

Dear Parent,

The Kiwanis Day Care Center has several policies which we feel need to be emphasized when your child is enrolled. The following policies and procedures can be found in your "Parent Handbook" and have been explained to you at the time of enrollment. Please take the time to review these Policies/Procedures and initial beside each one that you have had these explained to you:

- Introduction of your child's classroom staff
- Required 15 day attendance policy for LINK parents
- Required payment of weekly fees
- Medication Procedures
- Center's procedure to follow when a child becomes ill at the Center
- Center's procedure to administer medication to children
- Parent's Right to file a Grievance
- Type of care and programs offered by the Center
- Goals & Objectives of the Center
- Daily Schedule of Activities for Children
- Center's licensing capacity
- Ages of children served
- Schedule of days and hours of operation
- Center's admission and discharge policy
- Center's Liability Insurance Coverage
- Center's policy for parent access to facility
- Center's policy on reporting suspected child abuse
- Center's Anti-Corporal Punishment Policy
- Parent's Right to Confidentiality and Access to Information pertaining to their child.

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Child's Name

Parent's Signature

Date