

# Highlands Kid Care

## Parent Handbook



### **BOYNE HIGHLANDS**

*Infant: 3 - 18 months*

*Toddler: 18 months – 30 months*

*Older Toddler & Readiness: 31 months – 12 years*

Located in Day Lodge  
Boyne Highlands Resort

231.526.3677

Dear Parent(s)/Guardian(s),

We are excited to have your child join our program!

We, both yourself and the childcare staff, make up the team providing quality care for your children. We all must be familiar with each other's needs and expectations. This Parent Handbook explains the Highlands Kid Care philosophy, guidelines, and what you, as a parent, can expect. Please take a little time to read this handbook and feel free to stop in or call with questions at any time.

Our childcare facility is located in the far South West side of the Day Lodge. Highlands Kid Care phone number is (231) 526-3677. My email address is [tmcginn@boynehighlands.com](mailto:tmcginn@boynehighlands.com)

Our team members have a commitment to working with children. Each of us participates in ongoing professional development and strives to meet the needs of every child.

We look forward to getting to know you and your youngster!

Sincerely,

Taylor McGinn

Director | Highlands Kid Care

# Philosophy

Highlands Kid Care is designed to provide:

- A nurturing, loving, and energetic staff who understands the children's needs in this environment.
- A safe, healthy and dependable environment.
- An environment that is child-oriented, child-initiated, and play-based.
- Organized, age appropriate activities that give the children the opportunity to explore, experiment, learn, reflect and play.
- Physical, social, emotional, and cognitive growth.
- Emphasis on the need for respect and acceptance of others in our daycare and in today's diverse society.
- A basis for respecting space and property belonging to others.

## Goal

Highlands Kid Care provides opportunities for children to show growth in social readiness, school readiness, self-awareness, gross motor and relationship building.

## Staff

The Highlands Kid Care program director, supervisor and attendants meet criteria for child safety and care such as CPR and First Aid.

## Student Ratio

Highlands Kid Care maintains appropriate staff to child ratios that provide a safe, effective, and productive environment.

# Enrollment

Enrollment and registration are to be completed through the Director and/or Supervisor. A quality childcare experience depends on continuity, planning and children having a sense of belonging to the group.

The following is required to complete registration for the program:

Child Information Record Card	Program Enrollment Form
Consent Form	Release of Reliability
Diaper Cream and Topical Ointment Consent (if needed)	

Fees are based on the schedule for which you register your child. No credits or deductions are made without prior notice from the daycare.

# Withdrawals

Parents may withdraw their child from Highlands Kid Care by contacting the Program Director at 231.526.3677 or [tmcginn@boynehighlands.com](mailto:tmcginn@boynehighlands.com).

Management may request that a child be withdrawn from Highlands Kid Care if there is evidence that the child is a behavioral risk to the other children in the daycare. A conference will be scheduled with the parents to discuss any situation that may result in removal.

The Director may request that a child be removed from the daycare if work schedules are not made available when requested or the policies of the daycare are not followed.

## Schedule of Operation

- Highlands Kid Care is open every day 7:30am – 6:00pm
  - During peak season we will offer extended hours Thursday – Saturday 7:30am – 9:00pm upon prior reservations.
- If no children are enrolled for a day, we reserve the right to close early or not open for that day.
- Emergency extended hours are available with approval from your supervisor.
- If your child is picked up after specified closing time for that day a \$10 charge will be in place for each 10 minutes after closing time. There are circumstances where this is waived and is based on a case-by-case basis.
- If your child is scheduled and they will not attend, a cancellation must be received via email at [highlandskidcare@boynehighlands.com](mailto:highlandskidcare@boynehighlands.com) 24-hours in advance to avoid being charged in full.

