



# Teddy Bear Preschool Toddler Center

**Dolores School District**

1550 Hillside Avenue (PO Box 727)

Dolores, CO 81323

970-882-7277

970-882-7922 Fax

970-739-4244 Valiena Cell

**2023-2024**

All New Families must turn in the following documents together with no missing pieces by the first day of school:

**\*Birth Certificate**

**\*Immunization Record**

**\*Current Physical**

**\*Copy of Child's Medical Insurance Card**

All Returning Families must turn in Current Physical together with this packet to complete enrollment

<b>Child's Full Name:</b>
<b>Date of Birth:</b>
<b>Date Packet Received:</b>
<b>Additional Comments:</b>

**\*\*\* All children enrolled in the preschool classrooms (2  $\frac{1}{2}$ -5 yrs old) MUST be Potty Trained as we do not have the extra staff or diaper changing facilities in preschool classrooms.**

**Date of Enrollment**

## Teddy Bear Preschool Toddler

## 2023-2024 Registration

Place of Birth \_\_\_\_\_

Mailing Address\_\_\_\_\_

Physical Address\_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ CellPhone \_\_\_\_\_

Email Address \_\_\_\_\_

Attendance: (Check One) Morning Only\_\_\_\_\_

Full Day\_\_\_\_\_

Circle requested days: Mon. Tues. Wed. Th.

(Minimum 2 days)

## FAMILY INFORMATION

The following requested information is used to assist in (1) determining eligibility for funded slots and (2) data requested for grant/demographics.

**Please list all children and adults living in the household:**

Name	Age	Relationship to Child
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(If additional space is needed, please continue on the back of this page)

Father's Name	Birth Place

Birth date \_\_\_\_\_

Address (if different than child)

Employer name and phone#

<b>Mother's Name</b>	Birth Place
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Birth date \_\_\_\_\_

Address (if different than child)

Employer name and phone #

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**\*Marital status of parent (s) in the household (please check):**

☐ single, never married ☐ married  
☐ widower  
☐ separated/divorced ☐ remarried

**\*Custody**

Who has legal custody of the child? ☐ Mom ☐ Dad ☐ Other  
(If **Other**, we are required to have a copy of legal custody orders)

**\*Education of Parents (please circle):**

Mother: K 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 16+

Father: K 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 16+

**\*Which of the following resources are being used by your family?**

☐ Help from extended family in your community  
☐ Case worker from a social agency  
☐ Other community resources (ex: job training, prenatal care, continuing education, vocational services, recreational services)  
☐ Other-please specify \_\_\_\_\_

**\*Which of the following are current family situations? (check all that apply)**

☐ Transportation  
☐ Health/Medical problems  
☐ Marriage/Relationship problems  
☐ Unemployment  
☐ Housing

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**Please check which insurance coverage you have on your child:**

Medicaid_____	Child's Policy #:_____
CHP_____	Child's Policy#:_____
Indian Health_____	Child's Policy#:_____
Private Insurance_____	Child's Policy#:_____
None_____	

**AGENCIES INVOLVED WITH YOUR FAMILY:**

\_\_\_\_Public Health  
\_\_\_\_WIC  
\_\_\_\_Social Services  
\_\_\_\_Other

**IMMUNIZATION REGISTRY NOTICE:** Your child's shot information is being entered in the Colorado Immunization Information (CIIS), a confidential, statewide immunization record tracking system. You can choose to exclude your child's shot information from the CIIS at any time. Please ask your school nurse or your health care provider for further information.

**LANGUAGES SPOKEN BY THE FAMILY IN THE HOME (CHECK ALL THAT APPLY):**

\_\_\_\_English  
\_\_\_\_Spanish  
\_\_\_\_Native American  
\_\_\_\_Other-Please Specify\_\_\_\_\_

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**EMERGENCY PROCEDURE DATA**

Dear Parent/Guardian,

This information is important for accurate and prompt action in the event your child is injured or becomes ill at school.

Child's Name: \_\_\_\_\_

**\*If at any time this information needs to be changed, it is your obligation to make corrections in writing and turn in to the preschool office. IT IS MANDATORY TO HAVE AN EMERGENCY CONTACT NUMBER FOR ILLNESS/ACCIDENT.**

**EMERGENCY NUMBERS:**

Contact Mother:

Mother's Name	Phone#
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Contact Father:

Father's Name	Phone#
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Contact Family Physician:

Physician's Name	Phone#
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Child's Dentist:

Dentist's Name	Phone#
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**If needed, child will be taken to Southwest Memorial Hospital ---- 565-6666**  
.....  
**CONSENT TO TREAT:** In the event of a medical emergency involving this child, I hereby give Teddy Bear Preschool permission to render emergency aid including, but not limited to, having him/her transported for care by a doctor if any of the above cannot be contacted. Any member of the staff responsible for the care and education of my child may view my child's health information, as well as state licensing for compliance purposes.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

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**PICK UP PERMISSION FORM**

Child's Full Name \_\_\_\_\_

I hereby give permission for my child to leave the Teddy Bear Preschool with the following person(s) named below. I understand that the staff will not allow a person not listed below to pick up my child without written consent. **IT IS THE RESPONSIBILITY OF THE PARENT/GUARDIAN TO NOTIFY THE TEDDY BEAR PRESCHOOL OF ANY CHANGES.**  
.....

