



For the years that matter most

**Planet Kids, Inc.**  
Childcare and Learning Centers  
4168 South Main St.  
Acworth, GA 30101

How did you hear about Planet Kids? \_\_\_\_\_

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

**Child Information:**

Last Name: (Please Print) \_\_\_\_\_

First Name: \_\_\_\_\_

Middle Name: \_\_\_\_\_

Sex: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Child's Living Arrangements:  Both Parents  Mother  Father  Other

Other: \_\_\_\_\_

Name of School, if Applies: \_\_\_\_\_



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**Parent Information:**

**Mother:**

Last Name: (Please Print) \_\_\_\_\_

First Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Street

\_\_\_\_\_

City

State

Zip

Home Phone Number: \_\_\_\_\_

Work Address: \_\_\_\_\_

Place of Employment

\_\_\_\_\_

Street

\_\_\_\_\_

City

State

Zip

Work Phone Number: \_\_\_\_\_



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**Parent Information:**

**Father:**

Last Name: (Please Print) \_\_\_\_\_

First Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Street

\_\_\_\_\_

City

State

Zip

Home Phone Number: \_\_\_\_\_

Work Address: \_\_\_\_\_

Place of Employment

\_\_\_\_\_

Street

\_\_\_\_\_

City

State

Zip

Work Phone Number: \_\_\_\_\_



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**Child Release Information:**

Please Provide us with the Names and Addresses of friends and family your child(ren) may be released to.

(1) Last Name: (Please Print) \_\_\_\_\_

First Name: \_\_\_\_\_

Home Address: \_\_\_\_\_  
Street

\_\_\_\_\_  
City State Zip

(2) Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_

Home Address: \_\_\_\_\_  
Street

\_\_\_\_\_  
City State Zip

(3) Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_

Home Address: \_\_\_\_\_  
Street

\_\_\_\_\_  
City State Zip



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**Emergency Contact Information:**

Please provide us with information about the person(s) to contact in case of emergency when you cannot be reached.

(1) Name: (Please Print) \_\_\_\_\_

Phone Number: \_\_\_\_\_

(2) Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

(3) Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Please provide us with information about your child's primary source of health care.

Physician or Clinic Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_



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**Special Considerations and Needs:**

So that we can better serve you and your child, please let us know of any of the following that would limit your child's participation in the center's programs and activities.

Known Allergies: (Please Print) \_\_\_\_\_

\_\_\_\_\_

Developmental Disabilities: \_\_\_\_\_

\_\_\_\_\_

Mental Health Disorders: \_\_\_\_\_

\_\_\_\_\_

Physical Problems: \_\_\_\_\_

\_\_\_\_\_

\*\*Please inform us of any special procedures that need to be followed in caring for your child:

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



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**Parent Acknowledgements and Authorizations:**

- 1) I acknowledge that it is my responsibility to keep Planet Kids advised of any significant changes in enrollment information concerning phone numbers, work locations, emergency contact information, family physicians, etc.
- 2) I acknowledge that my child will not be allowed to enter or leave the center without being escorted by a person authorized to pick up or drop off my child.
- 3) I acknowledge the Planet Kids Confidentiality statement, which states:

“Information pertaining to the children enrolled at Planet Kids is considered confidential and may not be released by center staff without first obtaining written permission signed by the parents, except in the following situations. Relevant information relating to the children’s family situations, medical status and behavioral characteristics on the children enrolled at the center at any time shall be shared by center staff among caregivers, with members of the Department or with other persons authorized by these rules or the law to receive such information, or with other persons in an emergency situation involving your child.”

- 4) I authorize Planet Kids to obtain emergency medical care for my child when the parents are not available.

I have read and agree to the above four (4) acknowledgements and authorizations.

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Please Sign

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Date

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## **EXPECTATIONS OF SERVICE:**

The Director has provided me with a copy of Planet Kids' Policies and Procedures and I expect Planet Kids to comply with each of the points illustrated in the document.

I expect Planet Kids to keep me advised of my child's progress, issues relating to my child's care and individual practices concerning my child's individual needs.

I also expect the Planet Kids Director and Team Members to encourage me to participate in center activities with my child and their classmates.