## Pricing

\*We hold the right to change prices at any time\*

- We encourage guests to email or call ahead. We cannot guarantee space will be available for drop ins.
- \$85/child full day (9 hours)
  - Additional hours after a 9 hour day up to 12 hours will \$10/hour/child
- \$60/ child half day ( 4 hours or less)
- \$10 late pickup fee per 10 minutes
- Breakfast, Lunch or Dinner will **NOT** be included but can be added for \$5/child/meal
  - We encourage parents to pack a nutritious meal for their child that include items they know they will eat
- Parents will be expected to provide supplies such as diapers, pull-ups, wipes etc. If they do not supply we will charge \$3/diaper
- We will be enforcing a 24-cancellation policy. If you do not cancel within 24 hours you will be charged the full price of the day.
- Our daycare is an **"On-Site"** facility, which means the parent/guardian must be on property the entire time their child is in our care.

# **Highlands Kid Care – Toddler & Readiness Care**

## Daily Arrival and Departure

Highlands Kid Care is located in the far SW end of the Day Lodge. Parking in front of the building is for drop-off and pick-up of children. Your child must be escorted to the daycare and signed in by a parent guardian each day. Please help your child with his/her coat, boots, and belongings. All cancellations must be made via email at [highlandskidcare@boynehighlands.com](mailto:highlandskidcare@boynehighlands.com) at least 24-hours in advance.

## Snack and Lunch

- Highlands Kid Care recognizes that there are a growing number of children with potentially life threatening allergies enrolling. As caregivers, we recognize our responsibility to work with parents to proactively address conditions to prevent participant exposure to specific allergens. If your child has an allergy accommodation plan, please share it with the Highlands Kid Care Director and/or Supervisor before your child participates in the program. If you receive a note indicating that our classroom is nut-free, please be respectful of that rule.
- If our classroom is nut-free, all snack and lunch selections and preparations must follow this policy. The snacks are nutritious, such as unsweetened cereal and, crackers, fruit, vegetables, cheese, water, juice, granola, yogurt and milk. Sweets may be served on special occasions.
- Snacks are provided twice daily.
- Lunches brought from home should be of sufficient quantity and nutritional quality to provide for the dietary needs of the child.
- The daycare offers a well-rounded nutritional lunch program for an additional fee.
- A lunch schedule will be available each month.
- Parents must indicate on the Child Information Form that the child has food allergies so appropriate precautions can be taken. This will be considered when snacks are planned.

## Parent/Guardian Responsibilities

- When dropping off or picking up your child, you must sign the child in/out noting the time on the attendance form. The parent/guardian must hand child off to a Highlands Kid Care team member before leaving.
- Parents are responsible for notifying the childcare staff of their children's schedule changes and absences, including calling in for sick days. Schedule changes not reported 24 hours in advance may be billed. Please call the daycare at 231.526.3677 or email [highlandskidcare@boyne.com](mailto:highlandskidcare@boyne.com) to report all absences.
- Parents are encouraged to familiarize their child with their daily schedules.
- Parents should read the notices daily at the Sign-In desk to note any special days or activities for that week; program needs and the weekly menu. This information helps you keep in touch with the program and your child's activities and to provide opportunities for conversation between you, your child and the staff.
- Children are discouraged from bringing toys and other items. The daycare is not responsible for anything your child brings including toys, eyeglasses, hearing aids, clothing, etc. We do not allow children to bring valuables such as jewelry, watches and money. Guns, knives, war toys and other toys of destruction are never allowed at the daycare.
- Parents shall notify the office if anyone other than those noted on the enrollment form are picking up their child. An individual picking up a child should come prepared to show identification before a child is released.
- Parents are responsible for insuring that Highlands Kid Care has current information; telephone numbers, room number, address. Updates can be made at the facility or sent to [highlandskidcare@boynehighlands.com](mailto:highlandskidcare@boynehighlands.com)
- We appreciate knowing when there are any unusual/unexpected circumstances or family situations that might affect your child during the course of the year.
- Children should wear comfortable clothing designed for the season. We go outside in the colder and warmer weather; parents should make sure your child is dressed properly with hats, mittens, snow pants, boots, etc. for the winter season. Tennis shoes, sweater, shorts, sunglasses, sunblock, etc. for the summer season.

