

**BEANSTALK  
CHECKLIST FOR CENTER PARENTS**

PARENT'S NAME \_\_\_\_\_ DATE \_\_\_\_\_

**PARENT'S RESPONSIBILITIES INCLUDE:**

- \_\_\_\_\_ Daily sign in and out of each child (full legal signature) and record actual time
- \_\_\_\_\_ Call with an explanation when child will be absent
- \_\_\_\_\_ Make sure that child does not bring gum, candy, snack foods, money, valuables, inappropriate toys, printed materials, photographs, etc. to preschool
- \_\_\_\_\_ Provide written authorization from both the physician and parent for prescription medications. Prescriptions must be in the original container and current (not expired).  
\*Children needing Incidental Medical Services have a plan on file (Asthma, epi-pen)  
Sunscreen application requires written authorization of the parent only.
- \_\_\_\_\_ Keep child at home with symptoms of illness such as, but not limited to vomiting, diarrhea, Fever. See agency's Health Policy. Beanstalk follows SCPH COVID-19 Guidance for Children and Staff.
- \_\_\_\_\_ Notify the center in writing of changes in emergency contact information – address, telephone numbers, other authorized adults who have permission to sign in & out, etc.
- \_\_\_\_\_ Provide a 10-business day notice prior to dis-enrolling the preschool.
- \_\_\_\_\_ For Part-day: Begins at \_\_\_\_\_ and ends at \_\_\_\_\_ Monday-Friday.
- \_\_\_\_\_ For Full-day: Operates 8:00-5:00 M-F. Hours of services determined for each family
- \_\_\_\_\_ Park vehicles in designated areas and spaces only. *Expect traffic near school(s)*
- \_\_\_\_\_ Provide extra clothing (underwear, pull-ups, diapers & wipes, pants, shirt & socks)
- \_\_\_\_\_ Read and follow rules, policies and procedures as stated in the Beanstalk Handbook for Parents and as posted on school campus.

**Beanstalk Handbook for Parent received \_\_\_\_\_ (Parent Initial)**

**OTHER INFORMATION REVIEWED WITH PARENT:**

- \_\_\_\_\_ Mission statement, philosophy, daily schedule, curriculum, and lesson plan,
- \_\_\_\_\_ Portfolios, DRDP (child assessment, parent input, parent survey and conferences)
- \_\_\_\_\_ Program's expectations and behavior management techniques
- \_\_\_\_\_ Parent Involvement and Education – Open door policy, Parent Advisory Committee, Parent meetings, special projects, classroom support and volunteers (volunteers must provide pertussis & measles vaccine & TB screen/flu vaccine or declination)
- \_\_\_\_\_ Daily child inspection and health policy
- \_\_\_\_\_ Nutrition & Food Service Policy (menus, food components, allergies & food preferences)
- \_\_\_\_\_ Toileting/Diapering process.
- \_\_\_\_\_ Child(ren) must be picked up by an adult (18 years and older) that has been authorized by the enrolling parent on the Emergency Information Form
- \_\_\_\_\_ Custody arrangement and pick up schedule if applicable
- \_\_\_\_\_ Late arrival charge, after closing, is \$1.00 per minute and is due on the 7<sup>th</sup> day after the late pick-up. Five (5) late pick-ups or non-payment of late fee will result in dis-enrollment.
- \_\_\_\_\_ Tour of classroom (attendance sheets, cubbies, parent mail, evacuation plan, etc.)
- \_\_\_\_\_ Clothing and footwear must be safe and weather appropriate.
- \_\_\_\_\_ Beanstalk is not responsible for damaged or lost personal belongings or valuables
- \_\_\_\_\_ There is zero tolerance for behaviors or items brought to the program (weapons or items that are intended for use as a weapon) that threatens the safety of children and/or adults
- \_\_\_\_\_ Security cameras in use at all time-in and near the facility.
- \_\_\_\_\_ **Beanstalk is a cell phone free zone**

\_\_\_\_\_  
PARENT'S SIGNATURE

\_\_\_\_\_  
AGENCY REPRESENTATIVE