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Please Sign

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Date



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**POLICIES AND PROCEDURES AGREEMENT:**

1. Planet Kids provides equal access to public accommodations. Applications for enrollment are acted upon without regard to race, religion, national origin, or sex.
2. Planet Kids will be open from 6:00am until 6:00pm, Monday through Friday
3. Planet Kids will be closed for the following holidays on the day the holiday is observed: New Year's Day, Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving (and the Friday after), Christmas Eve and Christmas Day.
4. Although we request cooperation in not disturbing our program, parents are permitted access to all parts of the facility at any time their child is present.
5. Parents are expected to bring children into the facility and see that they are under supervision before leaving the premises and are expected to re-enter the building when picking up children. Children must be signed in and out on the sign-in computer for their classroom. Please note: Pre-K children must be here by **8:00am**. We request that all other children be here **no later than 9:00am**. Children's "pre-school" activities begin at that time and if the children are brought in later, they not only interrupt the class, but they miss important learning opportunities.
6. Parents will be called to pick up children who become ill. Children are absent due to a contagious disease may not return to the center without a signed statement from a physician indicating the child is no longer contagious. A child with any of the following symptoms may not attend Planet Kids within 24 hours of the last symptom: a fever of 100 degrees or higher, vomiting,

- repetitive diarrhea, unexplained rash. Parents must pick up their child with the above symptoms within one hour of being notified by Planet Kids.
7. Children will have current medical immunization records **prior** to enrollment and regularly updated in compliance with state law. No child will be allowed to remain in the facility whose immunizations are past due by 30 days or more.
  8. In the even of an emergency, Planet Kids has my permission to administer first aid or obtain emergency medical treatment in the child's best interest.
  9. Discipline and guidance at Planet Kids are consistent, and based on individual needs and development. We will promote positive self-discipline and self-behavior. Physical punishment is never permitted.
  10. Children may not bring food to the center. We participate in the Child and Adult Care Food Program and provide nutritious meals and snacks for your children. We serve breakfast from 7:00am-8:00am. If you plan for your child to eat breakfast, he/she must be here no later than 7:45am, so he/she has adequate time to eat before joining his/her class. Children get a hot, balanced lunch at 11:00am and snack at 2:00pm. Food and menu exceptions cannot be made for individual children except for documented medical reasons.
  11. Every pre-school child will have an afternoon rest period/nap as required by state law. Planet Kids provides a mat, sheet, and blanket for each child. Planet Kids' rest period is from 11:30am to 1:30pm. Please do not bring children in to the facility during these times. Doing so creates problems since the child is usually not ready for a nap. If you must bring your child in late, please make it after 1:30pm.
  12. Children will be encouraged to play outdoors on the playground daily, except during intense heat or inclement weather.
  13. Every child must have a change of clothing that is left in the facility to be used for emergencies. All clothing must be marked with the child's name or initials. Planet Kids is not responsible for lost clothing.
  14. Children are not to bring toys/personal belongings to Planet Kids. Planet Kids is not responsible for articles brought from home.

15. Any field trip or special activity sponsored by Planet Kids must have written parental authorization in order for a child to participate.
16. Planet Kids will administer only dated, labeled, prescribed medications (or physician prescribed non-prescription medications). Parents must sign an authorization form for medications. All medication policies are subject to state regulations. **Medications not currently being dispensed must be taken home or they will be disposed of immediately.** Planet Kids is not required by law to give medicine, but many do so as an accommodation to parents. We will make every effort to administer medicine properly, however you agree to hold Planet Kids harmless regarding this matter.
17. Should the management of Planet Kids determine for any reason, in its sole discretion, that a child should be un-enrolled, the child may be un-enrolled and this agreement will be terminated at the option of Planet Kids.
18. In the case of withdrawal of my child from Planet Kids, I agree to give Planet Kids one week written notice. If this notice is not given, I agree to pay one week's tuition.
19. Weekly lunch and snack menus are posted next to the sign-in computer and parents may refer to them at any time.
20. Children on baby food, bottles and diapers: These items are to be furnished by the parents. All baby food and bottles must be labeled with the child's first and last names and the date. All bottles must be plastic and must be capped.
21. All children must come into Planet Kids fully dressed, including shoes on their feet. Children are allowed to be barefoot at any time (exception: infants).
22. Infant feeding schedules, ages 6 weeks to 12 months, must be filled out by the parents and signed. They should be updated on a regular basis.
23. For infants and toddlers, diapers are checked and changed continually throughout the day. We have a bathroom in each classroom, toilet training will begin as soon as each individual child is ready.
24. **FULL TUITION IS DUE EVERY WEEK, REGARDLESS OF DAYS ATTENDING. ABSENCES ON YOUR PART-SICKNESS, VACATIONS, ETC-DOES NOT CONSTITUTE A REDUCTION IN TUITION.** Parents agree to pay the posted