## Emergency Procedures

In the event of an accident or emergency, childcare staff follows these procedures:

- Administer First Aid or CPR to the child
- Call Security
- Call 911 as needed
- Contact the parent/guardian

# Illness Policy

When your child becomes ill at Highlands Kid Care, the staff calls the parent or guardian to pick up the child. It is very important that you, or someone from your emergency list, pick up your child as quickly as possible. Highlands Kid Care does not have a separate place for your child to rest or extra staff to stay with them when he/she feels sick.

A child that is absent from school due to illness is not allowed to return the same day. A child must be fever free and off fever reducers for 24 hours before returning to childcare. Do not send your child to childcare when you know he/she is ill.

If your child exhibits any of the following symptoms, they should stay at home:

- Fever
- Runny nose; until after thick discharge disappears
- Ear ache; until seen by doctor
- Rash; until its cause has been determined
- Sore throat; until throat loses redness
- Unusual pale or flushed skin; until normal color returns
- Red or watery eyes; until eyes are clear
- Persistent cough; until no further problem exists
- Upset stomach including vomiting; until no further problem exists
- Any draining sore; until it stops draining, or treated by a doctor
- Diarrhea; until completely cleared up

A child who has been diagnosed with ringworm, pink eye, lice, strep or a similar contagious condition may return to the facility after 24 hours on antibiotics, after treatment, or with a doctor's written permission. Please notify Highlands Kid Care if your child is diagnosed with any communicable disease.

## Medications

Highlands Kid Care DOES NOT administer any form of medication.

Some over the counter products can be if in the original container and the parent/guardian signs a waiver to do so. Those items may include diapering ointments or sunscreen.

Products needed for emergency may be left with staff; bee sting kits, inhalers, etc.



# Discipline Policy

To prevent unacceptable behavior, Highlands Kid Care team members:

- Model appropriate behavior
- Helps direct positive choices
- Use praise when appropriate behavior is displayed

When unacceptable behavior is about to occur or is occurring, Highlands Kid Care team members:

- Redirect the child
- Distracts the child
- Actively listens to the child
- Places the child in time out for 2-5 minutes
- Brings the child to the Program Director

The team members work with the child, discussing the problems suggesting and supporting behavior changes, explain choices, and redirecting.

If a pattern of negative behavior persists, the Highlands Kid Care Director talks with the parent(s) in order to obtain assistance and suggestions for developing effective approaches to improve the child's behavior. A behavior plan may be initiated.

If all reasonable approaches are exhausted, the pattern of negative behaviors continues, and/or the child's actions are a threat to the well-being and safety of the other children and/or staff, parents may be asked to remove a child from Highlands Kid Care.

## What Not To Bring to Highlands Kid Care

- Candy
- Gum
- Toys (except for planned special days)
- Medicine of any kind
- Electronics
- Weapons

## Sample Schedule

7:30-8:30	Arrival, greeting, quiet free play
8:30-8:45	Circle Time; calendar, special concepts, weather, helpers, special announcements
8:45-10:00	Guided play, small group work time, clean up
10:00-10:30	Wash hands, snack
10:30-11:00	Bathroom, wash hands, inside or out door play
11:00-11:15	Circle Time; story
11:15-11:45	Music and Movement
11:45-12:30	Wash hands, lunch, bathroom
12:30-1:00	Story time
1:00-2:15	Nap, quiet play
2:15-3:15	Visit bathroom, wash hands, snack
3:15-3:45	Sensory play
3:45-4:30	Guided play including art
4:30-Close	Circle Time; sharing, story time, review guided play, get ready for home

# Highlands Kid Care - Infant Care

## Daily Arrival and Departure

Highlands Kid Care is located in the Day Lodge. Parking in front of the building is for drop-off and pick-up of your child/children. Children should be escorted and signed in by parent/guardian. Please help your child/children with their coat, boots, and belongings. Any liquid or food item that needs refrigeration must be placed in the assigned area by the parent. Each of these items must be marked with the child's name and date. Please sign-in and make sure staff is aware of your child's arrival. Parents must complete the Daily Communication Form, giving it to a caregiver before departing.

