



Where We Make Kids Our Biz!

Welcome to KIDZ BIZZ Family!

Thank you so much for providing us the opportunity to take care of your child or children. We hope that you and your child or children will enjoy our service. Your child's safety, enjoyment and development are our number one priority. Along with providing you with drop-in childcare at your convenience! So please enjoy our service and do not hesitate to contact us on any questions, comments, concerns or suggestions that you have that will give you and your family the service you require and deserve. Contact the owners Peggy & Rafee Saba via our website: www.kidzbizzkidz.com or 910-346-5551.

KIDZ BIZZ rules, regulations & policies:

Service requirements: KIDZ BIZZ may be used for a period of time that is no-longer than **four hours in duration**. A time period of ten minutes counts as one half hour for billing purposes. Our facility cannot be used for purposes of work. We can be used for anything else. So you can have the freedom to attend those college classes, go shopping, doctor appointments, spa appointments, a romantic night out, movie, etc. We also require that children bring appropriate footwear, when they come to our facility. They are welcome to take shoes off whilst in the facility but they need to arrive with adequate footwear please.

Behavior: It is our policy at KIDZ BIZZ to encourage our children to make good choices about how they behave. We will do this with incentives, coaching and positive reinforcement. We will always attempt to redirect a child into another activity so as to remove them from a situation. For the safety of all the children, excessive aggressive behavior will result in the parent/ legal guardian or emergency contact being contacted, and asked to come and pick up their child or children. The child or children will not be allowed to return unless there is a great improvement in their behavior. Children are expected to act in manner that is appropriate for the social setting that they will be enjoying. Children are encouraged to clean-up after themselves, encouraged to share, listen to adults and participate in our scheduled activities. Should your child experience separation anxiety (crying when parent or legal guardian leaves). Our staff will attempt to comfort the child and divert the child's attention with activities. If after fifteen minutes this strategy does not work we will try to cuddle the child to soothe the child if after a further fifteen minutes this does not work the parent or legal guardian will be contacted to pick-up their child. KIDZ BIZZ does use time-out and positive guidance for discipline. Time-out is one minute per year of age.

Hygiene: Our staff works extremely hard to keep the facility clean, it is very important to the health and safety of all the children that we work together to keep everything clean. Your child(rens) hands will be cleaned with a hand sanitizer prior to entering our facility. We ask that your children are appropriately dressed in clean play clothing. In order to allow KIDZ BIZZ to maintain a clean and healthy environment for all the children, in our facility, we do **not** allow children to attend who are sick. We are extremely careful in our operation to protect your child(ren) against sickness. We ask that you do not bring your child(ren) to our facility if they have an illness. Some signs of illness such as sore throat,

cough, rashes, diarrhea or pink eye are indicators that let you know that your child(ren) should not come to KIDZ BIZZ. If your child has had these symptoms or fever and/ or vomiting within twenty-four hours you should not bring your child to our facility. Should your child become sick whilst at KIDZ BIZZ our staff will sensitively separate the child from the other children (but will remain under our supervision) the parents/ Guardian will be contacted to pick up their child. You will be expected to pick-up your child(ren) as soon as possible. In the event of minor bumps, bruises and cuts KIDZ BIZZ staff will administer first aid and inform you of what happened. During a medical emergency, your child will be transported to the appropriate medical facility through the use of the local emergency services for treatment at the expense of the parents/ guardian. Parents should please send children with shoes. Parent/ Legal guardian(s) are required to supply **immunization records** this is a **State requirement**.

Safe and Secure Environment: KIDZ BIZZ wants you to be completely reassured that the environment that your child or children are in is completely safe and secure. We provide this to you by having a visible facility with well trained, professional staff. There will always be at least one staff member who is CPR and first aid qualified; all staff has to have this training to remain employed by KIDZ BIZZ. No child will be checked-out unless a **photo ID** is presented. All emergency data is kept on site.

Customized Service: KIDZ BIZZ wants your child(ren) to feel as comfortable as possible, so please let us know if there are any special requirements or needs for your child. Lunches and snacks: Lunch may be purchased for a cost of \$3.50, lunch will consist of a main course (chicken nuggets or PBJ) crackers (goldfish & animal crackers), fruit gummies and a juice. If you wish to send a bag lunch/ dinner with your child, please feel free to do so ensure the container is properly marked. **Do not** send food that must be cooked as we cannot cook any food items for your child (we can heat up pre-cooked foods). You may also send snack items for your child, we also provide free snacks at scheduled times throughout the day. It is vitally **important** that during registration that you let us know of any **allergies and dislikes**. If your child(ren) are not fully diaper trained please ensure that we are informed and send all necessary supplies (disposable diaper, training pants, diaper wipes and a clean change of cloths). Our staff will gladly change any accidents. If we have to supply the materials there will be an additional charge (\$1.50 per diaper or just supply us with replacement diapers thank you).

