



Counterpoint™ Day Care Parent Handbook

(2011/2012 Edition)



149 King George Street, Ottawa, Ontario, K1K 1V2
Tel: (613) 748-1052 Fax: (613) 748-8234

www.counterpointacademy.com

Parent Handbook - Counterpoint™ Day Care

Introduction

We are pleased to welcome you and your child to Counterpoint™ Day Care. Your child's happiness, security and social and cognitive development are our main objectives.

Counterpoint™ Day Care's full day, year-round programme is catered to children aged 2½ to 4 years old. We are licensed and inspected by the Ministry of Child and Youth Services and comply fully with the Day Nurseries Act.

Counterpoint™ Day Care encourages positive childhood development by providing opportunities for your child to meet new friends, participate in new activities and learn through play. Our devoted and qualified staff provide individual, caring attention for each child. Everyday the children enjoy French, Music, play time, rest periods, outdoor fun and exercise, pre-reading, pre-math and pre-science activities. Through carefully planned games and activities, your child will be exposed to situations that will stimulate their natural curiosity and love of learning and develop initiative and independence while building their self-esteem and decision making abilities. Interactions with, and respect for others, are skills that are taught and re-enforced daily.

Peace of Mind for Parents, Plus...

- A warm, safe, licensed environment
- A bright, clean and well-appointed room
- English and French circle times each day
- Weekly Music programme
- Science, Arts and Crafts
- Daily time in the Gymnasium
- Activities and games designed to promote learning through play
- Educational outings and events
- Outdoor play for gross motor development
- Scheduled rest time
- Child/Teacher ratio of 8:1 for Pre-school
- Experienced E.C.E teachers
- Daily written reports



Days & Hours of Operation

Monday to Friday, 7:30AM - 5:30PM

Staff Qualifications

All of our Teachers are ECE equivalent or qualified and hold a diploma in Early Childhood Education and are certified in CPR and First Aid. Free and guided play exposes the children to situations that will stimulate curiosity, initiative, independence, self-esteem, gross/fine motor skills, communication and positive peer interactions.

149 King George Street, Ottawa K1K 1V2 T: 613.748.1052

www.counterpointacademy.com

© Counterpoint Educational Ventures™ Inc. 2011. Counterpoint Academy™ is a registered trademark of Counterpoint Educational Ventures™ Inc. and is used under license.

Sample of Pre-School Schedule (2 ½ to 4 year olds)

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
7:30 - 8:15	Freeplay & Early Drop Off				
8:15 - 8:30	Bathroom / Get Ready & go outside				
8:30 - 8:45	OUTDOOR PLAY				
8:45 - 9:00					
9:00 - 9:15					
9:15 - 9:30					
9:30 - 9:45					
9:45 - 10:00	Snack	Snack	Snack	Snack	Snack
10:00 - 10:15	PS Music (Blue Group)	PS Music (Red Group)	PS Music (Blue Group)	PS Music (Red Group)	Activity & Free Play
10:15 - 10:30	French Circle Time (Blue Group) English Circle Time (Red Group)				
10:30 - 10:45					
10:45 - 11:10	Activity & Freeplay				Book Buddies
11:10 - 11:15					
11:15 - 11:30					
11:30 - 11:45	Bathroom				
11:45 - 12:00	Lunch				
12:00 - 12:15	Story				
12:15 - 12:30	NAP				
12:30 - 12:45					
12:45 - 1:00					
1:00 - 1:15					
1:15 - 1:30					
1:30 - 1:45					
1:45 - 2:00					
2:00 - 2:15					
2:15 - 2:30	EARLY RISERS				
2:30 - 2:45	Wake Up & Pack Up				
2:45 - 3:00	French Circle Time (Red Group) English Circle Time (Blue Group)				
3:00 - 3:10					
3:15 - 3:30	Early Dismissal / Snack				
3:30 - 3:45	GYM TIME				
3:45 - 4:00					
4:00 - 4:30	OUTDOOR PLAY				
4:30 - 5:00					
5:00 - 5:30					



149 King George Street, Ottawa K1K 1V2 T: 613.748.1052

www.counterpointacademy.com

Admission Process

Day Care Visit for Parents

We welcome all interested parents and their children to visit us to establish the suitability of our programme for your family. A Day Care visit gives parents an opportunity to view the Day Care Programme in progress. Day Care visits are by appointment only, usually held between 9:00 am and 11:00 am and are guided by the Day Care Director. You will have an opportunity to visit the Preschool room, meet the teachers and observe the students at play. Questions are always welcome.