## Infant Schedule

The infants follow an on-demand schedule. This means that they are fed and put to sleep as needed. The excitement of watching other children and the level of activity in the room sometimes distracts infants from their tasks of eating and sleeping. In time, children become more comfortable and get used to the routine. For older infants, it is typical for them to take both a mid-morning and mid-afternoon nap. Again, we try to be as flexible as we can with the times, because it is also important for the children to have opportunities to experience small group activities and outside times each day. As infants move towards their first birthday, they also move to one longer afternoon nap and the elimination of bottles and infant cereal, jarred foods.

## Infant Sample Schedule

7:30-8:30	Arrival
8:30-9:00	Bottles, A.M. snack, hand washing, diapers
9:00-10:15	A.M. nap
10:15-11:00	Large motor development; outside play walks, climbing toys
11:00-11:05	Diapers, hand washing
11:05-12:30	Tummy time, bottles, lunch, hand washing, diapers
12:30-3:30	P.M. nap, routine care, guided free play
3:30-4:00	Diapers, nap, P.M. snack, hand washing, tummy time
4:00-5:00	Free play, walk, small or large group play
5:00-close	Routine care, getting ready for home

# Meals

Parents are expected to provide all food and bottles for infants. We encourage you to talk with your pediatrician and develop a food plan on how and when you will introduce both solid and table foods. This information should be shared with us. You should begin offering beverages in sippy cups when children reach 6-7 months, and we encourage beginning finger foods by 8-9 months.

It is important that the child experience food first at home in case of an allergic reaction. This is true for all foods, not just those foods at high risk for allergic reactions such as citrus fruits, eggs, and milk.

Infants are usually curious about what another child is eating-especially if it is different from their own. They often express this interest nonverbally by reaching for, or grabbing at another child's food. Our goal is to have the children eating only table food and using cups by their first birthday. Please keep us informed of table snacks you have begun at home, so that we may begin with those snacks as well.

Self-help skills are something we value, because doing for one's self is important to a child's sense of accomplishment and pride. Holding their own bottle, feeding finger foods to themselves, using a sippy cup, handling utensils, and even sitting at a table are all simple skills that infants successfully master while in our care. We will gently encourage these skills, while still providing the physical closeness and attention to the children as they learn.

## Feeding System

All of your child's food items and bottles must be labeled each time they are brought in. All food/bottles must be removed from the refrigerator upon the close of the day. Any food or drink item left at close is disposed of. When labeling bottles, the lid must also be labeled. Jars, boxes, bottles and containers must also be labeled with the child's first and last name and the date. *Bottles must be prepared prior to leaving the infant in our care.*

Before team members can feed an infant, they must verify they have made sure the child's bottle or food is properly labeled by placing their initials on the feeding record. This is to ensure that the proper bottle is fed to the child it is intended for.

We are not allowed to feed a child an unlabeled food or drink item. In the event that bottles or food are unlabeled, you will be called to come back to label them. No exceptions are made to this policy.

If you would like to send in a special treat for your child's birthday, keep in mind the number of children expected that day as well as possible health issues of other children. If unsure, get advice from the Director or Supervisor.

## Tummy Time

Back to Sleep studies indicate the tendency for infants to have flattened heads has increased (up to 48% of infants who consistently sleep on their backs develop flattened heads). Therefore, Highlands Kid Care has promoted "Back to Sleep, Stomach to Play", more commonly known as Tummy Time. The benefits of "Stomach to Play" go beyond avoiding the flattened head syndrome. Infants need tummy time to develop all of their neck and body muscles, and it is important in SIDS prevention.