Please do not send personal items as KIDZ BIZZ is not responsible for any of these items to include but not limited to blankets, toys, etc. While we welcome any comfort items it is the parent/ legal guardians responsibility to make sure these items return home with the child. We ask that you please do not bring toys or easily lost personal items. Anything left at KIDZ BIZZ will be deposited in a lost and found and if not collected in 30 days it will be disposed of.

What Should I Send?

If your child/ children use sippy cups please send their personal cup with them, labeled with their name. If they are eating and normally wear a bib then send their bib with them. Send any comfort item if necessary. Send diapers and wipes if child is still in diapers. Change of cloths for accidents and spills. If your child/ children are coming to movie night it is recommended that a blanket and pillow (comfort item) is also sent to make movie time more enjoyable and cozy for your children (these items are optional).

Lunch and Snack Schedule: Lunch is at noon. Dinner M-Thu is 4:00pm, Fri and Sat 6:00pm. We prep fifteen to thirty minutes prior and lunch/ dinner usually takes thirty to forty five minutes then the following thirty to forty five minutes is used to clean-up the lunch/ dinner area and conduct diaper changing.

Thank you for your assistance and welcome to the KIDZ BIZZ family.

These three pages are for you to keep the remaining pages below are the ones to return along with copies of shot records for registration please (we can make copies onsite of shot records if needed). Thank you.

Employee use
ID Number _____
Date entered in DB _____
Initials of Enterer _____

Please print Thank You

Welcome to the KIDZ BIZZ family, if you need help at any time please do not hesitate to contact any KIDZ BIZZ staff member for assistance.

Family Last Name:

Information Parent/ Legal Guardian #1

Parent/ Legal Guardian _____

Contact numbers: Home _____ Work _____
Cell _____

Information Parent/ Legal Guardian #2

Parent/ Legal Guardian _____

Contact numbers: Home _____ Work _____
Cell _____

Primary Address:

Street address _____ Apt# _____
City _____ State _____ Zip _____

Email Address:

Emergency/ Authorized pick-up personnel Contact Info: (other than parent/ legal guardian). Anytime any of these personnel may be picking up or dropping off please notify KIDZ BIZZ ahead of time for security reasons.

1st Name _____

Contact numbers: Home _____ Work _____
Cell _____

Street address _____ Apt# _____
City _____ State _____ Zip _____

Circle one

This person is authorized for pick-up Yes/ No (contact only)

2nd Name _____

Contact numbers: Home _____ Work _____
Cell _____

Street address _____ Apt# _____
City _____ State _____ Zip _____

Circle one

This person is authorized for pick-up Yes/ No (contact only)

1st Child _____ Boy Girl
Age _____ DOB _____ Name child is known by: _____

2nd Child _____ Boy Girl
Age _____ DOB _____ Name child is known by: _____

3rd Child _____ Boy Girl
Age _____ DOB _____ Name child is known by: _____

Family Doctor: _____ Number: _____

Allergies: _____

Food dislikes: _____

Comfort items: _____

Any restrictions that your children have for example TV, video game, religious, food, etc:

Please help us know your child or children better.

Tell us about their interests and activities they enjoy:

Please circle

Child 1: Diapers/ training/ trained

Child 2: Diapers/ training/ trained

Child 3: Diapers/ training/ trained

Please Circle.

Please answer the following:

Does your child(ren)

Questions	Child 1	Child 2	Child 3
1. Take medication?	Yes/ No	Yes/ No	Yes/ No
2. Medical condition?	Yes/ No	Yes/ No	Yes/ No
3. Require any special needs?	Yes/ No	Yes/ No	Yes/ No
4. Have any medical history that we need to know?	Yes/ No	Yes/ No	Yes/ No
5. Are they hearing or vision impaired?	Yes/ No	Yes/ No	Yes/ No
6. Have any disability we need to accommodate for?	Yes/ No	Yes/ No	Yes/ No
7. Have behavior problems?	Yes/ No	Yes/ No	Yes/ No
8. Is there any activity requirements/ restraints for your child?	Yes/ No	Yes/ No	Yes/ No
9. Does your child have any dietary restrictions?	Yes/ No	Yes/ No	Yes/ No
10. Any food or other allergies?	Yes/ No	Yes/ No	Yes/ No

If yes was answered to any of these questions pleas explain and specify child by name thank you.