current weekly fee on every Friday for the up-coming week. Tuition payments are due in advance. Children will not be allowed to remain in Planet Kids whose fees are not current. Late fees of \$5.00 per day will be added to all payments received after Friday. In the event that Planet Kids has to incur court, legal or any other incidental costs to collect unpaid fees, the parent agrees to fully reimburse all such cost of collection. `

25. Late Fees: There will be a \$1.00 per minute, per child, charged for children left at Planet Kids past 6:00pm. This fee is due immediately payable to the person who had to stay with your child. Please do not include it in your tuition payments. Please do not ask our staff members if you the late fee.
26. Any check returned, for any reason, will incur a \$25.00 Return Check Fee. Planet Kids will then have the option to refuse any checks in the future. Cash and money orders will then have to be used to make payment.
27. Tax statements of childcare paid will be made available the first of January of each year. This is not an obligation, it is a courtesy. You may ask for your copy anytime after mid-January. They are not automatically mailed to you.
28. Parents must cooperate with Planet Kids in carrying out all governmental laws, rules and regulations effecting the operation of Planet Kids.
29. This parent agreement is subject to change, in whole or in part, by Planet Kids upon one week's notice.
30. Wellstar (Kennestone) Hospital is used in an emergency unless the parent requests a different hospital.
31. We serve ages 6 weeks to 12 years.
32. We are open from January 2<sup>nd</sup> through December 31<sup>st</sup> of each year.
33. Parents will be notified if their child has an adverse reaction to any medication
34. Parents will be notified immediately if there is a contagious disease at the facility.
35. In case of an emergency, such as a fire or tornado, the children are rehearsed on procedures on a regular basis. FIRE DRILL: The alarm goes off and the children calmly get up, form a line, proceed out of the designated exit, and move to the farthest point away from the building. The teacher takes the roll as soon as all children are out of the building. The director goes through the building checking all bathrooms, closets, etc, wherever a child could be and

makes sure all children are out of the building. TORNADO DRILL: Tables are pushed to the center wall of the room and the children get under the tables. Where there is a room with a bathroom, the children go into the bathroom and sit on the floor.

- 36. Parents are responsible to notify Planet Kids of changes in address, phone numbers (home and/or work) and any other pertinent information we need that pertains to your child. **We must have current working numbers.**
- 37. Parents will be notified immediately if their child has an accident and sustains an injury.
- 38. Suspected incidents of child abuse, neglect or deprivation will be reported to the local County Department of Family and Children Services in accordance with state law.
- 39. In case our power goes out, we have emergency lighting. For ventilation purposes, windows can be opened to allow airflow into the building.
- 40. No smoking is allowed in the building or on the grounds.
- 41. Inclement Weather: Planet Kids will be closed when Cobb County Schools are closed due to inclement weather. When closing occurs mid-day the director will call the parents to advise them of the closing time. The customary late fees will be charged to parents arriving after the announced closing time.
- 42. We have an Open-Door policy here at Planet Kids. You are free to access all areas of our center used by your child. If you ever have any problems, you may contact your child's teacher, or the director for a conference.
- 43. A child is not considered enrolled until enrollment forms have been filled out and the registration fee has been paid. **Please note: ALL Fees are non-refundable.**

I \_\_\_\_\_ have  
(PARENT OR GUARDIAN)

read and agree to the above listed policies and procedures of Planets Kids.

X. \_\_\_\_\_ Date: \_\_\_\_\_  
(PARENT/GUARDIAN SIGNATURE)