**PLEASE, LIST PARENT NAMES AND PHONE #'S FIRST**

Name	Physical Address	Relationship to Child	Phone#
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Names of person(s) who MAY NOT pick up your child:

\_\_\_\_\_  
\_\_\_\_\_

**Please list the Custodial Parents:**

\_\_\_\_\_

You are required to give Teddy Bear Preschool a copy of the LEGAL DOCUMENTS pertaining to child custody. The school will presume that both parents on the BIRTH CERTIFICATE have equal access to the child when that student is registered in school UNLESS one parent provides the school with OFFICIAL CUSTODY COURT PAPERS.

Your signature grants approval to the following statement: "I hold Teddy Bear Preschool harmless from any liability in releasing my child to the signed authorized pick-up or myself".

\_\_\_\_\_  
ParentGuardian Signature

\_\_\_\_\_  
Date

**Teddy Bear Preschool Toddler**  
2023-2024

**HEALTH SCREENING QUESTIONNAIRE**

Child's Full Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Gender: M\_\_ F\_\_

Name of person providing this information: \_\_\_\_\_

Relationship to child: \_\_\_\_\_

1. Has there ever been a concern about the age at which your child began (check all that apply):

Crawling\_\_ Walking\_\_ Talking\_\_ Bowel or Bladder training\_\_

2. Are there any major health problems in the family? No\_\_ Yes\_\_

3. Does your child have any chronic health conditions? No\_\_ Yes\_\_

Circle all that apply:

Diabetes      Asthma      Allergies      Seizure Disorder      Nervous Disorder

Ulcers      Bronchitis      Frequent Ear Infections      Frequent Strep Infections

Heart Condition

If you checked yes to any of the above:

a) is he/she under treatment? No\_\_ Yes\_\_

b) can the school health services be helpful? No\_\_ Yes\_\_

If so, please comment \_\_\_\_\_

4. Has your child had any problems with vision? No\_\_ Yes\_\_

Has your child had any problems with hearing? No\_\_ Yes\_\_

If so, please comment: \_\_\_\_\_

5. Is your child on any medication? No\_\_ Yes\_\_

If yes, and this medication is to be administered at school, it will be necessary for you to complete a Release Form (to be signed by the child's physician).

6. Does your child have any special needs/disabilities? No\_\_ Yes\_\_

If yes, please explain: \_\_\_\_\_

7. Does your child have a **HEALTH CARE PROVIDER DIAGNOSED** food allergy, insect sting allergy or any other allergy? \_\_\_\_\_ (**PLEASE**, let staff know **before** school year starts)

If yes, please explain: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Teddy Bear Preschool Toddler**  
2023-2024 Registration  
**PARENT CONTRACT FOR TUITION PAYMENTS**

I \_\_\_\_\_, the parent/guardian of \_\_\_\_\_

Understand and Agree to the following:

Tuition charges at Teddy Bear Preschool are as follows:

Full Day                      \$45.00 per day, Monday through Thursday

**\*You will be charged tuition for each day that you have scheduled your child to be in attendance even if your child is absent.**

**\*Tuition fees are due by the 30th of each month.** Payments can be made weekly, bi-monthly, or monthly. Please circle your intended time of payment.

**\*A two week notice is to be given prior to the withdrawal of the child from the program.**

**\*A late fee of \$1.00 per minute will be charged for each child who remains at the center past 4:00, unless prior arrangements have been made with the Director or staff member responsible for closing the center.** If a child has not been picked up or parent has not contacted the school by 4:30 pm, **CHILD PROTECTIVE SERVICES WILL BE NOTIFIED.**

**ATTENDANCE**

**Full Day\_\_\_\_\_ (7:30-4:00)**

The purpose of this agreement is to provide protection for the parents as well as the Teddy Bear Preschool. In order to ensure that we provide the service contracted for, it is essential that the financial status of the center be stable. Therefore, this agreement provides a guarantee that you will financially support the enrollment space guaranteed for your child. We follow the current school calendar and you will only be charged for days that we are in school i.e no charge for holidays, weekends, snow days, etc. A school calendar is included in this packet.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director Signature

\_\_\_\_\_  
Date



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**“TOWARDS A BETTER UNDERSTANDING OF YOUR CHILD”**

Child's Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

*Please help me get to know your child: As your child's teacher, I would like this year to be the first of many positive school experiences. The more I know about the children in my class, the better I can meet their needs. It would help greatly if you could answer the following questions:*

\*Has anyone else cared for your child: Has your child gone to daycare/preschool before? Were these experiences positive or negative?

