



Registration Deposit \$40 _____ Date Paid _____
_____ Staff Initials _____

Family Last Name _____
(this is the name the account will be filed under)

Family Registration Information

Childs Name _____ DOB _____
Childs Name _____ DOB _____
Childs Name _____ DOB _____
Childs Name _____ DOB _____

Home Address _____

Mothers Name _____ Cell # _____
Email Address _____
Fathers Name _____ Cell # _____
Email Address _____
Other/Guardian Name _____ Cell# _____
Email Address _____

*Any persons listed below will be responsible for payment at pick up. Please plan ahead by adding credit to your account or prepaying for the day if you do not want them to be responsible for payment. Fees will apply if not paid at pick up.

Emergency contacts and/or other persons allowed to pick up children. (ID will be needed for pick up) Must list at least ONE other person as

emergency contact, even if out of state. This is in case for whatever reason we are not able to contact a parent.

Name _____ Relationship _____

Cell# _____

Name _____ Relationship _____

Cell# _____

Child Questionnaire

1. Is your child 100% potty trained? _____ Y/N _____ Y/N
(Childs name) (Childs name)

*To be considered 100% potty trained child your child needs to be completely independent in the bathroom and requires no assistance with clothing or wiping and rarely has accidents.

Children not 100% potty trained must be in a pull up. If one is not provided, we charge \$2 per pull up/diaper.

2. Does your child have any allergies? Y/N

*If yes, what are they allergic too and what is the severity of the allergy?

***If an Epipen needs to be admitted do you give staff members permission to administer it? Y/N

3. Does your child have any diagnosed or suspected mental, behavioral or physical concerns that staff needs to be aware of? (Ex. Autism, ADD, ADHD, ODD, sensory processing, speech delay, etc..) Y/N

*If yes, please clarify _____

4. Is your child allowed to take part in holiday/seasonal/educational crafts and other activities? Y/N

*These are at no additional cost to the hourly rate.

5. Do you authorize Coco B's Playhouse staff to take pictures of your child?
Y/N

***These photos would be used and displayed on the Playhouse social media and other marketing.

6. I understand that Coco B's Playhouse is NOT a peanut/tree nut free facility.

Initials _____

7. I understand, that unless approved by the owner/staff ahead of time, Coco B's Playhouse is a maximum of 4 hours per day. Going over will result in additional fees. *see parent hand book for fees.

Initials _____

8. I understand that there is a \$40 first time registration fee. This fee is due when paperwork is turned in. Should additional children be added later, there is a \$10/per child fee.

Initials _____

I, the undersigned, understand that in some emergency situations, Coco B's Playhouse will need to contact emergency medical services before the parent, child's physician and/or other adult acting as parent/legal guardian's behalf. In the event of a medical emergency. I, the undersigned, understand that my child will be transported to the nearest hospital if the local medical unit determines it is necessary for treatment.

I, the undersigned, hereby grant permission to Coco B's Playhouse staff to take whatever measures necessary for the care and protection of my child while under their supervision.

I, the undersigned, understand that Coco B's Playhouse LLC, will not be responsible for any injuries or accidents that occur to anyone while using the facility.

I understand that it is my responsibility to keep the information on this form up to date. Coco B's Playhouse staff is not liable if registration information sheets are inaccurate or outdated.

_____ I have received a copy of the Parent Info Packet

Printed name_____

Signature_____

Date_____



Parent Info Packet

Policies & Additional Charges

1. Diapers and wipes must be supplied by the parents. There is a **\$2 fee per diaper** if we have to supply them for your child during their stay.
2. Shoes should be taken off and placed in cubbies before entering the play area.
3. **All food/drink must be labeled clearly with child's name.**
4. **Please note that we are NOT a peanut free facility. We will do our best to accommodate all allergies though.**
5. There are plenty of toys here in the playhouse so we ask that no toys from home be brought into the play area. They may be left in the front cubbies.
6. If children wish to have their iPad/tablet/Phone, etc. No photos or videos are allowed to be taken with these devices. No inappropriate content may be watched or listened to either. If this does happen the device will be taken away until pick up.
7. Absolutely no gum or candy allowed in the play area and any packed in lunch boxes will not be given to child during their stay with us.
8. Coco B's Playhouse is not responsible for personal items that may have been left behind, lost or broken. All items left will be donated at the end of the month.
9. **We are a 4 hour max per day drop in center. There will be fees for going over the limit.**
10. **Late pick up after the 4 hour max is \$5 for every 15 minute increment rounded up. (Ex. 20 minutes late will be a \$10 charge) PER CHILD!**
11. Late pick up after closing, there is a 5 minute grace period, after which you will be charged \$20 once our clock hits example 6:06pm. In addition to the \$20 charge there is \$1 per minute/PER CHILD fee that will be added on top of your hourly total that day. Account credit CANNOT be used to pay for this late fee!

12. If no communication occurs between staff and parents after 15 minutes of closing time, authorities will be notified. Keep our number with you at all times for this reason. #336-617-6060

13. All payments are due at pick up, NO EXCEPTIONS! Please plan ahead if you are having a friend or family member pick up your child. They will be responsible for payment. We accept Visa, Mastercard, Apple pay, Google pay, Venmo and cash. *Note~ there is a 3.5% card convenience fee for all non-cash payments. Should there be an issue with payment in full or partial, the account will be charged a \$10/day late fee and a payment link will be sent via text everyday until it is paid. Until the balance is paid the child CANNOT be dropped off. Payment is due IN FULL before drop off.

Sick Policy

Children who have the following symptoms should **NOT** be brought to Coco B's playhouse.

- If they have or have had a temperature over 100 degrees in the last 24 hours without medication.

- Have vomited or had diarrhea within the last 24 hours.

- Are complaining of sore throat, headache and body aches.

- Have an undiagnosed rash.

- Have difficulty breathing or are persistently coughing.

- Has drainage from ears, nose, eyes or mouth that is not clear in color.

If a child exhibits any of these symptoms during their stay parents will be notified to come pick up the child within 15 minutes.

Disciplinary procedure

We are excited to be able to offer a fun and creative place to learn and grow with other children. However, we understand that disagreements do arise from time to time. Our staff will:

- Encourage polite communication

- Redirect any inappropriate behavior

- Separate child from the other child or group when deemed necessary.

For the safety and concern for all children and staff members we do have a disciplinary procedure in place.

If a child:

- Inflicts physical or emotional harm to another child, staff member or themselves (this includes biting, hitting and name calling)
- Verbally threatens another child or staff member
- Defaces or intentionally breaks items/materials, etc..

The parent will be notified immediately for pick up.

Extra care

Sometimes moving, a new sibling, a change in schools or other drastic changes to a child routine can make for some hard days. Please let us know if this is the case so we can “Handle with care” and give a little extra love and understanding.



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