



**CARROLLTON EARLY CHILDHOOD PTA
NURSERY/CHILD CARE RESERVATION FORM
2009-2010**



Parent Name _____ Phone number _____
Address _____

Please list below all children who will need Nursery/Child Care.

Child's Name	Age	DOB	Allergies/Special Instructions

The monthly charge for Nursery/Child Care is as follows:

	<u>Annual Reservations</u>	<u>Monthly Reservations</u>
One Child	\$5.00	\$6.00
Two Children	\$8.00	\$9.00
Three or more children	\$9.00	\$10.00

PLEASE CHECK THE MONTHS YOU WILL NEED NURSERY/CHILD CARE:

SEP___ OCT___ NOV___ DEC___ JAN___ FEB___ MAR___ APR___ MAY___

Monthly charge _____ X _____ number of months of child care = _____ Total Due _____

Please make all checks payable to **CECPTA** and submit to:

Kyanne Todd
1440 Greenway Park Drive
Carrollton, TX 75007
972-492-8078

NURSERY/CHILD CARE LIABILITY RELEASE FORM

I, the undersigned, as the parent or guardian, and acting on behalf of and, with the authority of any other parent, guardian or legal representative of (print names of children) _____ hereby release, discharge and agree to hold harmless, the Carrollton Early Childhood PTA and any of its officers, directors, and members, of and from any and all personal liability, claims of liability, causes of action, claims or assertions for any personal injuries, damages or otherwise, which may arise, or be in any way connected, with the provisions of babysitting or nursery/Child Care services by the Carrollton Early Childhood PTA and any of its officers, directors, or members.

Signature _____ **Date** _____

*****For Office Use Only*****

Date Received _____ Amount Paid _____ Check# _____ Receipt issued _____



The Nursery/Child Care is provided at all general meetings. The rooms are organized to provide for the safety and well-being of all children and are staffed with qualified, paid workers. Member's reservations will be taken on a first-come basis. Guests of the CECPTA will be able to use the Nursery/Child Care only after all members have been accommodated. Snacks are provided for all children age 12 months and older.

The following are the procedures that must be followed when using the Nursery/Child Care:

1. For the safety and comfort of your child, reservations are required and can be made annually or on a monthly basis. In order to staff the Nursery/Child Care properly, reservations must be made no later than the **week prior** to the meeting. Please call **Kyanne Todd at 972-492-8078** or email at **kyannetodd@hotmail.com**.
2. Annual reservations are recommended if you will need the Nursery/Child Care for the majority of the meetings. We require payment in advance for annual reservations, however your spot is guaranteed and you do not need to remember to call each month for a reservation.
3. If you receive an answering machine when calling in your reservation, please leave a message that includes your child's name, age and your phone number. All messages will be confirmed, but if for some reason your call is not returned, please call again. If you emailed your reservation and didn't receive a response, please email again.
4. We do accept the children of PTA guests and visitors in our Nursery/Child Care, but members are given priority. If you are bringing a guest, please call to make a reservation and to place their children's names on our Nursery/Child Care list. Guests will need to sign a Nursery/Child Care Liability Release Form for each child.
5. If you have to cancel your reservations, please do so **by 8:00 p.m. on the evening before the meeting** by calling **Kyanne Todd at 972-492-8078**. This allows us to adjust room sizes and sitter assignments. If you have a sick child the morning of the meeting, please call to cancel also.
6. If you have an annual reservation and need to cancel your reservation on any given month, please try to call before the meeting. We issue refunds for cancellations on annual reservations, but please notify **Kyanne Todd at 972-492-8078** to make sure your reservation is canceled.

7. The monthly charge for Nursery/Child Care is as follows:

	<u>Annual Reservations</u>	<u>Monthly Reservations</u>
One Child	\$5.00	\$6.00
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8. When you check-in your children in their room the morning of the meeting, you will receive name tags and safety tags (numbered stickers) to be placed on them. Additionally, you will receive a safety tag (one for each child) that must be returned to the sitter at pick-up time. The number on your safety tag corresponds to the number assigned to your child.
9. PLEASE do not bring any sick children, including those with colds or diarrhea. Make sure they have been free of fever for at least 48 hours before meeting time to reduce the chance of passing any illnesses.
10. Remember that the Nursery/Child Care does not open until 9:30 a.m. and closes promptly at 11:30 a.m..

11. Take your children to the proper rooms assigned. Please do not move your child into a room to which he or she is not assigned. We have children-to-sitter ratios, which we must follow, according to the State of Texas. The ratios the PTA Nursery/Child Care adheres to are as follows:

AGE	RATIO
0:12 months	3:1
13-17 months	4:1
18-23 months	5:1
2-3 years	8:1
3-4 years	9:1
4 years	10:1
5-6 years	11:1

12. When bringing a diaper bag, please be sure **all items are labeled** with the child's name. Please include in the bag: disposable diapers (or if using cloth, please provide a bag for soiled diapers), bottles or juice for the little ones, as well as any snacks that you want for children under 12 months. For those infants using sippy cups please provide those as well.
13. Snacks will be provided for all children 12 months or older. If your child has any food allergies, please note that on the reservation form, bring your own snack, and notify the sitter.
14. Please do not bring any toys from home, as we cannot guarantee that they will be returned at the end of the Nursery/Child Care.
15. Moms may bring infants **under 6 months of age** into the general meetings, but as a courtesy to others, please sit in the back of the room and leave the room if the child becomes disruptive.
16. If a problem arises during the meeting, such as excessive crying (10 minutes) or sudden illness, a Nursery/Child Care worker will come and get you. Unless a worker comes for you, please do not go back into the rooms once the meeting has started, as this disrupts the children and classes. If you would like to check on your child, please ask the Head Sitter, or a Nursery Coordinator, to check for you.
17. Please pick up your children promptly after the meeting (11:30am); Nursery/Child Care sitters leave at this time. Please do not pick up your children early, if at all possible, as it disrupts the other children. If it is necessary to pick your child up early, please ask the Head Sitter or a Nursery Coordinator to assist you.
18. A Nursery/Child Care Liability Release Form must be completed, and on file, **for each child** before that child can be admitted to the Nursery/Child Care.

Please follow these guidelines to ensure that everything runs smoothly and that both you and your children have an enjoyable time.

If you have any questions or comments, please feel free to call **Kyenne Todd at 972-492-8078**. If you have any interest in helping with the Nursery/Child Care, please let us know. It's a great way to get involved with your PTA and meet other members!