



Franklin Springs Academy

7000 Longpoint Way
Franklin, TN 37064
Phone: (615) 814-2878



Email: Franklinspringsacademy.franklin@gmail.com

Child Application for Franklin

Date of Pre-enrollment Tour: _____ Date of Admission: _____

Child's Full Name: _____

Child's Birth Date: _____

Parents:

Mother/Guardian's Name: _____ Last 4 of S.S. _____

Address: _____

City: _____ State: _____ Zip Code: _____

Email Address: _____

Cell/Home Phone: _____ Work Phone: _____

Employer's Name & Address: _____

Work Hours: _____

Father/Guardian's Name: _____ Last 4 of S.S. _____

Address: _____

City: _____ State: _____ Zip Code: _____

Email Address: _____

Cell/Home Phone: _____ Work Phone: _____

Employer's Name & Address: _____

Work Hours: _____

Transportation Plan:

To ensure the safety of your child, please list other adults with phone numbers to whom your child can go with or who may provide transportation for your child. Authorized person(s) are the only people your child can go with. These persons cannot have a child released to them if they show any behavior that we may consider a risk to the child. All authorized adults picking up children are required to show a picture ID.

Name	Phone Number

Emergency Information:

Name of a person other than the director, authorized to act for the parent in an emergency:

Address: _____

Home Phone: _____ Work Phone: _____

Name of Physician: _____

Address: _____

Office Phone: _____

Background Information

Name & Age of other children in the family: _____

What are some ways in which the child plays at home? _____

Does he/she play with children from other families? Yes No If Yes How does he/she react? _____

Does he/she feed himself/herself? Yes No

What is his/her general attitude toward eating? _____

If he/she refuses to eat, how is this handled? _____

Favorite foods: _____

Disliked foods: _____

Foods he/she is allergic to: _____

Dietary Preferences: _____

If the child is an infant an infant feeding plan will be provided for information about the formula, bottle schedule, etc.

What is the child's attitude toward taking a nap? _____

Does he/she wet bed? Naptime Yes No

If yes to the above question, what actions are necessary to handle it? _____

Does he/she take himself/herself? Yes No _____

Does he/she tell you when he/she needs to go to the toilet and go willingly? Yes No

Can he/she manage his/her clothes himself/herself at the toilet? Yes No

What word does he/she use for urinating? _____

What word does he/she use for bowel movement? _____

HEALTH HISTORY

What health problems has your child had in the past? _____

What health problems does your child have now? _____

Does your child have any allergies? Yes No If yes, what are they and how severe? _____

Does your child take any medication regularly? Yes No If Yes what are the names of them? _____

Has your child ever been hospitalized? Yes No If Yes when and why? _____

Does your child have any of the following chronic illnesses?

Asthma cerebral palsy developmental delay diabetes hemophilia frequent earaches seizure disorder other _____

Do you have any concerns about your child's health? _____

Does your child have any problems with talking or making sounds? Please explain:

Does your child have any problems with walking, running, or moving? Please explain:

Does your child have any problems seeing? Please explain: _____

Does your child have any problems hearing? Please explain: _____

Does your child have any problems using his/her hands (such as with puzzles, small building pieces?) Please explain: _____

What is the best way to discipline your child **EXCLUDING** physical punishment? _____

Does your child use a special comforting item? _____

Is there any other information that you wish to share that would assist in meeting your child's needs. Examples: likes to wander off, walks in their sleep, has nightmares, etc.

Franklin Springs Academy Policy Statement

Welcome to our childcare center. We are happy to have you and your child/children.

- Our hours of operation are Monday thru Friday 6:00 a.m. until 6:00 p.m. (Subject to change once center opens and adjustments are made per location)
- After hours Emergency contact: Corey & Rebekah Proctor, Owners 740-516-9034

We close for the following holidays:

- New Year's Eve at 2 PM
 - New Year's Day
 - Good Friday
 - Memorial Day
 - 4th of July
 - Labor Day
 - Thanksgiving & the day after
 - Christmas Eve at 2PM
 - Christmas Day
- We will not discriminate against a child with a handicapping condition (disability) solely based on the handicap (disability). We serve children with special needs and handicapping conditions (disabilities) whenever possible. Any eligible applicant with special needs or handicapping conditions (disabilities) will be enrolled in the program and after careful evaluation of the child's care needs and our capabilities to meet these needs and it is felt that the child can participate in and benefit from the program/services that we offer, and we can make reasonable accommodations to provide safe care to this child as well as to the other enrolled children should this child be enrolled.
 - We have a 30-day (30) trial period for any enrolled child. We reserve the right to request withdrawal of a child during or after the trial period if one or more of the following conditions exists:
 1. The child is not participating in or not benefiting from the program.
 2. There are no reasonable accommodations that we can make to provide adequate or safe care for this child.
 3. There are no reasonable accommodations that we can make to provide adequate or safe care to other enrolled children due to the care needs of this child.
 - We will not discriminate against a child or parent because of race, color, or national origin in any of our policies, services, or practices.

