



181 Ledge Hill Road • Guilford, CT 06437 • (203) 457-1833  
2024 - 2025 Registration

**Child's Information**

Child's First and Last Name:	
Date of Birth:	Phone:
Home Address:	

**School Information**

Grade 2024 - 2025:	Teacher:	Bus #:
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**Medical Information:**

Child's Physician:	Phone:
<b>Allergies/Health Issues:</b>	
<b>Regular Medications:</b> Please contact Suncatchers for the appropriate forms before your child begins. Medications that could be needed (inhalers, epi-pens) need to be on site prior to your child's first day of attendance.	
Child Health Record <b>attached</b> or <b>on file</b> (please circle one): (Kindergarten, 3 <sup>rd</sup> , and 6 <sup>th</sup> grade need new copies) **Reminder we are separate from the school, we need our own copy of your child's health record**	
<b>Registration Fee \$20 per family due at registration via cash or check.</b>	

**Parent/Guardian Information**

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Name:	Name:
Home Address (if different from child):	Home Address (if different from child):
Home Phone:	Home Phone:
Cell Phone:	Cell Phone:
Email (Please indicate primary):	Email (Please indicate if primary)
Employer and Work Address (Street, town, state, & zip code):	Employer and Work Address (Street, town, state & zip code)
Work Phone:	Work Phone:

**First day of Attendance:** \_\_\_\_\_

**Please indicate days your child will attend and the times. Ex: Monday 7-9 am and 3:25-6pm.**

Schedule	Monday	Tuesday	Wednesday	Thursday	Friday
Before School 7:00-9:00am					
After School 3:25-6:00pm					

**Emergency contact- people other than parents who are authorized to pick up your child (local addresses)-this portion MUST be completed.**

Name	Phone Number
1.	
2.	

**Please initial the following statements indicating your agreement:**

	I give permission to provide <b>emergency medical attention</b> to my child/children
	I understand that if my child has an allergy/health issue, they will be unable to attend the program until all appropriate paperwork and proper medication with labels are received by Suncatchers. (Please note: Authorization forms must state "Child Care Personnel" to be accepted by Suncatchers)
	I give permission for my child/children to be photographed and photos to be posted on our website without names.
	<b>Payment agreement</b> I agree to pre-pay at the non-refundable \$9.50/hour rate based on my child's schedule indicated on this registration. I agree that I will pay the \$10 late fee if assessed in accordance with the policy.
	I agree to pay late pick-up fees of \$25, if they are assessed in accordance with the policy.
	<b>Discipline Policy</b> I have read and had the opportunity to discuss these policies (written below) with Suncatchers' Staff
	I understand that any child who behaves in a way harmful to self or others, or who will not follow basic rules of polite and cooperative behavior, may not attend the program

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Discipline Policy**

Children are treated with respect and dignity by staff members, and the expectation is that children will model their behavior and treat staff and other children with respect and dignity.

Accepted discipline methods include:

- Positive guidance
- Setting clear limits
- Redirection

Should a dispute arise among children or between a child and teacher, the teacher will encourage a talking it out process among those involved. The goal of the talking it out process will be to acknowledge feelings and find solutions using children's ideas whenever possible. If this fails to resolve the problem, a time away from the activity or "essay" will be assigned, which will be determined by the staff person involved. In addition, a child who may be overly aggressive or is repeatedly destructive of other children's work may be asked to make an activity choice in another area if talking things through has not resulted in better self-control. Parents are then notified, verbally and in writing, when they pick up their child regarding both the positive and negative aspects of their child's day. The communication between staff and parents is open and regular, so that each child understands that staff and parents are "on their side" and actions/consequences are taken for their own benefit. The child is included in the decisions regarding behavior/activities at Suncatchers.

Staff will continuously supervise children during the disciplinary actions.

Staff will not be abusive, neglectful, or use corporal, humiliating or frightening punishment under any circumstances. No child will be physically restrained unless it is necessary to protect the safety and health of the child or another child or adult. If a child presents himself as a danger to himself or others, he will be physically but gently restrained until he is able to regain appropriate control of his behavior. If a child is unable to behave in a safe manner for himself and others, and after working with the child's parents to come to a solution, then the child will not be able to attend Suncatchers until he is able to behave appropriately.

If parents are unwilling to work with Suncatchers staff to come to a solution to the problem, then the child will be excluded from the program.