To Reserve a Spot

To reserve a spot, please submit the following:

- Completed Application for Admission (2-sided)
- Deposit fee of \$450.00 (non-refundable) which will be deducted off of your last month's fee

**An E-mail will be sent to you confirming that your application has been processed.*

Required Documentation

The following documentation must be completed and delivered to the Counterpoint Academy™ office prior to or on your starting date:

- Photocopy of child's birth certificate or passport
- Recent photo of child
- Immunization & TB Assessment form
- A copy of Immunization Record
- Handbook acknowledgement & Child release form
- Personal information form
- Post dated cheques
- Payment for special nap-time blanket

Play Date

- A play date will be arranged for you and your child to join the class for free play and snack. This will allow your child to familiarize his/herself with their new Preschool space, teachers and classmates.



149 King George Street, Ottawa K1K 1V2 T: 613.748.1052

www.counterpointacademy.com

©Counterpoint Educational Ventures™ Inc. 2011. Counterpoint Academy™ is a registered trademark of Counterpoint Educational Ventures™ Inc. and is used under license.

Fees

Please refer to the Day Care Fee Schedule for the monthly fee. The monthly fee includes the closure of the Day Care for all holidays and statutory holidays, as detailed in the section **Closures and Holidays**. Day Care Fees are adjusted effective September 1st of each year, and parents are notified of any changes ahead of time.

Day Care fees are paid on the 1st of each month by post-dated cheques written up to and including August 1st. Children that enter the programme are expected to commit to a one year period, up to and including August 1st. If entering the Day Care mid-month, the fees will be pro-rated accordingly.

Additional Charges

Additional charges for field trips or specials events are above and beyond the monthly fee and are charged directly to the parents. Parents should submit their payment to the child's teacher. Sufficient notice will always be given in these situations.

Late Pick-up Charges

Please remember to be on time when collecting your child at the end of the day. **There is a one dollar (\$1.00) per minute charge for pick up after the designated time of 5:30 PM. There are no warnings or grace periods.**

Frequent late pick-ups could result in the loss of your Day Care spot.

Services Charges

Day Care fees are due on the first of each month and all other invoices are due upon receipt. A service charge of \$30.00 will be charged for any returned cheques. Interest on overdue accounts will be charged at the rate of 1% per month. Overdue accounts may result in the immediate withdrawal of the child from the programme.

Withdrawal

A minimal of 30 days written notice from the first of the month is required for permanent withdrawal from the programme. All other post-dated cheques will be returned. A formal withdrawal notice is also required for students transferring to our Elementary JK programme.

Counterpoint™ Day Care strives to provide appropriate programming for as many children as possible; however, each child's needs are different. Should it prove that Counterpoint™ Day Care is not suitable for your child, and at the sole discretion of the principal, we reserve the right to ask for his or her withdrawal. In such cases, remaining fees will be returned.

Income Tax Receipts

In February of each year we will issue child care tax receipts for the previous year. If your child leaves the Day Care before this time, please ensure that we have your forwarding address and the receipt will be mailed to you.

Field Trips and Outings

Throughout the year, educational and fun trips will be planned to special places of interest according to the season and potential learning opportunities. These trips may include local areas such as walks to the park or around the neighbourhood, or they may involve bus transportation to nearby attractions. We will notify you in advance if the children will be going on a trip that involves a school bus. In such cases, you must sign the permission form provided in order for your child to participate. The cost of the outing is NOT covered in the monthly fees and you are expected to send payment when you receive your invoice. Parent volunteers will be required for many of the trips. If the teacher deems that not enough supervision is available, the trip may be cancelled. A local school bus company usually transports the children.



149 King George Street, Ottawa K1K 1V2 T: 613.748.1052

www.counterpointacademy.com

Closures and Statutory Holidays

The annual operating schedule of the Day Care, including any closure periods, will vary from year to year. Please see the Day Care Fee Schedule for the current year's exact closures dates.

Counterpoint™ Day Care is closed on the following dates:

1 day, end of August or early September for Staff First Aid and CPR Training (date TBA)

One week at Christmas

One week in July

Statutory Holiday closures include:

Good Friday – Easter Monday – Victoria Day – Canada Day – August Civic Holiday

Labour Day – Thanksgiving Day – Christmas Day – New Year's Day – Family Day

** Please note that Counterpoint Academy Day Care closures may differ from Counterpoint Academy Elementary School closures.*

Absences

If a child does not attend due to illness, family holidays, other reasons, or the Day Care closes due to emergency measures - the monthly fee does not change. We record daily attendance, and expect that parents will notify us if their child will be absent.