\*What frustrates your child: How does your child handle a new task or stressful situation?

\*How do you comfort your child? Does your child have a special blanket or toy?

\*What methods of discipline do you use?

\*How predictable are your child's sleeping and eating habits?

\*To better help your child's entry into our school setting, describe any recent family events or changes (such as death, divorce, new sibling, a move). Please keep staff current on any future changes.

\*Does your child have any fears?

\*Your child's personality?

\*Your child's speech/language: How does your child communicate with you?

\*Your child's attention span: Is he/she easily distracted?

\*Your child's emotional development: How does your child respond to emotions he/she is feeling?

\*Your child's physical development: Is he/she able to move appropriately for his/her age?

\*Does your child react to noise or certain textures of food or clothing?

\*Is there anything else you would like to tell us about your child? (favorite activities, people, places, toys)

\*Can you tell us what traditions/celebrations your family observes or participates in?

\*What goals do you have for your child this year?

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Sun Protection

1. The center must obtain the parent/guardian's written authorization and instructions for applying sunscreen to their children's exposed skin prior to outside play. A doctor's permission is not needed to use sunscreen at the center.
2. When applied for an individual child, the sunscreen must be labeled with the child's first and last name.
3. If sunscreen is provided by the center, parents must be notified in advance and in writing, of the type of sunscreen the center will use.
4. Children over 3 years of age may apply sunscreen to themselves under the direct supervision of a staff member.

.....

**If you DO want your child to have sunscreen applied please sign and date below.**

I give permission for \_\_\_\_\_ ( Name of Child) to have sunscreen applied while at Teddy Bear Preschool. I understand that I will be given prior notice of the brand of sunscreen to be used.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**If you DO NOT want your child to have sunscreen applied, complete, sign and date below.**

I DO NOT want my child \_\_\_\_\_, (Name of Child) to have sunscreen applied while at Teddy Bear Preschool.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**Teddy Bear Preschool Toddler**  
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**FIELD TRIP PERMISSION FORM**

We believe that educational field trips are beneficial and important to the overall development of the child. All trips will be well planned, organized and supervised. Notices will be sent home one week in advance before attending any field trip.

Please sign the consent below giving us permission to take your child on these excursions.

I give my consent for \_\_\_\_\_ (Name of Child) to participate in walking field trips planned by Teddy Bear Preschool. I understand that I will be notified one week in advance of all outings.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**SCREENING PERMISSION FORM**

Child's Name \_\_\_\_\_

I give permission for staff to implement developmental screenings with my child.  
(circle one)

Yes

No

\*\*\*\*\*

**HEARING & VISION SCREENINGS**

I give permission for my child to participate in hearing and vision screenings.

Yes

No

Teddy Bear Preschool  
1550 Hillside Avenue  
Dolores, CO 81323

August 14, 2023

Families,

The state licensing and the health department require us and the children to wash their hands multiple times a day; resulting in dry, cracked hands. We can provide lotion (Lubriderm) or if you prefer, you may bring something else for us to use. We need parental permission to apply lotion so please indicate below your preference.

Thank you,

I \_\_\_\_\_, ( Print Parent/Guardian Name), give permission for the  
Teddy Bear Staff to apply Lubriderm lotion to my child's hands/face.

OR

I, \_\_\_\_\_,(Print Parent/Guardian Name) give Teddy Bear Staff  
permission to apply the lotion that I have provided, \_\_\_\_\_(Print  
Name of Lotion provided)

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date



Toddler Needs and Services Plan  
12 Months- 36 Months

Child's Name \_\_\_\_\_ Date \_\_\_\_\_ Birth Date \_\_\_\_\_

Does your child have allergies? If yes, please describe: \_\_\_\_\_

\_\_\_\_\_

Does your child have special diet or feeding needs? \_\_\_\_\_

Describe (Please include any physician's instructions, if any) \_\_\_\_\_

\_\_\_\_\_

Do you use diaper cream (Parent Provided)? \_\_\_\_\_ What Brand? \_\_\_\_\_

Have you begun toilet training (if applicable)? \_\_\_\_\_

**If so, please complete "Potty Training Contract"**

Additional Instructions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Teddy Bear Preschool  
1550 Hillside Ave  
PO Box 727  
Dolores, CO 81323  
970-882-7277

I, \_\_\_\_\_, give Teddy Bear Preschool staff permission to lay  
(Print Parent/Guardian Name)

my child, \_\_\_\_\_, on a child-size cot for daily naps.  
(Print Child's Name)

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date