



Our Lady of Grace Roman Catholic Church

Angel Care • Kids of the Kingdom
666 Albin Avenue, West Babylon NY 11704
631-893-6564

Dear Kids of the Kingdom Parents,

WELCOME!!

Our Lady of Grace Kids of the Kingdom would like to welcome parents and children to our Program. We would like to go over a few policies for this year that may have changed and are important for you to know. Please take the time to read the following and then sign and date the last page.

PROGRAM GOALS:

1. To provide a safe and enriching program for children
2. To encourage self-image and self-worth in each individual child.
3. To make new friends.
4. To help children develop skills to interact with peers in a positive manner.
5. To provide a consistent, daily schedule to help with feelings of security and control in the environment.

REGISTRATION AND PAYMENT POLICY

At time of registration, the following is required:

1. A non-refundable \$75.00 registration fee per child (or \$95.00 per family).
2. All required registration forms, filled out completely.
3. All tuition **MUST** be made prior to the start of the summer program. There are **NO EXCEPTIONS**. Children will not be allowed to attend the program if tuition is not paid.

Fees/Payment Agreement

The price per week for the 1st child is \$350 and \$325 for each additional child.

1. Payment in the office in cash or check.
2. If you would like to pay with credit card you can visit Our Lady of Grace webpage and visit, We Share. We Share charges a fee, so we are charging that fee to you. Please add a 10-dollar fee each week you sign up. If you are using, We Share your weekly fee will be 360 per week.
3. Camp runs from 8:30-4:30. Before care, 7:30-8:30 and 4:30 to 5:30 for aftercare. Fees are 40 dollars for before care each week and 40 dollars for aftercare each week. This must be paid with summer fees.

LATE PICK-UP:

We understand that emergencies can and will arise. Please arrange for emergency pick-up people that you can contact in these instances to pick up your child. They must be listed on your child's paperwork.

Parents are required to contact emergency pick up person if they suspect that they will be late picking up their child. If unsuccessful in contacting emergency pick up person, then parents must immediately contact Kids of the Kingdom Supervisor at 631-893-6564. If child is not picked up the following actions will be taken:

1. The child will be put in Aftercare if not picked up by 4:30.
2. Staff will attempt to contact the alternate adult on the child's emergency card to come and pick up the child.
3. Parents will be charged the 40 dollars aftercare weekly fee if you are late.
4. **PLEASE BE RESPECTFUL OF OUR HARDWORKING STAFF BY BEING ON TIME!**

HEALTH REMINDERS AND POLICY

Medical Policy

All children, prior to enrollment, are required to have yearly medical examinations completed and a statement from child's health care provider verifying the child to be in good health, immunizations up to date and the child free from communicable disease according to the State guidelines and those of the Department of Health. Our Kids of the Kingdom medical form includes lead-screening results for children under 6 years of age. If our findings report that a child is missing any of the necessary immunizations, the parent will be notified and required to follow up with their child's primary care physician. We will be following all COVID 19 guidelines.

Parents must submit a copy of any and all updated immunizations as your child receives them, even if your child's annual medical exam is not due yet, as per New York State Licensing Requirements.

In addition to our Health Care Plan and Procedures here at Kids of the Kingdom, we observe your child's daily physical health. If your child becomes ill or displays symptoms of illness during the day, we will immediately isolate your child from contact with other children until you pick up your child. Therefore, immediate pick up is mandatory.

Exclusion Policy

For the safety and health of your child and the other children, please do not send your child back to the facility if they:

- Have a fever or has had a fever during the previous 48 hours, especially, if fever is accompanied by behavior change, stiff neck, a rash, unusual irritability, poor feeding, vomiting or excessive crying. Fever means:

- ❖ Oral Temperature above 100° Fahrenheit
- ❖ Rectal Temperature above 102° Fahrenheit
- ❖ Axillary (armpit or ear) above 100° Fahrenheit
- Are still in the first 24 hours of antibiotic treatment
- Have a deep persistent cough. As long as the cough is not deep and they know to cover their mouths, there is no problem with them attending Kids of the Kingdom. We instruct children, to cough into their sleeve or arm and NOT their hands to prevent them from spreading germs further via their hands.
- Have symptoms of a possible communicable disease (RED ITCHY EYES, SNIFFLES, SORE THROAT, PAINFUL EARS, STOMACH PAIN, HEADACHE, OR DIARRHEA)
- Persistent diarrhea, defined as three or more stools in a 24 hours period, when that pattern represents:
 - An increased number of stools compared to the child's normal pattern, an increase in stool water, or symptoms of dehydration (sunken eyes, dry skin, concentrated urine, small amounts of urine, or no urine in four hours); or accompanied with blood in the stool.
- Lice
- Undiagnosed skin rash and/or infected skin patches
- Vomiting two or more times in a previous 24 hour period.