Drop Off and Pick Up

Our policy is that all children need to be in the Day Care by no later than 9:30 am (unless otherwise pre-arranged). If you are running late or your child will be absent, please inform the office by 9:00 am. We recommend that you establish regular fixed hours for dropping off and picking up your child as children's sense of security depends on a regular routine.

For the protection of your child, we must be notified if anyone other than the parent will be picking up your child. Only those people authorized on the Child Release Authorization Form will be permitted to leave the Day Care with your child.

WE WILL NOT RELEASE YOUR CHILD TO ANYONE WITHOUT YOUR PRIOR CONSENT.

The teacher will ask to see photo identification. For security purposes, the Day Care doors are locked between the hours of 9:30 am – 3:10 pm. If you wish to drop off or pick up your child within these hours, you will have to go to the main office at Counterpoint Academy (door faces King George Street) first.

Daily Attendance - Parental Signatures

Parents are required to complete a sign in/out attendance sheet at drop off and pick up. This attendance book will be kept inside the preschool room; please initial it each day.



149 King George Street, Ottawa K1K 1V2 T: 613.748.1052

www.counterpointacademy.com

Communicating with Parents

Counterpoint™ Day Care provides ample opportunity for you to keep in touch with what happens during your child's day. Parents and teachers see each other every morning and afternoon, or you may arrange an appointment with the teacher if you wish. Please review and initial the communication book that goes home daily. Pre-school "report cards" will also be sent home two times per year.

Class Phone Lists / Contact with other Parents

Official files and documents are maintained by the School Administration and are kept strictly confidential. A class listing with your child's classmate home phone numbers is available; please enquire if you would like one. We will not share your emails, address, work or cell numbers with other parents.

Class Bulletin Boards

There is a bulletin board located outside of the preschool classroom. Pertinent information and classroom communications are regularly posted on these bulletin boards.

Toilet Training

Our policy for this age group is that all children should be toilet trained before entering the Pre-School programme. Diapers are not permitted at any time.

The children are given many, regular opportunities to go to the bathroom. Occasional "accidents" are normal in this age group. The teachers will encourage independence with your child by assisting them while they change.

A child in the Pre-School school programme who proves to be un-reliably toilet trained may be asked to leave the programme until such time as the child is properly trained. There is no guarantee that their space will remain secure in the pre-school. Parents may be asked to come to preschool to "change" their child if he/she regularly has bowel movements in their underwear. Your cooperation and assistance at home with Toilet Training is crucial and appreciated. We want your child to feel comfortable using the toilets at school and at home!

Pre-School – Personal Care Items

Children in the Pre-School programme are requested to bring the following labeled items:

- A box of wet wipes
- A box of Kleenex
- A bottle of sunscreen
- One large pump bottle of hand sanitizer

Special Blankets for Nap Time



Children in the Pre-School programme are required to purchase a special nap time blanket from Counterpoint Academy. This cozy, fleece, sleeping pad is quilted on the bottom and comes with an attached small pillow and a blanket. You are required to purchase this item upon registration. The teachers will write your child's name on it. The blanket belongs to your child and will be sent home with your child when he/she leaves the Day Care.

Weekly Cleaning

The blanket will be sent home at the end of each week for laundering. Please bring it back at the start of the week.

Uniforms – Dress Code & Personal Grooming

Counterpoint Academy™ students wear their official school uniforms daily. With the exception of socks, shoes and outerwear, all items are mandatory and must be purchased from the official supplier, Topmarks. Order forms are available in the school office or you may order online at www.topmarks.ca. Our school code is CPA01.

Children must have their hair neatly combed. Girls must wear their hair off their face, tied up using hair accessories in white, blue or red. Boys must keep their hair cut short with no hair reaching the eyes or collar.