## Back to Sleep

"Back to Sleep" is a practice we follow, in accordance with recommendations from the American Academy of Pediatrics. While we suggest this for all families, we recognize that it is ultimately a family's decision. If stomach or side sleeping is preferable, both the parents/guardians must sign a waiver to allow teachers to put a child to sleep in any position other than their backs. Once children are sleeping in the crib, we do not move them back from the prone (tummy) to the supine (back) position should they rollover.

## Daily Reports

Upon arriving each morning, please take a moment to fill out the top portion of the Infant Communication Form. It is very important for you to note what time your child woke, what time he/she was last feed, and changed, as team members keep this in mind when planning their day. It is also important for you to indicate how many bottles that have been brought to the facility.

Our team members are responsible for filling in the lower portion of the form. These are kept in your child's cubby for you to pick-up at the end of the day.

## Messy Clothes

We use a great deal of paint and other messy materials, including food. Even when a child wears a smock, bib, or paint shirt, they sometimes get more on their clothes than in their mouths. We want children to have the opportunity and freedom to explore materials without hesitation. Although we only use washable non-toxic supplies, there may be times when your child's clothing becomes stained. Therefore, please be sure to dress them appropriately anticipating these situations.

It is also mandatory that a change of clothing be brought to the facility each day. You may leave an extra set in your child's cubby as well.

## Items from Home

Children in the Infant Program are welcome to bring toys, comfort items, etc. from home. However, we cannot be responsible for them once they are here. If your child brings in an item, please make sure it is labeled with your child's name. For small items such as pacifiers, teachers try their best to keep track of them, but when infants get older and more mobile, they often leave them in unusual places. If your child's pacifier or small toy is misplaced, we will do everything we can to help you locate the item. Please keep in mind that our team members have many items to keep track of and on occasion, things may get lost.

## Health Care Policy

To help prevent the spread of infectious disease and maintain a healthy environment, the Highlands Kid Care team members are required to follow these policies and procedures:

### Hand Washing

Staff members wash hands with soap and warm running water at the following times:

- Upon arrival
- Before and after eating, handling, and feeding a child
- Before and after playing in water that is used by more than one person
- Before and after administering first aid
- After using the toilet or helping a child use the toilet
- After handling bodily fluid (mucus, blood, vomit), from sneezing, wiping and blowing noses, from mouths, or from sores
- After removing latex/vinyl gloves
- After handling uncooked food
- After handling pets and other animals
- After playing in sandboxes
- After cleaning equipment, sinks, toilets, etc.
- After handling garbage

### Cleaning

Clean and sanitize the room environment on a regular schedule, especially those areas used for toileting, eating, and food preparation.

Toys and furniture are cleaned regularly. Cleaning is done with detergent and water, then sanitized with a bleach solution.

# Universal Precautions

Blood and other body fluids (urine, feces, and vomit) are treated as being potentially infectious using proper precautions dealing with them. Latex/vinyl gloves must be used when providing first aid to bloody injuries, or cleaning surfaces that may be soiled with blood or bodily fluids. Contaminated surfaces must be cleaned and disinfected with a bleach solution. Hands must be washed after gloves are removed.

# Infant (3mo – 18mo) Information Checklist

## Forms:

- Child Record/Emergency Cards
- Program Enrollment Form
- Consent Form
- Release of Reliability
- Diaper Cream and Topical Ointment Consent Form (if needed)

## Other Items

- Daycare bag to be kept in cubby
- Extra set of labeled clothing in a sealable bag
- Labeled pre-mixed bottles
- Lunch in labeled lunch box, ice pack if needed
- Labeled diapers
- Labeled wipes
- Labeled comfort item/blanket needed for nap
- Pacifier, labeled if needed

***Please use permanent marker for labeling items.***



# Toddler (19 mo – 4 yo) Information Checklist

## Forms:

- Child Record/Emergency Cards
- Program Enrollment Form
- Consent Form
- Release of Liability
- Diaper Cream and Topical Ointment Consent Form (if needed)

## Other Items:

- Daycare bag
- Extra set of labeled clothing in a sealable bag
- Labeled diapers
- Labeled wipes
- Lunch in labeled lunch box, ice pack if needed or sign up  
for hot lunch
- Labeled comfort item/blanket needed for nap
- Pacifier, labeled if needed

***Please use permanent marker for labeling items.***

# Readiness (5yo – 12yo) Child Information Checklist

## Forms:

- Child Record/Emergency Cards
- Program Enrollment Form
- Consent Form
- Release of Reliability
- Diaper Cream and Topical Ointment Consent Form (if needed)

## Other Items:

- Backpack, clearly labeled inside
- Extra set of labeled clothes in sealable bag
- Labeled pull-up with velcro sides, if needed
- Labeled wipes, if needed
- Lunch in labeled lunch box with ice pack if needed or sign up for hot lunch
- Labeled comfort item/blanket/pillow for nap, if needed

***Please use permanent marker for labeling items.***

Older children may like to bring electronic items to Highlands Kid Care, however, we are not responsible if they are lost, stolen, broken or misplaced. If a personal device is a distraction, it will be placed in the office until the end of the day.



# Highlands Kid Care Guest Consent Form

To enroll your child/children in Highlands Kid Care, please complete all enclosed paperwork and return to the Program Director and/or Supervisor.

**\*PARENT/GUARDIAN** \_\_\_\_\_

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Room#: \_\_\_\_\_

Email: \_\_\_\_\_ Boyne Rewards #: \_\_\_\_\_

**CHILD'S NAME:** \_\_\_\_\_

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_

Birth date: \_\_\_\_\_ Gender: M F

Does your child have any special needs/behaviors? YES NO

If yes, please describe or list

\_\_\_\_\_

Does your child have a medical condition and/or food allergen? YES NO

If yes, is it life threatening? YES NO

If yes, please describe or list

\_\_\_\_\_

Is your child vaccinated? YES NO

If yes, please indicate which immunizations your child has received.

\_\_\_\_\_

Please add any information that you feel would be beneficial to your child's care.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Highlands Kid Care Consent Form

1. I confirm that my child is in good health and able to participate in the child care activities, unless otherwise indicated on the Child Information Form.
2. I understand that my child will be offered snacks daily provided by Highlands Kid Care, unless I specify in writing otherwise, he/she may eat those snacks. I understand that if my child has allergies, I will provide snacks.
3. I agree that my child may participate in all spontaneous and planned adventures at Highlands Kid Care.
4. I agree to assume full responsibility for any damage to person or property caused by my child.
5. I agree that if it is determined that my child needs emergency medical or dental treatment, I will be responsible for any such treatment deemed by a physician or dentist.
6. I further agree that if the behavior or health of my child should make it necessary to remove them from the program, I or an emergency contact person will immediately pick up my child.
7. I agree to allow pictures of my child in Highlands Kid Care web pictures, educational and instructional materials, and to relinquish all rights to any forms of the photos.
8. I agree that my child has permission to use outdoor play equipment owned by Boyne Highlands.
9. I have read, understood, and agree to all of the above.

Child's full name: \_\_\_\_\_

Signature of Parent or Guardian: \_\_\_\_\_

Phone Number(s)    Cell 1: \_\_\_\_\_

Cell 2: \_\_\_\_\_

Room: \_\_\_\_\_

### **Release of Liability**

I understand that Highlands Kid Care is operated as a service to the public for BOYNE USA, INC., on Boyne Highlands property. I understand also, the responsibility I accept while leaving my children in the care of the Center. Under Boyne policy, **all parents are to remain on Boyne Highlands property** while their children are in our care. We will not and cannot accept responsibility for not being able to contact those parents that leave the premises in case of an emergency situation.

I understand that Highlands Kid Care is not licensed according to Michigan State Law, and are operated solely for the expressed purpose of entertaining, educating, and watching over children.

Boyne will not be responsible for anything that may happen as the result of false information given to them at the time of enrollment. Boyne will not be responsible for anything that might happen as a result of an unreported injury or ailment sustained by the children at his/her home or vacation spot.

