



Enrollment Packet

Please be sure to complete and return each page of this packet prior to your child's first day at the center:

- **Emergency Contact Form**– Please be sure to fill this out *completely*. Each block requires your signature.
- **Insurance Disclosure**
- **Health Appraisal**– Must be turned in within *30 days* of your child's first day at the center.
- **Sign In and Out Access Code**
- **Agreement**
- **Parent Handbook Acknowledgement**

In addition, your child will need the following:

- A complete change of season–appropriate clothes to be left at the center.
- Disposable diapers or training pants and diaper wipes if needed.
- Enough bottles, bottle covers, and bottle liners for the entire day for children under twelve months old.
- Extra crib sheets for infants.

****Each item*** must be labeled with your child's name.*

****Kingdom Care cannot be responsible for toys brought from home.****

If you need help with your child's healthcare or health insurance:

CHIP is a service that helps provide uninsured children with free and low cost healthcare. Sponsored by Aetna US Healthcare. For more information, please call 1-800-822-2447.

Child Care Information Services of Allegheny County provides free information on childcare and other services for families regarding child's health care, nutrition, safety, special needs, etc. CCIS also provides financial assistance with childcare for working families who meet all eligibility requirements. For more information, call 1-800-392-3131.



Insurance Disclosure

This memo is to advise that Kingdom Care Learning Center's insurance is limited in regards to medical and liability while your child is at our facility. Although we insure against all risks related to the childcare center, your hospitalization that you have personally will be responsible for your child. In the event of negligence on our part, there could be coverage for your child. This is standard in all public and private school systems throughout the state of Pennsylvania.

I have read and agree to the above statement.

Parent/Guardian

Date

Kingdom Care Copy



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I have read and agree to the above statement.

Parent/Guardian

Date

Parent/Guardian Copy



Access Code

Dear Parents/Guardians,

Kingdom Care Learning Center utilizes an electronic time clock for you to sign your children in and out. The responsible adult will need to enter a four-digit code to access the electronic time clock. Using this clock, the Center will be able to send you account balances, physical update notices, and information on upcoming trips and events. Only parents or legal guardians will have access to financial information. This system will help us track how many children are in the center at all times. **Please be sure to sign your child in and out every day.**

Please fill out this form and return it to the office before your child's first day. Parents who do not choose an access code will be assigned one after that date. Since each individual who picks up the children must have his/her own code, we suggest that you limit your pick-up list to four individuals who are most likely to pick up your child(ren). Please call the Center if someone other than those listed is coming so that we can sign your child out for you.

Sincerely,

Becki Lewis, Director

Person permitted to pick up your child(ren):	Access Code



Parent Handbook Acknowledgement

I have received and reviewed a copy of the Parent Handbook. I agree to abide by all of the policies listed herein.

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date



Reportable Communicable Illness

Dear Parents/Guardians,

We as childcare providers must contact the local health department when a child or employee comes in contact with others who have a reportable disease. Below is the list of diseases considered reportable.

- AIDS
- Amebiasis
- Animal Bites
- Anthrax
- Arboviruses
- Botulism (all forms)
- Brucellosis
- Campylobacteriosis
- Cancer
- Chancroid
- Chickenpox
- Chlamydia
- Congenital Adrenal Hyperplasia
- Creutzfeldt-Jakob Disease
- Cryptosporidiosis
- Diphtheria
- Encephalitis
- E. Coli
- Food Poisoning
- Galactosemia
- Giardiasis
- Gonococcal Infection
- Granuloma Inguinale
- Guillain-Barre Syndrome
- Haemophilus Influenzae Invasive
- Hantavirus Pulmonary Syndrome
- Hemorrhagic Fever
- Hepatitis (all forms)
- Histoplasmosis
- HIV
- Influenza
- Lead Poisoning
- Legionellosis
- Leprosy (Hansen's Disease)
- Leptospirosis
- Listeriosis
- Lyme Disease
- Lymphogranuloma Venereum
- Malaria
- Maple Syrup Urine Disease
- Measles
- Meningococcal Invasive Disease
- Meningitis (all forms)
- Mumps
- Pertussis (Whooping Cough)
- Phenylketonuria (PKU)
- Plague
- Poliomyelitis
- Psittacosis (Ornithosis)
- Rabies
- Respiratory Syncytial Virus
- Rickettsial Disease/Infections
- Rubella
- Salmonellosis
- Shigellosis
- Sickle Cell Hemoglobinopathies
- Smallpox
- Staphylococcus Aureus
- Streptococcal Invasive Disease
- Streptococcus Pneumoniae
- Syphilis
- Tetanus
- Toxic Shock Syndrome
- Toxoplasmosis
- Trichinosis
- Tuberculosis
- Tularemia
- Typhoid Fever

Families and employees are reminded to notify the Director within twenty four hours of a child, employee, or any member of their immediate household developing a known or suspected reportable communicable disease. While respecting the legal boundaries of confidentiality of medical information, the Director will notify the appropriate health department authority about any suspected or confirmed reportable disease among the children, employees, or their immediate households.

Families of children who may have been exposed to a child with a communicable disease or reportable condition will be informed about the exposure according to the recommendations of the local health department.

Thank you in advance for your cooperation with this matter.

Sincerely,

Becki Lewis, Director



Emergency Procedure

Dear Parents/Guardians,

This letter is to assure you of our concern for the safety and welfare of children attending Kingdom Care Learning Center. Our Emergency Operations Plan provides for response to all types of emergencies. Depending on the circumstances of the emergency, we will use one of the following protective actions:

1. **Immediate Evacuation**– Students are evacuated to a safe area on the grounds of the facility in the event of a fire, etc.
2. **In-place Sheltering**– Sudden occurrences, weather or hazardous materials related, may indicate that taking cover inside the building is the best immediate response.
3. **Evacuation**– Total evacuation of the facility may become necessary if there is a danger in the area. In this case, children will be taken to Hickory Heights Golf Club at 116 Hickory Heights Road, Bridgeville, PA 15017 or to The Holiday Inn Express on Washington Pike, Bridgeville, PA 15017.
4. **Modified Operation**– May include cancelation, postponement or rescheduling of normal activities. These actions are normally taken in case of a winter storm or building problems that make it unsafe for students (such as utility disruptions), but these actions could also be necessary for a variety of situations.

Please listen to KDKA for announcements relating to any of the emergency actions listed above.

We ask that you not call during the emergency. This will keep the main telephone line free to make emergency calls and relay information. We will call you to let you know that we've taken one of these protective actions. We will also call you when we've resolved the situation and it is safe for you to pick up your child.

A list of alternate phone numbers is attached for you to call in an emergency event.

In turn, we ask that you please keep your child's Emergency Contact Form up-to-date at all times. If there is a change, please notify the Director as soon as possible.

I specifically urge you not to attempt to make different arrangements during an emergency. This will only create additional confusion and divert staff from their assigned emergency duties.

In order to assure the safety of your children and our staff, I ask for your understanding and cooperation. Should you have additional questions regarding our emergency operating procedures, please contact me.

Sincerely,

Becki Lewis, Director
(412) 849-9225 (cell)



Emergency Numbers

For Kingdom Care Learning Center
538 Hickory Grade Road
Bridgeville, PA 15017
(412) 220-7197

Name/Agency

Telephone #

Director: Becki Lewis

(412) 849-9225 (c)

Primary Relocation Facility: Hickory Heights Golf Club

(412) 257-0300

Secondary Relocation Facility: