

Recurring Payment Authorization Form

CAMP HILL

203 House Avenue
Camp Hill, PA 17011
Ph: 717-761-7113

HERSHEY

50 E. Chocolate Ave.
 Hershey, PA 17033
Ph: 717-533-1466

MECHANICSBURG

201 Bryant Street
Mechanicsburg, PA 17050
Ph: 717-590-7050

Here's How Recurring Payments Work:

You authorize regularly scheduled charges to your checking/savings account. You will be charged the amount indicated below each billing period until the designated expiration date. A receipt will be emailed for each payment and the charge will appear on your bank statement. You agree that no prior-notification will be provided unless the date or amount changes, in which case you will receive notice from us at least 10 days prior to the payment being collected.

Please complete the information below (please print):

Child 1: _____
(Full Name)

Child 3: _____
(Full Name)

Child 2: _____
(Full Name)

Child 4: _____
(Full Name)

I _____ authorize Tender Years, Inc. to charge my account as indicated below
(Full Name)

Select Weekly OR Monthly Option:

Weekly: \$_____ on Wednesday of each **Week** for payment of my Childcare Tuition.

*Monthly: \$_____ on 1st day of each **Month** for payment of my Childcare Tuition.

*Calculated by Director: Monthly amount is based on weekly tuition \$____ multiplied by # of weeks remaining in school year ____ divided by # of months ____ remaining in school year.

Billing Address _____ Phone _____

City, State, Zip _____ Email _____

Checking/Savings Account

Checking Savings

Name on Acct _____

Bank Name _____

Bank Routing # _____

Account Number _____

Bank City/State _____

Authorization Expiration Date: _____

SIGNATURE _____ DATE _____

I understand that this authorization will remain in effect until the designated expiration date or until I notify Tender Years, Inc. in writing of any changes in my account information or termination of this authorization at least 15 days prior to the next billing date. If the above noted payment dates falls on a weekend or holiday, I understand that the payments may be executed on the next business day. For ACH debits to my checking/savings account I understand that because these are electronic transactions, these funds may be withdrawn from my account as soon as the above noted periodic transaction dates. In the case of an ACH Transaction being rejected for Non Sufficient Funds (NSF) I understand that Tender Years, Inc. may at its discretion attempt to process the charge again within 30 days, and agree to an additional \$25.00 charge for each attempt returned NSF, which will be initiated as a separate transaction from the authorized recurring payment. I acknowledge that the origination of ACH transactions to my account must comply with the provisions of U.S. law. I certify that I am an authorized user of this bank account and agree not to dispute these scheduled payments with my bank; provided the transactions correspond to the terms indicated in this authorization form.

One Time Payment Authorization Form

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Sign and complete this form to authorize Tender Years, Inc. to make a onetime debit to your bank account.

By signing this form you give us permission to debit your account for the amount indicated on or after the indicated date. This is permission for a single transaction only, and does not provide authorization for any additional unrelated debits or credits to your account.

Please complete the information below (please print):

Child(ren) first/last name(s) for point of reference: _____

I _____ authorize Tender Years, Inc. to charge my account
(full name)

indicated below for \$ _____ on or after _____.
(amount) (DD/MM/YYYY)

Billing Address _____ Phone _____

City, State, Zip _____ Email _____

Checking/Savings Account

Checking Savings

Name on Acct _____

Bank Name _____

Bank Routing # _____

Account Number _____

Bank City/State _____

SIGNATURE _____ DATE _____

For ACH debits to my checking/savings account, I understand that because these are electronic transactions, these funds may be withdrawn from my account as soon the above noted transaction date. In the case of an ACH Transaction being rejected for Non Sufficient Funds (NSF) I understand that Tender Years, Inc. may at its discretion attempt to process the charge again within 30 days, and agree to an additional \$25.00 charge for each attempt returned NSF which will be initiated as a separate transaction from the authorized payment. I acknowledge that the origination of ACH transactions to my account must comply with the provisions of U.S. law. I certify that I am an authorized user of this bank account and will not dispute this transaction with my bank; so long as the transaction corresponds to the terms indicated in this authorization form.