GIRLS	BOYS
Formal Uniform – September to June	Formal Uniform – September to June
<ul style="list-style-type: none"> • Short sleeve polo shirt (spring or fall) • Long sleeve polo shirt or Turtleneck (winter) • Navy V-Front Jumper (for everyday) – no vest • Black Bike Shorts (worn under Jumper) • Navy sleeveless vest (must be worn with Pants) • Navy Pants – (optional, for occasional use) • Navy crewneck sweatshirt (optional) • Navy Skort (for May & June - optional) • Plain Navy Tights or Plain Navy Socks • Indoor black or navy leather shoes - Velcro closure 	<ul style="list-style-type: none"> • Short sleeve polo shirt (spring or fall) • Long sleeve polo shirt or Turtleneck (winter) • Navy sleeveless vest (mandatory) • Navy Pants – elastic waist • Navy crewneck sweatshirt (optional) • Navy Walking Shorts (for May & June – optional) • Plain Navy Socks • Indoor black or navy leather shoes - Velcro closure
Summer Uniform (unisex) – July and August	
<ul style="list-style-type: none"> • Counterpoint White Crew-necked T-shirt • Counterpoint Navy Blue Mesh Shorts • Counterpoint Bucket Hat • Plain White or Navy Socks – optional if you are wearing sandals • Indoor black or navy leather shoes – must wear socks OR • Indoor closed toe or sport style sandals – socks optional 	

One full set of non-uniform spare clothing (underwear, socks, pants & shirt) must be left at the Day Care.

The Day Nurseries Act requires that all children in attendance be provided with 2 hours of outdoor play. Consequently, we play outside in all weather conditions. To dress your child for outdoor play, we recommend:

Winter

- Full snowsuit, preferably with a hood
- Hat, mittens and neck tube – no scarves
- Warm waterproof winter boots

Spring / Fall

- Waterproof splash pants
- Waterproof rain jacket with a hood
- Light jacket or sweater
- Rubber / Rain boots
- Light mittens



Sun Protection

Parents must provide a labeled sunhat and labeled sunscreen for their child. Children should have their sunscreen applied at home before their arrival to Day Care. The teachers will keep your child's personal bottle of sunscreen handy and will re-apply when warranted.

Nutrition

Children who attend the Day Care must bring their own lunch, a refillable water bottle, a morning snack and an afternoon snack. We encourage parents to send a variety of healthy food choices such as fresh fruits and vegetables, lean meats and cheeses, milk, yogurt and whole grain breads and pastas. Juice boxes, junk food, such as chips, chocolates and candies are not allowed, except on special occasions. Please send your child's food in an insulated lunch bag and include a freezer pack to avoid spoilage. This is a garbage-free school which means we require children to take home all leftovers, food wrappers, etc... Please send reusable and unbreakable food containers. Refillable water bottles should be washed daily at home and return to daycare each morning.

Labeling Food Containers

All lunchboxes, food containers, utensils and water bottles **MUST** be labeled with your child's name. A Sharpie Marker works really well!

Microwaves – for lunch only

If you wish, you may send lunch in a microwavable container from home such as soups and pasta dishes. The teachers will microwave the meal for your child. Please do not send food that requires reheating in a Thermos. The teacher will **NOT** reheat food in a Thermos or in a metal container.

Meal Options – available from September to June during regular school classes only

For the convenience of our families, we have several food service companies that provide lunch for purchase:

Subway – Available on Mondays

Orders are prepaid twice per year. Various sub options are available with or without soup. Cost varies from \$5.00 - \$6.00. (school-wide programme)

Mazzola – Hot meals available on Tuesdays / Thursdays

This hot meal service provides delicious, home style, child friendly foods such as spaghetti, lasagna and shepherd's pie. Three daily options are offered to suit the appetites and tastes of a variety of students. Mazzola is proud of their nut and peanut free facility and encourage parents to come and tour their premises. Order forms are sent home at the beginning of each month and you may pick and choose at will. The cost per meal is approx. \$4.50 - \$6.50 per meal, paid directly to the supplier.

Lunch Lady – Hot meals available on Wednesdays

All food is nut-free and options are available for students with allergy concerns. They have an extensive menu featuring many different kid friendly meals such as pastas, salads, wraps, soups, and burgers. Order forms are sent home from school with the most current menu options. You can also order directly from their website. The cost varies from \$4.00 - \$6.00 per meal, paid directly to the supplier.

Pizza Day – Available on Fridays

This popular option is available every Friday. Orders are pre-paid, twice per year. The cost per slice is approx. \$2.50. (school-wide programme)

Milk Programme

A daily, cold milk programme is available. Parents can choose white or chocolate milk. Orders for milk are prepaid twice per year. The cost is approximately \$0.70 per day. (school-wide programme)

Allergies

Counterpoint™ Day Care **does not** allow nuts or peanuts. Children in this age group are at too great a risk of suffering from a serious reaction. We therefore require that parents strictly adhere to this policy and to be particularly vigilant before sending food items to school.

