

# **Enrollment Packet**

Last Updated: November 4, 2023

Welcome to the BabyFe family! We are excited to join your family's village of caregivers. The following forms will help keep your little one safe and help us do our best to build on the quality of care you give in your home. We will keep the love (along with feeding and napping times) and add language enrichment and social engagement to your little one's daily routine. Please follow the directions below to begin this extraordinary journey!

#### **Directions:**

- **Step 1:** Print the attached **Health Form** and have it signed by a medical professional
- **Step 2:** Print the attached **Allergy Plan Form** and **Medication Administration Authorization Form** and have it signed by a medical professional (If applicable)
- Step 3: Read and sign the Enrollment Forms and Parent's Handbook via Docusign
- Step 4: Email a copy of your child's birth certificate and parents driver's licenses to prove your identity
- Step 5: Email a photo of your child to info.alexandria@babyfe.com to use in the classroom
- Step 6: Pay Invoice via Brightwheel
- **Step 7:** A BabyFe administrator will confirm receipt of the above-noted process and give next steps for enrollment within 2 business days

# MARYLAND STATE DEPARTMENT OF EDUCATION – Office of Child Care

CACFP Enrollment: Yes:\_\_\_ No:\_\_\_\_

Meals your child will receive while in care:

BK\_\_\_LN\_\_SU\_\_\_AM Snk\_\_\_PM Snk\_\_\_Evng Snk\_\_\_

## **EMERGENCY FORM**

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INSTRUCTIONS TO PARENTS:



# **Enrollment Form**

	Child's Legal Name	
Preferred Name	Birth Month and Day	Allergies
Favorite Food	Nap Times	Birth Order (Only, First, Second, Etc.)
Favorite Activity	Favorite Toy	Dislikes
Area of Strength	Area of Concern	Favorite Book
Briefly Describe Your Chi	ild's Personality	

# Ages and stages Questionnaire Agreement

Three times per calendar year, BabyFe Teacher conducts parent-teacher
conferences. The data gathered to inform these conferences comes from a
developmental screening tool, the Ages and Stages Questionnaire (ASQ). This screening
tool looks at 5 areas of development (e.g. Language, fine motor, gross motor, problem
solving, and personal/social) and compares a student's developmental progress to the
average population. This is not a diagnostic tool and teachers are not qualified to
diagnose any medical or psychological conditions. This tool is meant to make parents
aware of their child's potential strengths and growth areas. ASQ results are not shared
with anyone or entity without the parent's written consent.
I,, give BabyFe Alexandria,
LLC permission to conduct ASQ screenings three times per year. I understand that it is
my responsibility to seek further professional testing to determine if my child is eligible
for additional services.
Tor additional Scr vices.

# **Tuition Agreement** \_\_\_\_\_\_, received and read the tuition fees below and agree to pay BabyFe, LLC every Sunday before the week starts. I understand that I am not guaranteed the pricing on the price chart if prices increase. If the pricing for BabyFe Bilingual increases while my child is enrolled, new prices will only apply once my child/ren ages up to the next classroom. If the new price is more than my current price, I will keep my current price when my child ages up. Price Child's Name Classroom Parent Signature Date **Authorization for Emergency Medical Care** If I cannot be contacted in an emergency situation, I authorize the center's staff to obtain emergency medical treatment for my child. Parent Signature Date **Hold Harmless Agreement** I, \_\_\_\_\_\_, the parent/guardian of \_\_\_\_\_\_, agree to release and hold harmless BabyFe, LLC and its employees, from any accident or harm that may occur should I retain the services of any BabyFe employee for the care of my child(ren) outside the child care center. If I retain the services of any BabyFe employee in such capacity, BabyFe has no responsibility and is held harmless from any incident which may occur.

Date

Parent/Guardian Signature

Hours Bottles (Oz amount) Kinds of Foods & Amount (Cereal/Baby Food)  E.g. 11:30am E.g. Breast Milk- 4 Oz E.g. Rice Cereal- ½ cup  Leg. Breast Milk- 4 Oz E.g. Rice Cereal- ½ cup  E.g. Rice Cereal- ½ cup  Leg. Breast Milk- 4 Oz E.g. Rice Cereal- ½ cup  Leg. Rice Cereal- ½	Breast milk	Formula	Name of formula:		
ase indicate below your baby's current feeding schedule at home. Please know that BabyFe may not be able to follow schedule strictly depending on the established schedule for your child's classroom to go out to the playground.    Hours   Bottles (Oz amount)   Kinds of Foods & Amount (Cereal/Baby Food)	w should the formula be served?	Cold	Warm		
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## **Potty Training Agreement**

At BabyFe we are prepared to help you in the potty training process from the Cruiser class, which is the class of children who are around 18 months to two years old. We have a small bathroom in the classroom to start helping you with this process when you are ready to do so.

Each child entering the 3 year old class (PreK) must be fully toilet trained by the first day of classes. There is no changing table in the classroom.

### **Fully potty trained** children are those who can do the following:

- **1**. Be able to identify when they have to go "pee" or "poop" and communicate this to a teacher by TELLING them they have to go potty BEFORE they have to go. They have to be able to say the words "I have to go potty".
- 2. Be able to pull down their underwear and pants and get them back up without assistance.
- **3**. Be able to wipe themselves independently after using the toilet.
- **4**. Be able to get off the potty by themselves.
- 5. Be able to wash and dry their hands.
- **6**. Be able to take naps in regular underwear without accidents.
- **7**. Be able to postpone going if they must wait for someone who is in the bathroom.

A **fully potty trained** child can be sent to the center without any diapers or pull ups and may only have 1-2 accidents per week.

Has your child been successfully toilet training at Ye No	S
Parent Signature	Date



Child's Name

# PHOTO RELEASE

For good and valuable consideration, I understand and agree that any photograph and or video recording using our likeness will become the property of BabyFe, LLC and will not be returned.

I acknowledge that since my participation with BabyFe, LLC is voluntary, I will receive no financial compensation.

I hereby irrevocably authorize BabyFe, LLC to edit, alter, copy, exhibit, publish or distribute this photo and/or video recording for purposes of publicizing BabyFe, LLC's programs or for any other related, lawful purpose. In addition, I waive the right to inspect or approve the finished product, including written or electronic copy, wherein our likeness appears. Additionally, I waive any right to royalties or other compensation arising or related to the use of the photograph and/or video.

I hereby hold harmless and release and forever discharge BabyFe, LLC from all claims, demands, and causes

of action which I, my heirs, representatives, executors, administrators, or any other persons acting on my behalf or on behalf of my estate have or may have by reason of this authorization.

\_\_\_\_\_\_I give BabyFe, LLC permission to use videos and/or photos of myself and/or my child in ALL of BabyFe, LLC's printed and digital publications including, but not limited to, its social media and website platforms.

\_\_\_\_\_\_\_I DO NOT give BabyFe, LLC the permission to use video or photography of myself or my child in any publications.

\_\_\_\_\_\_\_I ONLY give BabyFe, LLC permission to use videos and/or photos of myself and/or my child in the BrightWheel application which can only be viewed by other BabyFe, LLC parents.

Parent Signature

Date