EMERGENCY CONTACT PARENTAL CONSENT FORM

55 PA CODE CHAPTERS 3270.124(a)(b), 3270.181 & 182, 3280.124(a)(b), 3280.181 & 182, 3290.124(a)(b), 3290.181 & 182

CHILD'S NAME		BIRTH DATE
ADDRESS		
MOTHER'S NAME/LEGAL GUARDIAN		HOME TELEPHONE NUMBER
E-MAIL ADDRESS		MOBILE TELEPHONE NUMBER
ADDRESS		
BUSINESS NAME		BUSINESS TELEPHONE NUMBER
ADDRESS		
FATHER'S NAME/LEGAL GUARDIAN		HOME TELEPHONE NUMBER
E-MAIL ADDRESS		MOBILE TELEPHONE NUMBER
ADDRESS		
BUSINESS NAME		BUSINESS TELEPHONE NUMBER
ADDRESS		
EMERGENCY CONTACT PERSON(S)	NAME	TELEPHONE NUMBER WHEN CHILD IS IN CARE
PERSON(S) TO WHOM CHILD MAY BE RELEASED	NAME	ADDRESS
		TELEPHONE NUMBER WHEN CHILD IS IN CARE
NAME OF CHILD'S PHYSICIAN/MEDICAL CARE PROVIDER		TELEPHONE NUMBER
ADDRESS		
SPECIAL DISABILITIES (IF ANY)	ALLERGIES (INCLUDING MEDICATION REACTIONS)	
MEDICAL OR DIETARY INFORMATION NECESSARY IN AN EMERGENCY SITUATION	MEDICATION, SPECIAL CONDITIONS	
ADDITIONAL INFORMATION ON SPECIAL NEEDS OF CHILD		
HEALTH INSURANCE COVERAGE FOR CHILD OR MEDICAL ASSISTANCE BENEFITS	POLICY NUMBER (REQUIRED)	
PARENTS SIGNATURE IS REQUIRED FOR EACH ITEM BELOW TO INDICATE PARENTAL CONSENT		
OBTAINING EMERGENCY MEDICAL CARE	ADMIN. OF MINOR FIRST - AID PROCEDURES	
WALKS AND TRIPS	SWIMMING	
TRANSPORTATION BY THE FACILITY	WADING	

PERIODIC REVIEW

SIGNATURE OF PARENT OR GUARDIAN

DATE

SIGNATURE OF PARENT OR GUARDIAN

DATE

CHILD HEALTH REPORT

(55 PA CODE §§3270.131, 3280.131 AND 3290.131)

Parent/Provider fill in this part.

CHILD'S NAME: (LAST)	(FIRST)	PARENT/GUARDIAN:
DATE OF BIRTH:	HOME PHONE:	ADDRESS:
CHILD CARE FACILITY NAME:		
FACILITY PHONE:	COUNTY:	WORK PHONE:
<input type="checkbox"/> I authorize the child care staff and my child's health professional to communicate directly if needed to clarify information on this form about my child.		
PARENT'S SIGNATURE:		

DO NOT OMIT ANY INFORMATION
 This form may be updated by a health professional. Initial and date any new data. The child care facility needs a copy of the form.

HEALTH HISTORY AND MEDICAL INFORMATION PERTINENT TO ROUTINE CHILD CARE AND DIAGNOSIS/TREATMENT IN EMERGENCY (DESCRIBE, IF ANY):
 NONE

DESCRIBE ALL MEDICATION AND ANY SPECIAL DIET THE CHILD RECEIVES AND THE REASON FOR MEDICATION AND SPECIAL DIET. ALL MEDICATIONS A CHILD RECEIVES SHOULD BE DOCUMENTED IN THE EVENT THE CHILD REQUIRES EMERGENCY MEDICAL CARE. ATTACH ADDITIONAL SHEETS IF NECESSARY.
 NONE