Children may not return until a medical evaluation allows inclusion

Medication Policy

Prescribed medication for children with allergies, seizures or chronic illnesses will be given only with the following three items:

1. A labeled prescription bottle.
2. An official OCFS Medical paper form signed by doctor and parent.

If your child has a communicable disease, please inform the program as soon as possible so that we can notify all parents and take the necessary disinfecting precautions here at our program.

Please note that in case of contagious illness we will notify parents by posting a notice in the building, and sending one home with each child. A child must remain out of the program for a 24 hour period, symptom free, before returning to school. If we send your child home during a session, we will send home a reminder of this precaution. Any form of viral or contagious disease that a child might have had must have a doctor's note stating the well being of the child and that the child is no longer contagious in order to return to Kids of the Kingdom.

RULES AND REGULATIONS

- **Please send your child with plenty of water on all days.**
- No Cell phones or electronic devices at all.
- Children will wear appropriate outer clothing when outside the building.

- Children will wear sneakers at all times. Please pack an extra pair of socks in their backpack for days in which socks are required, in case they aren't wearing them that day. Children will not be allowed to participate if footwear is not appropriate. No flip flops.
- Children will never, under any circumstance, be left without direct supervision.
- Children will never be allowed into bathrooms alone.
- While riding the bus to daily outings, children will remain seated and seat belted at all times and will not cause disturbances such as yelling, throwing items, etc.
- Children will remain with his/her group leader(s) at all times, and follow all instructions given by said group leader(s).
- Children will not be physically, verbally, or otherwise abusive to any person(s) he/she comes in contact with during the course of the day. Use of foul language at anytime is strictly prohibited.
- Children will not mark, deface or otherwise destroy any property belonging to Our Lady of Grace Church or others.
- No Hand Sanitizer or Lotions of any kind are permitted on the premises. Hand wipes will be provided to the children when soap and water is not available.
- Please apply sunscreen before camp everyday.
- Staffing Ratio will not exceed:
 - One Staff member to 9 children aged 5 years.
 - One Staff member to 10 children aged 6-9 years.
 - One Staff member to 11 children aged 10-12 years.



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POLICY AGREEMENT

CHILD'S NAME: _____

- I have read, fully understand, and agree to accept the conditions set forth in Kids of the Kingdom Policies, including Program Goals, Registration/Payment Policy and Health Reminders, Medical Policy, Exclusion Policy, Medication Policy, Disciplinary Policy and the Inclement Weather Policy.
- I have read the above rules and have explained them to my child.
- I understand that should any of these be broken my child may not be allowed to continue in the Kids of the Kingdom program and I will not be monetarily reimbursed.
- I understand all tuition is due before my child begins the summer program and that they will not be allowed to participate until tuition is completely paid.

KIDS OF THE KINGDOM PROGRAM HOURS: 8:30AM – 4:30PM

Please Circle weeks your child will be attending:

June 29th– July 2th
(closed July 4th - pro-rated at \$280.00)

July 6 – July 10

July 13 – July 17

July 20 – July 24

July 27 – July 31

August 3 – August 7

August 10 – August 14

August 17- August 21

Parent/Guardian Signature

Date

Photo, Quote and Video Image Release

I, (please print name) _____, give Our Lady of Grace without compensation, the absolute right and permission to use, for a period of five (5) years from signing the date, my photograph, quote and/or identity of me in Our Lady of Grace newsletters, annual report, press release, direct mail piece, website or other publications or other promotional or fundraising materials. I release Our Lady of Grace Church, the Diocese of Rockville and the Bishop thereof, their officers, employees, agents, designees, photographers, writers, the editors, the publishers from liability for any violation of any personal or proprietary right I may have in connection with such use. I am 18 years of age or older.

Child or Elder's Name: _____

Signature: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Date: _____

For Parent or Guardian:

I represent that I am the parent/guardian of the minor named above or the caregiver/guardian of the elder named above and agree that the grant and release contained therein binds us and said minor or elder to all of the terms thereof.

Parent/Guardian/Caregiver Signature

Print Name of Parent/Guardian/Caregiver

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Date: _____

Photo Authorization:

I hereby authorize the taking of photographs for the purposes stated above.