We provide/offer:

- Breakfast: served from 8-8:30 a.m.
- Lunch at 11:00 (Maybe a little earlier for younger kids depending on the center schedule)
- Snack at 2:00 pm (after naptime and diaper changes)
- Planned learning activities
- Toys for exploring, creating, and learning
- Cots, blankets, and sheets for napping (if your child prefers his/her own blanket for **napping only** please feel free to send it.)
- Sippy cups
- We offer parent-teacher conferences
- CPR & First Aid Certified Staff (When we have CPR/First aid training we also offer it to parents)

- Our facility and outside grounds are a smoke free environment.
- All full-time children will receive a free week after you child has been enrolled 6 months. Every six months you will receive another free week of childcare. They expire in a six-month period and do not roll over. They must be requested, as they are not automatically put in and cannot be used if your account is behind.
- If you or your spouse serves on active duty in the armed forces of the United States, your child will be moved ahead of any child on a waitlist that does not meet this criterion.
- When your child moves to or enrolls in the 2-year-old class, he/she will no longer be able to have a pacifier due to health and sanitation purposes. We strive to keep germs at a minimum and this will help our cause.
- The center behavior management policy is to first distract the child's attention and substitute a desirable activity. If unacceptable behavior continues time out will be used based on no more than one minute per age of the child.
- **If your child has a disciplinary/behavioral problem that we cannot control, we will set up a meeting with the parent/guardian to develop a two-week action plan. At the end of this two-week period, we will reassess the situation. If there has not been improvement this may include dismissal. If dismissal is the end result, then a one-week transition notice will be given to find alternate care. The center reserves the right to immediately dismiss a child at any point if the behavior is threatening to other children or staff.**
- Weekly fees are **due on Friday** for the following week before your child attends.
- Weekly fees are due even if your child/children are absent.
- Tuition is subject to change and is not a locked-in rate at the time of enrollment/signature.
- We base our fees on 10 hrs. per day there will be an additional fee of \$5.00 per 15 minutes over the 10-hour period.
- **You will be charged a \$10.00 late fee per day for overdue accounts.**
- A registration fee of \$200.00 is due upon enrollment and \$100.00 annually on your child's anniversary date.
- If your account is behind, you cannot leave your child until your account is paid in full.
- **All past due accounts of 30 days or more a collection agency / small claims court will take these for further collection procedures. You will be responsible for any additional costs.**
- **There is a \$25.00 service fee on all returned checks.**
- If a child is to be withdrawn from the center, a 2-week paid notice is required.
- I give my permission for you to use my child(s) picture for advertisement purposes only. Example: (website, Facebook, newsletter, newspaper, etc.)

The following is what we expect from parents:

- Before your child/children can attend our center, we will need a signed or stamped health record from your child/children's physician or health dept. stating that your child/ children's immunizations are current.
- **Drop-off times are before 10:00 a.m. If you have a special circumstance (Dr appt, etc.), please speak with a member of management to get approval to arrive after 10:00 a.m.**
- You are required to sign your child/ children in / out daily.
- If an outside agency is coming to observe your child, we require written parental permission.
- If someone other than the persons listed on the application will be picking up your child/children, we require written authorization with parental signature and date.

- If your child/children have a fever of 100 degrees or more or they are showing signs of any other illness (vomiting, diarrhea, rash etc.), they will be sent home and cannot return until they have been symptom-free for 24 hrs.
- If your child /children become ill, at the center, we will notify you and you will need to arrange to have the child/children picked up as soon as possible.
- We do not dispense medications unless it is an emergency medication (e.g. epi-pen, inhaler)
- For infants, you are required to supply labeled bottles of formula/breastmilk with the child's first and last name and the date, baby food, diapers, wipes, and a change of clothes.
- For toddlers, you are required to supply, diapers, wipes, and a change of clothes.
- For all other children, you are required to supply a change of clothes.
- Your child/children's clothes must be labeled and weather appropriate.
- We do not allow food, toys, electronics, or money brought from home.
- Any family receiving state assistance for childcare will be responsible for any overage that the state does not cover.
- We do not offer part-time rates

Weekly fees (Rates below are according to the classroom your child is in):

Infants Classroom	Weekly \$365
Toddlers (1's) Classroom	Weekly \$345
Toddlers (1.5's) Classroom	Weekly \$335
Two's Classroom	Weekly \$335
Preschool (3's) Classroom	Weekly \$305
Pre-K Classroom (4/5's)	Weekly \$285

Tuition is subject to change.

Good communication between the director, caregiver, and parent is very important to ensure a successful relationship. If you have any ideas, questions, or additional information about your child/children that you feel would be helpful please let us know.

I have received and read a copy of the Franklin Springs Academy Emergency Preparedness Plan and the summary licensing requirements.

I have read and will abide by the Franklin Springs Academy Policy Statement.

I have taken a pre-enrollment tour of the facility.

I do hereby authorize emergency medical care.

Parent/Guardian's Signature: _____ Date: _____

Director's Signature: _____ Date: _____

Date child is withdrawn: _____

Reason for withdrawal: _____



Tennessee Department of Human Services Influenza Information Notification Form

Public Chapter 687 requires the Department of Human Services and the Department of Health to work together to educate parents of children in childcare agencies regarding the importance of immunizing their children against influenza. The Department of Human Services works with childcare agencies to ensure that this information is distributed annually to parents in August or September.