Check-In Check-out Policy

First there must be a completely filled out registration that is turned in prior to or on your first visit. Everyone must check-in at the front desk on each visit. Check-in is as simple as dropping off your child with one of our friendly childcare providers and signing in our log book, the time put in the log book is taken from the clock on the wall at the sign-in desk, **at that point let us know if your child has any bumps or bruises so that we can take care to ensure your child does not irritate these wounds further.**

Checking-out is simple also. Present your photo Id; sign out in the log, while this is taking place a childcare provider will be quietly preparing your child or children to leave. At the desk all charges will be calculated. If you purchased block time then the time used will be debited from your card. Should you run out of block time you will be charged at the one-hour rate. **Should you arrive to pick-up your child after closing time you will be charged a dollar per minute, per child, so please be sure you know what time we close when you drop off.** Any additional charges will be added in and payment rendered by **cash or local check.**

Billing KIDZ BIZZ has posted rates we do charge by the half hour.

Note: If you run ten minutes into the next hour you will be billed for a half hour at the hourly rate.

I/ we fully understand Check-in/ check-out policy and agree to follow procedure. And I/ we have read and understand KIDZ BIZZ policies and agree to adhere to these policies.

Parent(s)/ Legal Guardian(s) _____

Customer Service:

Circle one please

How did you hear about KIDZ BIZZ? _____

How were you treated by our staff? Excellent/ Good/ Average/ Below average/ Poor

What condition was our facility in? Excellent/ Good/ Average/ Below average/ Poor

Each quarter KIDZ BIZZ sends out a free e-newsletter providing information on child development, parenting, education, etc. We also occasionally send out coupons via this email list, are you interested in receiving this benefit? Yes/ no

Comments/ email address for e-newsletter and coupons:

Registration Agreement

On behalf of myself, my spouse and every designated child that I am parent or legal guardian of (here after known as 'my child'). I/ we do enter into the KIDZ BIZZ parent contract, registration agreement (here after know as 'agreement') with KIDZ BIZZ regarding the provision that KIDZ BIZZ will provide a supervised, indoor activity environment for my child (ren).

1. **Premises usage:** Subject to this Agreement and other terms of use. KIDZ BIZZ will be used as a drop-in, short-term, flexible time care facility for my child (ren) to include participation in KIDZ BIZZ activities. KIDZ BIZZ premises and services can only be used for **non-employment** related purposes; this is in accordance with North Carolina General Statute sub-section 110-86 (2) d. **A time limit of four hours per visit exists and must be strictly adhered to in order to continue using this service.** Also, in accordance with the above mentioned statute KIDZ BIZZ will not be used for regular care. Example scheduled care Monday thru Friday 9 am to 5 pm every day every week. I (parent legal guardian) agree that this will not occur on a regular schedule so as not to constitute regular enrolled day care and that each stay is to be **no longer than four hours.** KIDZ BIZZ will not take field trips, or employ Community Resource Services.
2. **Future Visits:** This registration agreement and registration form along with release agreement is considered a binding contract between parent/ legal guardian and KIDZ BIZZ. It will be kept on file at KIDZ BIZZ and will serve as an ongoing agreement for all future visits that my child (ren) make at KIDZ BIZZ. This contract does in no way obligate KIDZ BIZZ to provide services also, KIDZ BIZZ reserves the right to refuse admission to any child for any reason without liability.
3. **Child Pick-up:** KIDZ BIZZ will only release children to authorized person (s) as stated in this form or update to this form. No child will be released to an authorized person (s) unless a photo ID is presented to KIDZ BIZZ. This photo id must conform to information provided in the registration form, which is kept at the check-in/ out desk prior to children being released from the play area.
4. **Payment:** Payment for services provided by KIDZ BIZZ is due at the time of check-out, payment is made in cash and check. The amount is calculated by multiplying the appropriate rate by the time of usage. Usage time is the time from check-in to check-out. If a child is here for a period longer than ten minutes billing will be for the half hour. Any other service that is provided shall be charged in accordance with posted rates. For block time purchases the used time will be debited from the block period purchased, any additional items purchased will be charged separately and payment made upon check-out. If the block time expires whilst your child (ren) are in our care then the parent/ legal guardian will be charged for usage over the block period at the one hour rate, and this payment is due upon check-out. KIDZ BIZZ reserves the right to refuse payment by check, and may charge a fee as posed by the cash register for each returned check. Fee changes will be posted 30 days prior to coming into effect these price changes will not affect previously purchased block time.
5. **Health Policies:**
 - a) **Health:** My child (ren) are in good health and physical condition, and has no medical, physical or psychological condition that has not been disclosed to KIDZ BIZZ during registration. My child (ren) will not be dropped off at KIDZ BIZZ should my child have any infectious, contagious, or communicable diseases of any kind.
 - b) **Illness:** Should my child (ren) develop contagious diseases after being in our care, and this illness occurred within the normal gestation period for the diseases to coincide with the KIDZ BIZZ visit. I as the parent or legal guardian will notify KIDZ BIZZ as soon as possible. This allows KIDZ BIZZ at its discretion, to notify parents and/ or legal guardians of children that may have been exposed.
6. **Medical procedures:**
 - a) **General Medical Guidelines and Discretion:** Whilst KIDZ BIZZ strives to provide the safest environment that is possible; I (parent/ guardian) understand that no matter how unlikely it is there is the possibility that my child could get injured. In the event of such an incident I authorize KIDZ BIZZ to administer simple first aid as is reasonably appropriate. KID BIZZ is not required to follow these guide lines when judgment and/ or circumstances may require other methods.
 - b) **Medical Authorization:** In the event that an incident that KIDZ BIZZ determines as a medical emergency or situation requires assessment and treatment from medical professionals. I (parent/ guardian) authorize KIDZ BIZZ to act on my behalf as an agent for me and give permission for my child to be attended to by a physician or other medical professionals as the situation may demand, and as KIDZ BIZZ sees necessary.
7. **Safety/ Indemnity:** I (parent/ guardian) agree that KID BIZZ may need to take action at the discretion of KIDZ BIZZ to protect the safety of my child (ren), and other children visiting the KIDZ BIZZ facility. I further agree to indemnify, defend and KIDZ BIZZ (and its officers directors and employees) free from any and all claims, actions, or liability to include court costs, attorneys fees and any other costs that may be directly or indirectly attributed by my child or caused to my child by another child or resulting from any inaccuracy, omission made by me or other parents when completing the registration.

