

Participation in Childcare Service Agreement **and** **Acknowledgement**

Dear Parent:

Forrest College provides free childcare services for children of all students. There are certain rules and guidelines that accompany this privilege. We ask that you read the rules and guidelines and acknowledge your understanding and acceptance of these terms by signing and dating this document below.

Rules and Guidelines to be Observed:

- Childcare is only available to the children of our students. No relatives or children who are not directly related to the student qualify for the childcare program.
- Only children of FC students that can walk on their own qualify for childcare. The child must be able to walk on its own.
- The parent must sign the child into childcare upon arrival. The parent must sign the child out of childcare upon departure. No other individual is permitted to check the child out of childcare unless specified by the parent on the childcare registration form.
- Childcare is provided only during times that classes are being held and the parent is attending class.
- If a parent leaves campus for any reason (except class field trips) or if classes are dismissed early, the child must be signed out of childcare.
- Children who are obviously not well or sick will not be allowed to participate in childcare.
- Fighting will not be tolerated under any circumstances and may lead to loss of child care privileges.
- Rough play or loud talking/yelling will not be tolerated.
- Children are expected to share all toys.
- Children are expected to help clean up at the end of the childcare session.
- Children are expected to show respect for childcare workers always.
- Older children may be asked to assist younger children during some activities as appropriate.
- Structure in the childcare room is important; all children must follow the daily schedule.
- Snacks are provided for the children in childcare. If for some reason you do not want your child to participate, please let us know. Parents are responsible for bringing any special items such as meals for their children.
- Childcare workers are not allowed to administer any medications. This is strictly the responsibility of the parent.
- Parents are responsible for any diaper changes that may be necessary. Childcare workers are not allowed to change diapers under any circumstances. Diaper changing is the responsibility solely of the parent. Parents of diapered children must check on their child regularly in this regard.
- All children and parents must abide by the rules set for childcare.

Rules of Conduct:

There must be some form of discipline in any childcare environment. Your child is expected to behave appropriately while in childcare. Please explain this to your child.

If your child does not act appropriately, the child will be asked to sit quietly for a period of time until being allowed to re-engage in activities with the other children.

If a problem persists after the child returns, the parent will be asked to remove the child from childcare for the rest of the day.

Please be aware that if there is a persistent, ongoing disciplinary problem or inappropriate behavior, your child may lose child care privileges altogether.

Please explain this to your child.

My signature below indicates that I have read and understood the **rules and guidelines and acknowledge my understanding and acceptance of these terms**

Signature of Parent

Date

Witness: _____

Date: _____