*Release duration five (5) years from date signed

Parent/Guardian/Caregiver Signature: _____ Date: _____

I, (please print name) _____, **do not** give Our Lady of Grace permission for the above photo, quote and video release.



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REGISTRATION FORM

CHILD'S NAME: _____

ADDRESS: _____

TOWN & ZIP: _____

HOME PHONE: _____

DATE OF BIRTH: _____ **AGE:** _____

MOTHER'S NAME: _____

ADDRESS (if different than child's): _____

MARITAL STATUS* _____ **E-MAIL:** _____

PLACE OF EMPLOYMENT: _____

WORK PHONE #: _____ **CELL PHONE #** _____

FATHER'S NAME: _____

ADDRESS (if different than child's): _____

MARITAL STATUS* _____ **E-MAIL:** _____

PLACE OF EMPLOYMENT: _____

WORK PHONE # _____ **CELL PHONE #** _____

EMERGENCY CONTACT: _____ **RELATION:** _____

ADDRESS: _____ **PHONE:** _____

***DOES THE PARENT NOT LIVING WITH THE CHILD HAVE LEGAL ACCESS TO THE CHILD?**
 YES **NO**

If no, please supply court paperwork.

PROOF OF AGE: _____ **Physical Report Form Complete:** _____

REGISTRATION FEE PAID _____ **METHOD OF PAYMENT** _____

REGISTRATION CHECKED BY: _____



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Kids of the Kingdom Emergency Plan

In the event of a serious accident or injury to a child, the Director immediately contacts the Fire/Rescue and have them send an ambulance to the center, and proceed to Good Samaritan Hospital Medical Center, *(if your child needs emergency care while on a field trip, the Director, if unavailable, the person in charge, will call 911, request an ambulance to their location and have the child taken to the nearest hospital emergency room for treatment.)* The Director (if unavailable, the staff person in charge) will accompany the child to the hospital with the child's medical information and emergency treatment form. The Director or their designee will call the parent (if unavailable, the emergency contact) and have them meet the child at the hospital.

Good Samaritan Hospital Medical Center is located at 1000 Montauk Hwy., West Islip.

If your child is ill while in the care of Kids of the Kingdom, but does not require emergency treatment, you will be contacted at: **HOME—WORK** (circle one).

EMERGENCY INFORMATION

Parents:

MOTHER: _____
ADDRESS: _____
PHONE: _____

FATHER: _____
ADDRESS: _____
PHONE: _____

Other responsible person in the event parent(s) cannot be reached:

Name: _____

Name: _____

Address: _____

Address: _____

Telephone #: _____

Telephone #: _____

DOES YOUR CHILD HAVE ANY ALLERGIES? Yes No

IF YES, PLEASE LIST: _____

AUTHORIZATION FOR EMERGENCY TREATMENT

I hereby give my consent to an adult caretaker representing Our Lady of Grace Church to authorize medical, surgical, and/or dental treatment including hospitalization for my child

(Print Child's Name)

Should it be necessary while my child is in the care of the Kids of the Kingdom Program.

I, _____, the parent/legal guardian of the above mentioned child, do hereby certify that the information provided is valid and agree not to hold Our Lady of Grace Church, or any employees or volunteers of Our Lady of Grace Church, responsible for any accidental injury my child might incur while in the care of the Kids of the Kingdom Program.

Parent Signature _____ Date _____

Witness (Notary) _____ Date _____

THIS FORM MUST BE NOTARIZED



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ALLERGY INFORMATION

Child's Name: _____

Is your child **allergic** to any **foods**? Yes No

Please List: _____

Is your child **allergic** to any **medications**? Yes No

Please List: _____

Does your child have any **seasonal allergies**? Yes No

Please List: _____

Does your child have any food restrictions; e.g. religious, diet, etc.? Yes No

Please List: _____

- If a medication must be administered at the center we need authorization from the physician on the prescription form with specific instructions for administering the medication at the center. The parent or guardian must also fill out the **Permission to Give Medication** form when the medicine needs to be administered. Please come to the office immediately to update this information when there is a change.+

Permission to Administer Epi-pen

I am supplying an **Epi-pen** for my child and the doctor's authorization for use (Please attach).

Allergy: _____

This Epi-pen expires and I understand it is my responsibility to supply the Director with a new Epi-pen at least one week prior to the expiration date. I further understand that if there are any changes in the doctor's authorization or specific directions for administration of the Epi-pen, I must notify the Center immediately.

Date Received

Date of Expiration

Date Authorized

Parent/Guardian Signature



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Payment Agreement for Families Using DSS Child Care Subsidy

I will pay the parent fee as determined by Suffolk County Department of Social Services each Monday morning for my child's care for that week.

According to the DSS policy, "failure to pay the parent fee will lead to termination of all Day Care Services".

I understand that if I do not maintain the above payment schedule my care will be terminated and DSS will be notified.

Parent/guardian signature

Date

Director's Signature

Date

NEW YORK STATE
OFFICE OF CHILDREN AND FAMILY SERVICES



Medical Statement of Child in Childcare

To Be Completed By Licensed Physician, Physician's Assistant or Nurse Practitioner

Name of Child:	Date of Birth:	Date of Examination:
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Immunizations required for entry into day care

Yes No

Medical Exemption The physical condition of the named child is such that one or more of the immunizations would endanger life or health. Attach certification specifying the exempt immunization(s).

	1 st Date	2 nd Date	3 rd Date	4 th Date	5 th Date
Diphtheria, Tetanus and Pertussis (DPT) Diphtheria and Tetanus and acellular Pertussis (DTaP)					
Polio (IPV or OPV)					
Haemophilus influenzae type B (Hib)				4 th Date OR 1 st Date (if given on or after 15 months of age)	
Pneumococcal Conjugate (PCV) for those born on or after 1/1/08					
Hepatitis B					
Measles, Mumps and Rubella (MMR)					
Varicella (also known as Chicken Pox)					

Other Immunizations may include the recommended vaccines of Rotavirus, Influenza and Hepatitis A

Type of Immunization:	Date:	Type of Immunization:	Date:
Type of Immunization:	Date:	Type of Immunization:	Date:
Type of Immunization:	Date:	Type of Immunization:	Date:

Tests

Tuberculin Test Date: / / Mantoux Results: Positive Negative mm

TB Tests are at the physician's discretion.

If positive, or if x-ray ordered, attach physician's statement documenting treatment and follow-up.

Lead Screening Date: / /

Attach lead level statement

Lead Screening (Include All Dates and Results)

1 year / / Result: mcg/dL Venous Capillary

2 years / / Result: mcg/dL Venous Capillary

Most recent date of lead screening (if different from above):

 / / Result: mcg/dL Venous Capillary

Per NYS law, a blood lead test is required at 1 and 2 years of age and whenever risk of lead poisoning is likely. If the child has not been tested for lead, the day care provider may not exclude the child from child day care, but must give the parent information on lead poisoning and prevention, and refer the parent to their health care provider or the county health department for a lead blood screening test.

ADDITIONAL INFORMATION ON REVERSE SIDE ➔



Medical Statement of Child in Childcare

(continued)

Health Specifics

Comments

Are there allergies? (Specify)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Is medication regularly taken? (Specify drug and condition)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Is a special diet required? (Specify diet and condition)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are there any hearing, visual or dental conditions requiring special attention?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are there any medical or developmental conditions requiring special attention?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Summary of Physical Exam

Include special recommendations to Day Care Providers

On the basis of my findings as indicated above and on my knowledge of the named child, I find that: he/she is free from contagious and communicable disease and is able to participate in day care. Yes No

Signature of Examiner

Address

Please Print Name

City, State, Zip

Title

Phone

Date

Religious Exemptions

Public Health law Section 2164 allows a child to be religiously exempted from immunization. A written and signed statement from a parent, parents or guardian of the child stating that they object of the immunization of their child due to their sincere and genuine religious beliefs should be submitted to the day care owner, operator or administrator who shall determine whether the statement of religious belief is acceptable.

Remind

Remind is a free service that lets me communicate with parents. Send out announcements, pictures and messages to everyone involved with Kids of the Kingdom. Your child's councilor will be sending pictures and announcements on Remind. Please join.

Send a text to 81010

Code @9d9b7c

Reply to the message from the Remind team with your first and last name, and you're in.

If you have any questions about Remind, please feel free to contact me.

Stephanie

Parent agreement for applying sunscreen before attending Kids of the Kingdom Summer Program.

I _____ parent or guardian of _____ will apply sunscreen to my child every morning before camp.

_____ At camp my child's counselor will reapply sunscreen after lunch if they are going outside.

_____ My child can apply their own sunscreen after lunch.

_____ At camp I did not leave sunscreen, so I understand that my child will not have sunscreen applies for the afternoon time.

Parents Signature _____ Date _____