

Student Information Form 2017-2018

Student Contact Information

Last name _____ First name _____

Preferred First Name _____ Date of Birth _____

Street Address _____

City, State _____ Zip code _____

Languages spoken at home _____

Parent / Guardian Contact Information

	Father	Mother
Last Name, First Name		
Place of Employment		
Work Phone		
Home Phone		
Cell Phone		
Email address		

Emergency Contacts

	Contact #1	Contact #2
Relationship to student		
Last Name, First Name		
Address		
Work Phone		
Home Phone		
Cell Phone		
Email address		

Medical Information

Doctor's Name		Phone #
Dentist's Name		Phone #
Known Allergies		
Any Life threatening allergies?		
Preferred Hospital		

* Please attach immunization information

Insurance Information

Insurance Company		Phone #
Insurance Policy#		Group #

Father's Name

Signature

Date

Mother's Name

Signature

Date

Please notify of any changes at admissions@justkidz.org

Justkidz Medication Administration Policy

Students will not be allowed to keep any medication. Prescribed medications must be accompanied by a pharmacy label containing the Rx number, the name of the medication, the dosage and directions for administration and the student's name.

	<u>Medication Name</u>	<u>Dosage</u>	<u>Time(s) given</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

Parent Acknowledgement

I, _____, parent of _____
hereby acknowledge that I have read through the "Medication Administration Policy" and agree to the stated policies

Signature

Date

Field Trip Authorization

Medical Authorization and Release

Should my child sustain or incur any accident or illness while attending a school sponsored field trip, I hereby authorize the teacher, or designated chaperone to execute any and all documents, including any necessary releases, which might be required by any medical facility to perform any emergency care on my behalf.

Signature of Parent / Guardian

Date

Field Trip Guidelines

I, _____, parent / guardian of _____ here by agree to the following guidelines:

- To let my child participate in field trip(s) organized by Justkidz
- Allow Justkidz to transport my child to and from the field trip
- Drop off and pick up my child on time for the field trip
- Will encourage my child to be on his/her best behavior while on the field trip
- Will encourage my child to follow all directions given by the chaperones

Signature of Parent / Guardian

Date

Telephone # Parent / Guardian can be reached at during field trip: _____

Child Pickup Authorization Form

Name of Child _____

Name of Parent / Guardian _____

Phone Numbers _____

I / We hereby authorize the following individuals to pickup our child:

Name	Phone Number
1. _____	_____
2. _____	_____
3. _____	_____

Exceptions

Justkidz recognizes that play dates with fellow students is an important developmental activity. Please fill out the "Pickup Exception Form" when there is an organized play date when your child will be picked up by another Justkidz parent.

Pickup Notes:

1. Justkidz will not release the child to any individual not mentioned in the list above, unless the above mentioned exceptions are met.
2. On occasion, Justkidz may ask the person picking up the child to present a photo ID
3. Due to privacy and IP issues, Justkidz will not hand over home-work-sheets when the child is picked up by anyone else other than the parents. The same will have to be picked up on the following day when the child is dropped at Justkidz by the parent.
4. The authorized person is fully aware of the center hours (9:15am – 12:15pm) and will abide by drop / pickup policies of Justkidz. Delays in pickup will attract the applicable late charges.
5. Justkidz will be relieved of all responsibilities towards the child once the child is picked up.

This form is legally binding, so by signing it, you agree to all the Terms and Conditions mentioned above

Parent Signature_____
Date

Justkidz Worksheet Policy

Home work sheets handed out by Justkidz are customized and personalized for each individual child depending on the current academic progress of the child. All home work sheets printed on Justkidz stationary are copyrighted material and hence have to be handled with the same "Intellectual Property" guidelines as applicable to books, stationary and media products available in the market.

- Justkidz Worksheets cannot be copied or distributed
- Justkidz Worksheets cannot be shared with Friends and Relatives
- Justkidz Worksheets cannot be handed over to Day Care providers who come to pick up your child who come to pick up your child.
- Parents who have their students dropped at day care facilities after Justkidz hours, will pickup worksheets the next day at drop-off time.

Parent Acknowledgement

I, _____, parent of _____, do here by acknowledge that I have read through the above mentioned "Justkidz Worksheet Policy" and will abide by Intellectual Property Guidelines when handling Justkidz Home Worksheets

Signature

Date

Justkidz Student Requirements

Justkidz expects students to abide by the following general guidelines:

- Walk on my own to Justkidz, with my back-pack, snack and a smile on my lips.
- Greet the teachers and everyone during drop-off and pick-up times.
- Be respectful to Teachers
- Be helpful to my friends
- Be respectful to the environment
- Turn in all home work sheets on time
- Participate in group activities as directed by the teachers
- Participate in show and tell activities

The above mentioned guidelines encourage good behavior and helps to create an environment which fosters learning at Justkidz and future school years.

Parent Acknowledgement

I, _____, parent of _____, will help my child abide by the above mentioned guidelines by providing the required support and encouragement at home.

Signature

Date

Justkidz Drop-off and Pick-up Guidelines

Since Justkidz is operated from a residential facility, the Home Owner's Association (HOA) for Olde Carpenter Community is extra vigilant about making sure that other residents are unaffected by the traffic during drop-off and pick-up times.

The following guidelines must be followed while bringing your child to drop or when picking up after Justkidz hours of operation:

- Follow ALL traffic rules
- Drop off no later than **9:30am** and Pick-up no later than **12:30pm**
- DO NOT park in front of any driveway
- DO NOT take a U turn in the cul-de-sac. You can go around Melvin Jackson Dr to go out of the community
- DO NOT parallel park on the road. If you cannot find a safe parking spot, please go around and come back
- DO NOT spend time chatting on the road while your children are loitering on the road OR seated in the car.
- CAR POOL with other Justkidz Parents when ever possible.

Failure to follow the above guidelines might incur penalties from the HOA and any fines levied on Justkidz will be passed over to the defaulting parent.

Parent Acknowledgement

I, _____, parent of, _____
hereby acknowledge that I have read through all the guidelines and agree to all terms and conditions applicable in case of any violations on my part.

Signature

Date

Justkidz Parent-Teacher Conference Guidelines

Justkidz encourages parent-teacher communication. Unless absolutely necessary, all parents are encouraged to send emails with all details. All emails will be responded in a timely manner.

Justkidz will also send out regular communications and notices calling attention to important events and performance of your child. Please pay attention to communications as most of your questions will be answered before hand. Especially important is the Friday-communication which will have all information regarding the past week and the themes for the next week.

If you want to meet the Teachers:

- Please schedule a meeting after Justkidz hours
- Please make sure your child is appropriately cared for while you are in conference
- Please follow all traffic regulations while parking your car for an extended period of time

Parent Acknowledgement

I, _____, parent of _____,
hereby acknowledge that I have read "Parent-Teacher Conference Guidelines"

Signature

Date

Justkidz Parent Volunteering

Justkidz encourages parents to volunteer their time for the following activities:

- Pick up books from the Library for the related theme of the week.
- Read to the children
- Teach a new craft
- Drawing
- Music
- Help with Justkidz events like Halloween, Easter egg hunt, etc.
- Other interesting activities that the young students may like

To volunteer, please sign-up before hand so everyone is aware of upcoming activities / events.