I hereby give permission to the Program Director and/or team member to take whatever steps necessary to obtain emergency medical care if warranted.

Mother: \_\_\_\_\_ Date: \_\_\_\_\_

and/or

Father: \_\_\_\_\_ Date: \_\_\_\_\_

and/or

Legal Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

WITH THE ABOVE SIGNATURE(S) IT IS OUR UNDERSTANDING THAT YOU HAVE READ ALL THE ABOVE RULES AND REGULATIONS AND DO UNDERSTAND THEM AND WILL ALSO COMPLY WITH THEM.

## **WAIVER OF LIABILITY: PLEASE READ CAREFULLY**

I \_\_\_\_\_ (please print), understand there are various risks involved with my child's participation in a Boyne USA affiliated child oriented Kid Care. I understand that my child will be involved with various activities.

I understand that my child's involvement and participation carries significant potential risk of serious personal injury, death or property damage.

I also acknowledge that these activities involve unknown and unanticipated risks which could result in severe physical or emotional injury, paralysis, death or damage to my child, property, or third-parties. I understand that such risks simply cannot be eliminated. I expressly agree to accept and assume, on my child's behalf, all the risks involved with the activities.

I also acknowledge that the Boyne team members involved with directing the children at Kid Care have a difficult job to perform. While Boyne team members always seek safety they are not infallible. Boyne team members will give warnings or instructions to the best of their abilities, but I also acknowledge that the activities involved with Kid Care and the accompanying risks involved with the aforementioned activities make it impossible for Boyne team members to warn of any and all potential risks involved with my child's participation in the aforementioned activities.

I also acknowledge that my child's participation in Kid Care is purely voluntary and I elect to allow my child to participate in spite of the aforementioned risks.

## **HOLD HARMLESS AND INDEMINITY CONTRACT**

I, the above indicated legal guardian or parent, agree to indemnify and hold harmless Boyne USA, INC, its members and employees, any agents or representatives, officers, directors, or any affiliate of any person or entity associated with them from any and all claims of any nature as may be brought in the name of or in behalf of the child identified in this document. I specifically agree to indemnify and hold harmless the parties herein identified from any liability, whether known or unknown even if that liability may arise out of negligence or carelessness on the part of the person or entities mentioned above.

I also acknowledge that I make no misrepresentation as to my capacity as a parent or guardian. This acknowledgement & assumption of risk and waiver & release from liability shall be binding upon my heirs and assigns.

To the extent that any portion of this agreement may be found invalid or unenforceable, that shall not affect the rest and remainder of the agreement which shall remain binding and enforceable.

I have read the above terms of this contract, understand them, and agree to abide by them. I, the undersigned parent/guardian, acknowledge that I have read and understand the above contract.

Legal Guardian or Parent: \_\_\_\_\_  
Date: \_\_\_\_\_

Boyne Team Member: \_\_\_\_\_  
Date: \_\_\_\_\_

## Highlands Kid Care

# Diaper Cream/Topical Ointment/Sunblock/Insect Repellent Consent Form

(Please print all information)

Name of child: \_\_\_\_\_

Age: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

I give permission to Highlands Kid Care team members to use diaper cream/topical ointment on my child for diaper rash or other skin conditions. I also give the Highlands Kid Care team members permission to apply sunscreen and insect repellent as needed.

SPECIAL INSTRUCTIONS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**I understand that I, as parent/guardian am to provide the products mentioned above if wanting them to be used on my child, and that each is to be labeled with his/her name and kept in the daycare facility. I also understand that I may retrieve the products from the daycare, and that the products will be disposed of if they are not picked up within one week following expiration date and/or termination of this consent form.**

Parent/Guardian Name (please print): \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_

Date: \_\_\_\_\_

**\*\*\*\*A SEPARATE FORM MUST BE COMPLETED FOR EACH CHILD\*\*\*\***