CHILD'S ALLERGIES (DESCRIBE, IF ANY):
 NONE

LIST ANY HEALTH PROBLEMS OR SPECIAL NEEDS AND RECOMMENDED TREATMENT/SERVICES. ATTACH ADDITIONAL SHEETS IF NECESSARY TO DESCRIBE THE PLAN FOR CARE THAT SHOULD BE FOLLOWED FOR THE CHILD, INCLUDING INDICATION OF SPECIAL TRAINING REQUIRED FOR STAFF, EQUIPMENT AND PROVISION FOR EMERGENCIES.
 NONE

IN YOUR ASSESSMENT, IS THE CHILD ABLE TO PARTICIPATE IN CHILD CARE AND DOES THE CHILD APPEAR TO BE FREE FROM CONTAGIOUS OR COMMUNICABLE DISEASES?
 YES NO IF NO, PLEASE EXPLAIN YOUR ANSWER:

HAS THE CHILD RECEIVED ALL AGE APPROPRIATE SCREENINGS LISTED IN THE ROUTINE PREVENTIVE HEALTH CARE SERVICES CURRENTLY RECOMMENDED BY THE AMERICAN ACADEMY OF PEDIATRICS? (SEE SCHEDULE AT WWW.AAP.ORG) <input type="checkbox"/> YES <input type="checkbox"/> NO	<p>NOTE BELOW IF THE RESULTS OF VISION, HEARING OR LEAD SCREENINGS WERE ABNORMAL. IF THE SCREENING WAS ABNORMAL, PROVIDE THE DATE THE SCREENING WAS COMPLETED AND INFORMATION ABOUT REFERRALS, IMPLICATIONS OR ACTIONS RECOMMENDED FOR THE CHILD CARE FACILITY.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">VISION (subjective until age 3)</td> <td></td> </tr> <tr> <td>HEARING (subjective until age 4)</td> <td></td> </tr> <tr> <td>LEAD</td> <td></td> </tr> </table>	VISION (subjective until age 3)		HEARING (subjective until age 4)		LEAD	
VISION (subjective until age 3)							
HEARING (subjective until age 4)							
LEAD							

RECORD DATES OF IMMUNIZATIONS BELOW OR ATTACH A PHOTOCOPY OF THE CHILD'S IMMUNIZATION RECORD

IMMUNIZATIONS	DATE	DATE	DATE	DATE	DATE	COMMENTS
HEP-B						
ROTAVIRUS						
DTAP/DTP/TD						
HIB						
PNEUMOCOCCAL						
POLIO						
INFLUENZA						
MMR						
VARICELLA						
HEP-A						
MENINGOCOCCAL						
OTHER						

MEDICAL CARE PROVIDER:	SIGNATURE OF PHYSICIAN, CRNP OR PHYSICIAN'S ASSISTANT
ADDRESS:	TITLE:
PHONE:	LICENSE NUMBER: DATE FORM SIGNED:

Parents may write immunization dates; health professional should verify and complete all data.



Permission for Care, Activities, Email & Media

I, _____, give Tender Years, Inc. permission for the following purposes...

Care & Activities	Permission Granted	Permission Denied
Apply sunscreen lotion to my child:		
Apply diaper rash ointment to my child:		
Allow my child to take walks and play on the playground*:		

(*Weather permitting. Children are accompanied by our teachers at all times.)

Email	Permission Granted	Permission Denied
Send me updates, news and other important information by Email:		
Share my Email address with a parent when requested for play dates, etc.:		
Email Address #1:		
Email Address #2:		

MEDIA

From time to time, Tender Years takes photographs at our centers which may include images of children participating in activities and events. Some of these photographs are considered for use in our publications (family handbooks, brochures, etc.), displays, advertisements, website, or other electronic communications. We will not publish an image of a child without consent from their parent or legal guardian.