There are many reasons to get an influenza (flu) vaccine each year. Below is a summary of the benefits of flu vaccination and selected scientific studies that support these benefits.

- Flu vaccination can keep you from getting sick with flu.
 - Flu vaccine prevents millions of illnesses and flu-related doctor's visits each year.
 - During seasons when the flu vaccine viruses are similar to circulating flu viruses, the flu vaccine has been shown to reduce the risk of having to go to the doctor with flu by 40% to 60%.
- Flu vaccination can reduce the risk of flu-associated hospitalization.
 - A 2014 study showed that flu vaccine reduced children's risk of flu-related pediatric intensive care unit (PICU) admission by 74% during flu seasons from 2010-2012.
- Flu vaccine can be life-saving in children.
 - A 2017 study was the first of its kind to show that flu vaccination can significantly reduce a child's risk of dying from flu.
 - A 2022 study showed that flu vaccination reduced children's risk of severe life-threatening influenza by 75%.
- Flu vaccination has been shown in several studies to reduce the severity of illness in people who get vaccinated but still get sick.
- Getting vaccinated yourself may also protect people around you, including those who are more vulnerable to serious flu illness, like babies and young children, older people, and people with certain chronic health conditions.

*References for the studies listed above can be found at Publications on Influenza Vaccine Benefits.

I acknowledge that I have received information on the importance of immunizing children against influenza.

Signature of Parent or Legal Guardian

Date

Signature of Agency Representative

Date



Franklin Springs Academy of Franklin
7000 Longpoint Way
Franklin, TN 37064
(931) 364-5444



Franklin Springs Academy Emergency Procedures

(Consult with Williamson County Emergency Mgmt. Director)

Helpful websites:

<http://health.state.tn.us/ceds/TNDisSup/PDFs?ChildCareEmergencyWeb.pdf>

*Each emergency requires Franklin Springs Academy to use the sign-in/out logs as verification of who is in attendance and who needs to be accounted for. Therefore, it is imperative that you, sig-in/out every day for each child. A list of phone contacts for each child will be in this log as well as along with allergy/safety list.

Inclement weather:

If the center must open late, close early or close for the day due to inclement weather families will be notified via our website, Facebook or a phone call.

Fire:

In case of fire at our Franklin location we will relocate children and we will coordinate with local Emergency Mgmt. to take children to:

Oak View Elementary School
2390 Henpeck Lane
Franklin, TN 37064

Severe Weather, Earthquakes, etc.

During the threat of severe weather Franklin Springs Academy will take children to bathrooms or storeroom.

Floods:

Franklin Springs Academy is in contact with the Williamson County Emergency Management daily through Emergency personnel. Protocol for flooding will be to close when WCEM deems flooding to be a risk for parents/students/children. In the event this happens during the day, parents will be called. **Under state guidelines, if you cannot be contacted, we will be forced to contact emergency personnel to find you in order to be in compliance with state regulations. Our goal is to protect the children and their families.**

Chemical Spill / Gas Leak:

Chemical leaks and or spills could force emergency evacuation. We will coordinate with local emergency personnel to arrange transportation.

Oak View Elementary School
2390 Henpeck Lane
Franklin, TN 37064

Intruder:

In Franklin we will immediately call 911 and implement lockdown procedures which is every door will be locked and no staff member, child, or parent will be permitted to enter or leave the building until it is deemed safe by local law enforcement.

- Due to new state guidelines, **Franklin Springs Academy will monitor closely with the Williamson County Emergency Management System regarding emergency disasters and make decisions accordingly.**
- **Each emergency situation could limit communication for all involved. Please know that Franklin Springs Academy will provide care until you are able to be contacted and/or emergency personnel allows persons to enter the area (hours and/or days if necessary).**
- **Each emergency evacuation facility will contain food, water, first-aid items, etc. in case of lengthy stays.**
- **In all instances 911 will be called!**
- **Each year drills will take place to where every disaster is covered, and fire drills are done once per month.**

If you would like to review all of our procedures for emergency situations you may ask to see the detailed copy of these procedures.

Emergency Information Sheet

Name of Child: _____ **DOB** _____

Name of Mother/Guardian: _____

Home Address: _____

Emergency Contact Numbers: Cell # _____

Home # _____ Work# _____

Name of Father/Guardian: _____

Home Address: _____

Emergency Contact Numbers: Cell # _____

Home # _____ Work# _____

Additional Emergency Contact Person Name: _____

Emergency Contact Number: _____

Child's Health Care Provider & phone # _____

Medical Information such as allergies, special needs of the child, medication required by child, etc. _____

Profile of the child such as personal information about the child's likes, needs, etc. that will allow emergency caregiver information to help support the child: _____

All other adults allowed to pick up your child:

Name	Phone Number

If any of the above information changes I will notify the center as soon as possible.

Parent/Guardian Signature: _____ Date: _____