
- _____ 4-6 year old fee is \$125.00 per week

_____ I also understand that a penalty fee of **\$1.00 for every minute** after closing for a child that is brought before 7 AM or picked up after closing (6:00 for Central Pre-k and 5:30 for BHS and Wildcat Way Infant/Toddler centers). I understand that the center clock is the time that is logged at arrival and departure time and the staff will document on the sign in and out if my written time differs from the facility clock.

Building Bridges@ BHS and Wildcat Way hours are 7 AM to 5:30 PM.

In the event that I default on the above agreement my child's enrollment will be subject to termination and I will be responsible for the costs of collection.

Parent/Guardian Signature

Date

Non-Discrimination Policy: No person shall, on the basis of discrimination, be denied the benefits of or the activities of Building Bridges. The facility cannot and will not discriminate for reasons of race, color, national origin, sex, or disability. There is to be no discrimination in admission policy, meal service, or use of facility.

Suspected Child Abuse and Neglect: Every employee is mandated by state statute to report any cases of suspected child abuse or neglect. Such a report is not a statement of blame; it is simply a statement that will result in an investigation by the proper authorities. In the event that the Department of Human Services carries out an investigation of child abuse, Building Bridges and its staff will cooperate fully with investigators. All workers must be and are screened by the State of Arkansas for abuse and criminal records. The child maltreatment hotline number is 1-800-482-5964. Children may be subject to interviews by licensing staff, child maltreatment investigators or law enforcement officials to determine licensing compliance or for investigative purposes without parental notice or consent.

Bentonville Building Bridges Discipline Policy

Discipline at the Bentonville Building Bridges is appropriate to the developmental level of 6 weeks to 5 years old. Positive guidance is the rule at Building Bridges. The teaching staff uses verbal direction and guidance that is in positive terms. Guidance is positive yet firm. Children are not offered a choice if indeed there is no choice. Children are encouraged to make choices that are positive when offered a choice between two acceptable behaviors, activities, materials, etc.

Here are the basics, of our thoughts, on what works best with young children: When children are not in danger of hurting or being hurt, we allow them time to work out their differences. Adults step in as guides, putting the situation into simple language the children can understand. Children are asked for input into the solutions. In this way, children learn how to get along with others.

Discipline is viewed by all as being directed toward teaching children acceptable behavior and self-control and helping the children play together safely.

Children are not punished; they are taught by positive guidance. Discipline is never associated with food or toileting. Children are never labeled as “bad” or “naughty.” Children are never required to participate in group activities. An adequate number of materials, equipment, and activities are used as preventative measures. Duplicate materials are used whenever possible.

All staff is aware that infants and toddlers cannot be expected to share or take turns. Activities requiring such social competence are used sparingly and only when alternative activities are available. We know that children cannot learn to share until they have learned to own. That is why we teach children to share by sharing with them. When we “catch” children sharing or taking turns, we praise them.

“I have read and understand the discipline policy of the child care facility. I give my permission for the use of all methods set out in the handbook.”

Parent/Guardian Signature

Date

If the parent/guardian disagrees with any disciplinary method listed in the Parent Handbook, please list the method preferred:

Parent/Guardian Signature

Date

PLEASE NOTE: Physical punishment shall not be administered to children.

Required Records: Please provide a copy of your Child's Immunization Record, Birth Certificate and Social Security Card.

Birth Certificate _____ Social Security Card _____

Verified by Health Department Record _____ Physician's Record _____ Other _____

Disease History: List the dates of each:

Measles ___ Mumps ___ German Measles ___ Chicken Pox ___ Whooping Cough _____

Contacted Tuberculous: Yes ___/No _____ Frequent Ear Infections Yes ___ / No _____

Frequent Throat infection Yes ___/No _____ Defective Heart Yes ___/No _____

Child's developmental needs:

Physical or emotional problems the child might have: _____

Special problems: Medications _____

Allergies _____ Temper Tantrums ___ Diabetes ___ Frequent colds ___ Biting _____

Sun Sensitivity _____ Seizures _____ Fainting Spells _____ Bed wetting _____ Other _____

Requires help in: Dressing ___ Undressing ___ Toileting ___ Eating ___ Washing hands _____

Is Child toilet trained? Yes ___ No ___ Words used in toileting _____

Favorite: Games _____ Toys _____ Foods _____

Siblings? Yes ___ No ___ **Name(s) of siblings:** _____

Type of childcare used before _____

Other useful information _____

I, the parent/guardian of this child, understand that I may ask for a conference with the caregiver(s) as needed.

Signature

Date

Additional comments:

Authorization for Pick Up

The following individuals have my permission to pick my child up from Building Bridges. I understand that if I wish to remove someone from this list that I will need to complete another form.

***Building Bridges cannot withhold a child from his/her parent without a court order. If you have custody of your child and do not wish for your child's other parent to be allowed to pick him/her up, we must have a copy of the custody papers on file.

Pick Up List:

Name: _____

Address: _____

Home Phone: _____

Work Phone: _____

Relation: _____

Name: _____

Address: _____

Home Phone: _____

Work Phone: _____

Relation: _____

Name: _____

Address: _____

Home Phone: _____

Work Phone: _____

Relation: _____

Name: _____

Address: _____

Home Phone: _____

Work Phone: _____

Relation: _____

***Building Bridges will ask to see a photo I.D. for any individual that the staff member does not know. Please inform any of the above individuals to be prepared to present his/her I.D. A person must be at least 18 years of age to be allowed to pick up. Children must be escorted to and from the center and must be signed in and out.

Parent Signature

Date