Media	Permission Granted	Permission Denied
Allow the use of my child's image as described above*:		
If you are granting permission, but would like to request exceptions, please note them below:		

(*By granting permission, you also acknowledge that you will not be compensated for these uses, and that Tender Years, Inc. exclusively owns all rights to the images and to any derivative works created from them. You understand also that you waive the right to inspect or approve the uses of any printed or electronic copy, and that you hereby release Tender Years, Inc. and its assigns and licensees from any claims that may arise from these uses, including without limitation, claims of defamation or invasion of privacy, or of infringement of moral rights or rights of publicity or copyright. This Release is binding on me, my heirs, assigns, and estate. Tender Years, Inc. is not obligated to use any of the rights granted under this Release.)

I understand that it is my responsibility to update this form in the event that I wish to change the status of my permission on any of the above items. I agree that this form will remain in effect during the term of my child's enrollment at Tender Years, Inc.

Child's Name: _____

Signature of Parent/Guardian: _____

Date: _____



Suspension/Expulsion Policy

Unfortunately, there are sometimes reasons we have to ask that a child be removed from our program either on a short term or permanent basis. We want you to know we will do everything possible to work with the family of the child(ren) in order to prevent this policy from being enforced.

When a Child Is Having a Problem In The Classroom

- Staff will try to redirect child from negative behavior.
- Staff will reassess classroom environment, appropriateness of activities, supervision.
- Staff will always use positive methods and language while disciplining children.
- Staff will praise appropriate behaviors.
- Staff will consistently apply consequences for rules.
- Child will be given verbal warnings.
- Child's disruptive behavior will be documented and maintained in confidentiality.
- Parent/guardian will be notified verbally.
- Parent/guardian will be given written copies of the disruptive behaviors that might lead to expulsion.
- The director, classroom staff and parent/guardian will have a conference(s) to discuss how to promote positive behaviors.
- The parent will be given literature or other resources regarding methods of improving behavior.
- Recommendation of evaluation by professional consultation, such as Early Childhood Mental Health.
- Recommendation of evaluation by Intermediate Services/Early Intervention Services.
- Ages and Stages Questionnaires completed by teachers and given to parents to complete and return.
- Parent completes request for services forms as needed.

Schedule of Expulsion

- If after the remedial actions above have not worked, the child's parent/guardian will be advised verbally and in writing about the child's or parent's behavior warranting an expulsion. An expulsion action is meant to be a period of time so that the parent/guardian may work on the child's behavior or to come to an agreement with the school.
- The parent/guardian will be informed regarding the length of the expulsion policy.
- The parent/guardian will be informed about the expected behavioral changes, or supports, required in order for the child or parent to return to the school.

Parental Actions For Child's Expulsion

- Failure to pay/habitual lateness in payment.
- Failure to complete required forms including the child's immunization records.
- Refusal or failure to complete forms requesting community services such as Early Childhood Mental Health, Intermediate Unit/Early Intervention.

Child's Actions For Expulsion

- Failure of child to adjust after a reasonable amount of time.
- Uncontrollable tantrums/angry outbursts.
- Ongoing physical abuse to staff or other children.
- Unable to toilet train in our three-year-old program.
- Continued display of safety concerns, such as: running out of classroom or away from the group.

Please refer to the Tender Years Parent Handbook regarding further information about behavioral policies and supports that are offered.

Name of Child: _____

Parent's Signature: _____ Date: _____



Cultural Questions Guide

Name: _____ Date of Birth: _____

Enrollment Date: _____

Where were you born?

Where did you grow up?

How would you describe the neighborhood where you were raised?

What is your ethnic or racial heritage?

What languages or dialects were spoken in your home?

Was religion is important during your upbringing? If yes, how?

Who makes up your family?

What traditions does your family follow?

What values does your family hold dear?

How do members of your family relate to each other?

How is culture expressed in your family?

Do you have any family traditions, stories, or songs that you would be interested in sharing with your child's class?

Parent's Signature: _____ Date: _____

Teacher's Signature: _____ Date: _____



Community Stakeholders (Mechanicsburg)

Dear Parent,

Welcome to the Tender Years family! Thank you for choosing our center! As part of our enrollment process, we would like to have you fill out the questionnaire(s) and sign the permission slips that precede this page in your packet. This will help your child's teachers and caregivers get to know your child and your family, as well as shape your child's day here at our center.