If any child in attendance suffers from severe and/or life-threatening allergies to food items others than nuts or peanuts, we will implement food bans on those foods as well and you will be notified to refrain from sending that

food item to school (eg: eggs). The allergic child's picture and a list of symptoms will be posted in all of the classrooms in a prominent, visible place.

Severe Allergies

If your child has severe allergies, a medical information form is required to be filled out by your doctor. Should an EpiPen be prescribed, please provide us with one. Since EpiPens expire within a year, you are **responsible** of providing us with a valid one each year.

Health

The Health Department requires that all children/parents provide proof of up-to-date inoculations prior to starting the programme.

In the best interest of your child and others, the Health Department requires that children with the following symptoms remain at home.

- Temperatures over 38°C (100 °F)
- Rashes that you cannot identify, or that have not been diagnosed by a doctor
- Diarrhea
- Discharge from the ears
- Discharge or redness in the eyes
- Swollen neck glands
- Vomiting
- Severe cold symptoms - sneezing, runny nose, fever, cough, lack of energy
- A contagious condition as diagnosed by a doctor
- Unusual paleness, irritability, tiredness or listlessness

Children need to be symptom free for **at least 24 hours** before they can return to the Day Care. If a parent arrives with their child at the Day Care and the teacher feels that your child is too ill to attend, the teacher has the right to refuse entry.

Should your child become ill while at school, he/she will be removed from the programme and we will call you to pick up your child. If we are unable to reach you, we will call the back-up emergency person you identified on the Admission Form. Please keep your emergency and daytime contact information up-to-date.

NOTE: Our programme is very active therefore, children too ill to participate in all activities including outdoor play are expected to remain at home.

Administration of Medication

Counterpoint™ Day Care will administer both prescription and non-prescription drugs to children in accordance with provincial legislation. Parents are expected to provide the following:

- Written, signed authorization including the dosage and times a drug is to be administered
- Medication in the original container, clearly labeled with the child's name, name of the drug, the dosage, the date of purchase and instructions for storage and administration

Personal Property

Children are asked NOT to bring personal items (i.e. toys & books etc.) to school without the prior permission from their teacher. You may bring one sleep-aid. (i.e. Teddy Bear, soft toy) No war toys or weapons of any type are permitted at any time. At times during the year, your child's teacher may request particular items from home for specific use in school; however, the school claims no responsible for any loss or damage to personal property.

Behaviour Management

Counterpoint™ Day Care uses progressive and positive approaches to discipline. Support is given in a gentle and loving way to those who need a little reminder. The best discipline is based on mutual respect and consideration for others.

We feel it is important to be consistent and clear in the behavioural expectations we set for the children. The majority of time, for most children, a clear understanding of these expectations is all that is required for good behaviour. When problems arise, our staff uses the following small, incremental steps to eliminate inappropriate behaviour:

1. Clear behavioral expectations are given.
2. A reminder is given.
3. The child is removed from their current setting/activity to a more appropriate or calming setting/activity.
4. A time-out is given. A time-out involves asking the child to sit on a chair for an appropriate length of quiet time to allow him/her to calm down. Before rejoining the group, the child is asked if he or she feels calm and ready to join the group and play in an appropriate manner. This disciplinary action is well documented as a positive approach to discipline and provides time for the teacher to engage in value clarification with the child if necessary. If our staff notices that a particular child is continuing to have difficulties with behaviour, the Head Teacher will notify parents of the situation so that mutual problem solving may take place.
5. Should behaviour become an on-going difficulty, or of a severe nature, the child may be asked to withdraw from the programme.

Serious Occurrence

The Ministry of Child and Youth Services which inspect and license daycares in Ontario require all daycare providers to inform them if a Serious Occurrence occurs within the daycare within twenty four hours. Details of what constitutes as Serious Occurrence can be found on the Ministry website at www.ontario.ca/children.

From November 2011, providers are required to post a Serious Occurrence Notification Form (SONF) for parents within twenty four hours of a Serious Occurrence. This will be posted on the parent notice board and will remain posted for ten business days. This form will describe the nature of the incident but will not identify the child, children or staff involved for privacy reasons. Exceptions to this are alleged abuse or unverified complaints. SONF's will be posted after investigations have been completed. Parents are entitled to see previous SONF's from the previous two years on request, remembering that these forms will be used after November 1st 2011.

