



Mom's Time-Out Program (MTO) 2019-2020

Registration Form – 1 year and walking – 4 years
(Must turn 1 by September 2nd 2019 to be eligible for the MTO program)

The program will be held on Mondays and Thursdays from 8:30am-12pm. MTO follows the City of Gulf Shores School System.

PARTICIPANT INFORMATION: Please type or print legibly

Child's Name: (First and last) _____ Gender: Male Female

DOB: ____/____/____ Age: (at the time of program) _____ (3 years and 4 years must be potty-trained)

Has your child been in a program before?: _____

Guardian/ Primary Contact: _____ Relationship: _____

Home Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Cell Phone: _____ Work Phone: _____

E-Mail address you check frequently: _____

Enrollment Date(s): circle days your child will be attending

Mommy Mondays (MTO) Learning Thursdays (Classes) Both Days (Monday & Thursday)

Preferred method of contact: (Please check one) Home Phone Cell Phone Work Phone E-mail

EMERGENCY CONTACTS: (Please provide two additional contacts other than the parent/guardian listed above.)

First Contact's Name: _____ Relationship: _____

Home Phone: _____ Work/Cell Phone: _____

Second Contact's Name: _____ Relationship: _____

Home Phone: _____ Work/Cell Phone: _____

PERSONS AUTHORIZED TO PICK-UP CHILD (Photo ID will be required)

Name(s): _____ Relationship: _____

Name(s): _____ Relationship: _____

Name(s): _____ Relationship: _____

Name(s): _____ Relationship: _____

In the events parents or the above named people cannot be reached at a time of illness or accident or the emergency is such that time does not permit such contact, the MTO Coordinator and teachers are authorized to contact:

Physicians: 1st choice: _____

Phone: _____ **Address:** _____

Physicians: 2nd Choice: _____

Phone: _____ **Address:** _____

HEALTH / ALLERGIES AND SAFETY INFORMATION:

Does camper have any known allergies, medical conditions, and special needs, emotional or behavioral issues? If your child needs an Epi-Pen, please have your child's doctor fill out the attached form. Please be specific and list anything staff should know about. (*Information will be disseminated to staff on a "need-to-know" basis.*)

Due to the high instances of youth nut allergies, we ask that you please refrain from packing peanut butter or other nut butters in your child's daily lunches and snacks. This is to protect all SPARC MTO participants.

City of Gulf Shores staff will not dispense medications of any kind to SPARC MTO participants. Staff is trained in First Aid and will provide basic care in the case an incident arises. In the event of an accident, injury or illness, I hereby authorize and grant permission to the City of Gulf Shores SPARC staff to secure appropriate treatment from medical professionals.

I, (please print name) _____, understand that there is inherent risk associated whenever my child engages in outdoor activities, and I agree not to hold the City of Gulf Shores or MTO program staff responsible for any cost or injury arising out of an emergency situation.

Parent/ Guardian Signature: _____ Date: _____

TECHNOLOGY RELEASE:

The City of Gulf Shores uses photos and videos in print and media promotional materials. I hereby give permission for the City of Gulf Shores to use the name of my child and/or his/her photographic, video, or digital image for promotional, news, or public relations purposes in any manner and medium, including print and electronic mediums.

(Please check one)

Photo and Name

Photo Only

Neither Photo or Name

Parent/ Guardian Signature: _____ Date: _____

PAYMENT INFORMATION

The cost for MTO, per child, is \$20 to pre-register or \$30 for drop ins. Registration must be submitted by 3pm on the Friday before the week you wish your child to attend to get the pre-register rate. There will be a \$5 discount for each additional child.

SPARC Mom's Time-Out Program
Disciplinary Actions and Procedures
(As noted in the 2019-2020 parent manual)

Non-appropriate behavior will not be tolerated at SPARC MTO. The child will be informed immediately if a Counselor feels they are doing something unacceptable. It will be explained to the child why the action is inappropriate and they will receive a warning not to continue that behavior. This includes but is not limited to: Biting, hitting, etc.