8. Additional requirements:

- a) As a condition to receive service from KIDZ BIZZ, I have accurately completed and understand the registration form and agreement and release agreement. I understand that KIDZ BIZZ is to rely on this information to provide care for my child (ren).
- b) I agree to pay all costs and attorneys fees arising out of any action relating to this agreement and parent contract, registration form and/ or the release agreement and any collection costs that may result.

I HAVE READ THE ABOVE CAREFULLY AND HAVE FULLY UNDERSTAND THE CONTENT, RESPONSIBILITIES AND CONTENT OF THIS AGREEMENT BEFORE SIGNING.

Signature of Parent/ Legal Guardian: _____
Date: _____

Signature of KIDZ BIZZ Authorized Representative: _____
Date: _____

Release Agreement

KIDZ BIZZ will utilize every method possible to provide your child (ren) with a safe, fun and comfortable environment without discrimination to all the children. However, as in any childcare service/ program, injuries may occur. For KIDZ BIZZ to provide the drop-in childcare service you need it is necessary for you to assume certain risks. As a requirement to receive our services, KIDZ BIZZ requests that you read, understand and agree to this release agreement and thus sign the following release.

I, on behalf of myself, my spouse, any other legal guardian and each registered child thus designated (my child (ren)), waive and release all rights, causes of action and claims against KIDZ BIZZ and its officers, directors, agents and employees, for any and all loss of or damage to property or injuries suffered or caused by my child (ren) during the time of visit at a KIDZ BIZZ facility. This includes possible negligence of KIDZ BIZZ but excluding gross negligence and intentional misconduct. I understand that the provision of childcare contains risk of injury to persons and damage to property. By signing this release I engage KIDZ BIZZ to provide temporary child care for my child (ren) at my own risk. I have been given the opportunity to ask questions and to obtain answers to my satisfaction regarding any and all aspects of KIDZ BIZZ and the registration and release, including, but not limited to, future risks, complications and costs. By signing this release, I have not relied on promises or statements made by KIDZ BIZZ other than those contained in the written information that KIDZ BIZZ supplied to me. I understand that this release is to be kept on file with KIDZ BIZZ and will be in effect for this visit and any other future visits to any KIDZ BIZZ facility made by my child (ren).

I HAVE READ THE ABOVE CAREFULLY AND HAVE FULLY UNDERSTAND THE CONTENT, RESPONSIBILITIES AND CONTENT OF THIS AGREEMENT BEFORE SIGNING.

Signature of Parent/ Legal
Guardian: _____
Date: _____

Consent Form (Photograph)

KIDZ BIZZ would like to create a collage or a bulletin board of all the kids who have visited KIDZ BIZZ to display in the business for our new visitors to see. These pictures will be of the kids playing, doing arts and crafts or any activities that is going on in KIDZ BIZZ. We would like your permission to *photograph your child/children for use in these fun pictures. Please fill out the form below letting us know if you allow your child/children to participate in these projects.

_____ **Yes**, I give my consent for my child/children to be photographed.

_____ **No**, I do not wish for my child/children to be photographed.

**Child's
Name(s)** _____

Parent's Signature _____ **Date** _____

Employee Signature _____ **Date** _____

***All photographs will remain in the Property of KIDZ BIZZ.**