Parties & Celebrations

Our school community enjoys celebrating special occasions by having parties and other social events. Counterpoint enjoys learning about different cultures and their special celebrations. Please speak to your child's teacher if you have any traditions you would like to share with the class.

Our community is inclusive and caring of all the children within our school. We strive to make every child feel that he/she is an important part of his/her class and we are always careful that no one feels left out or that they don't belong. We kindly ask parents holding private parties to support our community by taking the same approach, and ensure that no one is omitted. We ask that you either invite all the boys, all the girls, your child's group, the entire class, or just a few (like one to three special friends.) When in doubt, please speak to your child's teacher. Private birthday party invitations need to be handed to the classroom teacher for distribution.

If you want to have a small birthday celebration in your child's class, you may provide a healthy snack to share. For example: a fruit-tray, cheese & crackers, mini-sandwiches, yogurt or homemade nut-free muffins. Please bring plenty for the whole class to share.

Welcome to Counterpoint Academy Day Care!

149 King George Street, Ottawa K1K 1V2 T: 613.748.1052

www.counterpointacademy.com

Day Care Fee Schedule
From
September 1, 2011 to August 31, 2012

Pre-School Fees \$ 900.00 per month*

All children in the pre-school are required to purchase a naptime blanket at a cost of \$30.00 per blanket. This blanket belongs to your child and will be sent home when your child leaves our programme.

* To reserve a spot in advance of admission, you must submit a non-refundable deposit of \$450.00. This amount is deducted off of your last month's payment.

There is a one dollar (\$1.00) per minute charge for pick up after the designated time of 5:30 PM. There are no warnings or grace periods. Please call 613-748-1052 immediately if you are going to be late.

The monthly fee includes the closure of the Day Care for the dates listed below. Fees are adjusted effective September 1st of each year – parents will be notified of any fee changes ahead of time.

Day Care fees are paid on the first of each month by post-dated cheques written up to and including August 1st, 2012. Children entering the programme mid-month will have the fee for that month pro-rated.

The monthly fee does not include the cost of special trips, outings, guest visitors, or uniforms. The additional costs for these are the responsibility of the parents.

If a child does not attend due to illness, family holidays or other absences, or the Day Care closes due to emergency measures - the monthly fee does not change.

Day Care Closures for the period of September 1, 2011 – August 31, 2012

Staff First Aid & CPR Training	September 2, 2011
Labour Day	September 5, 2011
Thanksgiving	October 10, 2011
Christmas Break	December 23, 2011 to January 2, 2012 inclusive (reopen on Jan.3)
Family Day	February 20, 2012
Good Friday	April 6, 2012
Easter Monday	April 9, 2012
Victoria Day	May 21, 2012
Canada Day	July 2, 2012
Summer Break	July 30, 2012 to August 3, 2012
Civic Holiday	August 6, 2012
Staff First Aid & CPR Training	August 31, 2012

Handbook Acknowledgment

Please complete & return this form to your child's teacher.

On behalf of my child _____

I, _____, have read, understand and agree to abide by the terms and conditions as outlined in the 2011/2012 Parent Handbook for Counterpoint™ Day Care.

Parent/Guardian Signature _____

Date _____

Always remember to provide us with your latest daytime phone and cell numbers.

Emergency Contact (other than the child's parents)

(If we can't get a hold of either parents, we will call the person listed below if your child needs to be pick up, school closure or other medical emergency)

Name: _____

Relationship: _____

Primary Phone #: _____

Then call #: _____

Doctor Information

Doctor Name: _____

Phone #: _____

Medical Information

My child is on medication: _____

My child has a serious illness: _____

My child has a life-threatening allergy: _____

Explain reaction: _____

*****Fill out Medical Form, Epi-Pen Required, Doctor's Note & Instruction Required***

Other medical information:

Child Release Authorization

I give permission for the person or people named below to pick up my child(ren) from Counterpoint™ Day Care. Individuals other than legal guardians will be required to provide photo identification before my child(ren) is released. My child(ren) will not be allowed to leave with any other individual without my specific written/verbal consent. Please include legal guardians in this list.

Full Name (Print clearly)	Relationship to my child(ren)	Contact Information Address and Phone numbers