If the Counselors do not feel the child is trying to restrain or he/she continues to interrupt the activity, the parent/guardian will be asked to come and pick-up the child for the day. A meeting with the Counselor(s) and Program Coordinator may be scheduled to discuss the child's behavior with the parent/guardian.

If the behavior continues, the participant will be asked to leave the rest of the week with no refund. If no improvement in behavior is seen, the child may be dismissed from the program.

If a child brings weapons to program, intentionally harms a staff member or other child, vandalizes property, or steals from the program or others, he/she may be dismissed from the program immediately without further warning or notice.

BEHAVIORAL AGREEMENT: *(Please read with your child)*

SPARC MTO participants must show respect for other children, counselors, and public property at all times. Children are not permitted to use profanity, be involved in name calling, bullying, or any form of negative behavior including biting and/or hitting. Should a participant use inappropriate behavior, the parent will be informed of the situation. Any consistent behavioral problem, lack of respect for others, property, or staff will result in a parent conference and may lead to dismissal from the program. I, parent of _____, agree to uphold the character values of a MTO participant, showing respect for people, property and things.

Participant Name: _____ Date: _____

Parent/ Guardian Signature: _____ Date: _____

SPARC Mom's Time-Out Program

Biting Policy

Biting is very common among children birth – 3 years of age. Biting is a form of communication and is almost always a response to the child's needs not being met or coping with a challenge. However, biting can be harmful to other children and to staff. This biting policy has been developed with both of these ideas in mind. We understand that biting, unfortunately, is a part of a child care setting. Our goal is to help identify what is causing the biting and resolve these issues. If the issue cannot be resolved, this policy serves to protect the children that are bitten. If a biting incident occurs, state regulations require that the parent of the child biting and the parent of the child who was bitten be contacted.

When Biting Does Occur: The staff's job is to keep the children safe and help a child that bites learn an appropriate behavior. We do not use techniques to alarm, hurt, or frighten children such as biting back or washing a child's mouth out with soap.

For the child that was bitten:

1. First aid is given to the bite.
2. Parents are notified.
3. The "Incident Report" form is filled.

For the child that bit:

1. The child will be placed in time out for no longer than the child's age (one year old, one minute).
2. The parents are notified.
3. The "Incident Report" is filled out.

When Biting Continues:

1. The child will be observed by the counselors/program coordinator to determine what is causing the child to bite (teething, communication, frustration, etc.).
2. Counselors will communicate with the Program Coordinator, Amanda Deckard, for advice, support, strategy planning.
3. Counselors will document every occurrence, including attempted bites.
4. If biting does continues excessively (determined at our discretion) the following steps will be taken:
 1. Conference with the parent, counselor and program coordinator.
 2. Child will not be able to attend the next day he/she is registered.
 3. Child may be asked to leave the program for the safety of the child, SPARC and the other children. If the situation reaches this step, the child will not be able to attend until the following year.

I (we) have read and understand the MTO policy on biting and will comply with those requirements.

Sign Name

Print Name

Date

SPARC Mom's Time-Out Program

Potty Training Policy

In accepting young children (4 and under), it is important for parents to understand the need for all children in the 3-4 year old classroom to be potty trained. Your adherence to this policy helps ensure a positive first "school" experience for your child and the other children in his/her class. You must agree to the following for your child to be able to attend Mom's Time Out (MTO).

Your Potty Trained Child:

- Will tell the teacher he/she needs to go to the bathroom.
- Is able to go to the bathroom (either urinating or a bowel movement) on his/ her own.
- Will not be in diapers or pull-ups **at all**.

Our school does not have the staffing to potty train this class. If a teacher is spending their time with potty training, then they are not able to work with this age group appropriately. This is neither fair to your child or the other children.

Our Staff is aware that accidents happen. Therefore, please keep a change of clothes in your child's bag at all times.

If your child is ill and/or has diarrhea, they should be kept home until they have been episode-free for 24 hours. (See parent handbook)

I (we) have read and understand the MTO policy on potty training and will comply with those requirements.

Signature(s)

Date

Printed name(s)