After your child has joined a classroom (whether initially or following a transition), you will receive information about your child's first Developmental Assessment and be offered a meeting with your child's teacher. This will take place within your child's first 45 days in any program.

It is also your right as a parent to transfer your child's records, at your request, from our center to another educational setting when your child leaves our facility. Please contact the director if you wish to request your child's records.

Tender Years is an integral part of our local community. We establish relationships with local businesses, schools, helping professional organizations, and regularly participate in fundraising ventures for worthy causes. If you would like to contribute the name of a business or organization that you feel would be a worthwhile addition to our stakeholder's list, please let your center director know. Thank you!

The following list of contacts is provided for your information. If there is additional information that you would like to share with us, please feel free to give that information to the director.

Cumberland Valley School District	717-697-8261
Green Ridge Elementary School	717-766-4911
Hampden Elementary School	717-731-9033
Middlesex Elementary School	717-249-5586
Monroe Elementary School	717-697-0028
Shaull Elementary School	717-732-2460
Silver Spring Elementary School	717-766-3332
Sporting Hill Elementary School	717-761-5052
East Pennsboro School District	717-732-3601
West Shore School District	717-938-9577
Camp Hill School District	717-901-2400
St. Theresa's of New Cumberland	717-774-7464
Good Shepard School	717-737-7261
Capital Area Head Start	717-939-9489 (Oberlin) • 717-258-5559 (Carlisle)
Capital Area Intermediate Unit	717-732-8400
Highmark Caring Place	717-302-8402
Capital Area Christian Church	717-732-1882
Joseph T. Simpson Library	717-766-0171
Jones, Daly, Coldren, Assocs.	717-791-2680
Tan & Garcia Pediatrics	717-761-7901
Sophia's at Walden	717-791-0100



Key Card Access (Mechanicsburg)

Dear Parent,

Tender Years, Inc. uses a key card access system for entry into our Mechanicsburg center. This system is exclusive to staff and family members who are enrolled in our programs. In order to gain admittance, you will be required to use a coded key card that is specific to each individual.

The security system is in place to provide the best possible security for your child/children and our staff. Unauthorized individuals will not be able to gain admittance to the center. It also allows you independent and efficient entry when dropping off and picking up your child(ren) each day. The system will track and monitor the exact times you are coming and going from the center. However, **YOU ARE STILL REQUIRED TO SIGN YOUR CHILD IN AND OUT DAILY**. For your convenience, there is a sign in and out sheet in your child's classroom.

With the access system, you will be able to open the door any time during normal hours of operation, Monday through Friday, 6:30am - 6:00pm. Staff is not expected to assist parents in accessing the facility and parents and guardians should consider the use of the key card access as their only means of entrance. The only exception is at 6:00pm, when staff will open the door for you due to automatic lock-out. (Late fees will be applied as stated in the Family Handbook.)

Each family has been issued 2 key cards and you are responsible for paying a \$10 deposit paid to Tender Years, Inc. The deposit will be refunded to you upon termination of your "Agreement" and return of the key cards in good condition. The Deposit for the key cards is due **NO LATER** than your first day of enrollment and can be included with your tuition check.

If a key card is lost, broken, damaged or stolen, you will be responsible for immediate notification to the Center Director, and a \$5.00 replacement fee (per key card) will be charged. Replacement cards will not be issued until the fee is paid.

Individuals listed as "Persons to Whom My Child May Be Released" on your Emergency Contact Form may need to access the facility from time to time. We ask that you please do **NOT** give them your key card. They may check in at the registration office and will be required to show identification if it is their first time at the facility. Upon proof of I.D. the Center Director will allow them admittance to the center. Temporary "visitor" cards can also be issued for special circumstances.

Thank you in advance for your cooperation as we strive to provide the safest of environments for you and your family!