

Kids' Co-op Preschool & Kindergarten  
2010-2011 Academic Year

Dear Parent,

I hope your summer is renewing and enjoyable. We are very excited to welcome both you and your child to Kids' Co-op for the 2010-2011 academic year. We want you to have a positive educational experience at Kids' Co-op, thus we ask that you please begin your planning process by reviewing and completing the enclosed forms.

Licensed by the City of North Las Vegas, our facility is required to have various forms on file for all children and their families. Attached are blank copies of these forms to be completed and returned to the school office on weekdays, between August 2 – 13 and between the hours of 9:00am – 11:00am. These forms are to be updated annually by all families and ***must be on file before your child can enter class***. Returning children do not need to have a new Doctor Form on file if nothing has changed. The Consent and Release Form for Fingerprinting is for new families and any working parents who have not filled one out previously.

You will also need to provide us with a copy of your child's birth certificate, vaccinations, copy of current Clark County Health District card for Childcare and Food handling, original Certificate of TB Test Results, and other forms that are attached. Again, it is imperative that all documents are on file to ensure your child starts school as scheduled.

Please find a schedule of events in this mailing. Your class coordinator will review your file at Orientation to ensure it is complete.

We are fortunate to announce that we have recruited a kindergarten teacher whose talents and enthusiasm equal those of our veterans. We take this time to welcome back Mindi Cooley as our new Kindergarten teacher, after a short leave from the Co-op this past year, during which time she taught Kindergarten in the Clark County School District. Mindi previously taught at the Co-op for 7 years in the 2's class, 4's class, and Kindergarten Enrichment. Mindi received her teaching license and a Masters in Education from the University of Nevada, Las Vegas and a Bachelors Degree in Foreign Language (French) and International Trade from Southern Illinois University.

I look forward to seeing all of you toward the end of August. All families who have a child attending Kids' Co-op for the 2010-2011 school year are required to attend the orientation session. We will welcome everyone back during orientation at 9:00am, Saturday, August 28. Attendance by at least one family member, preferably the parent whom will be working in the classroom, is required.

I look forward to many wonderful days during the 2010-2011 academic year, and I really look forward to sharing those days with you and with 72 of the greatest children in the world. As always, please do not hesitate to call me with questions or concerns at 656-6600.

Very truly yours,

Teri Johnston, Director  
Kids' Co-op Preschool & Kindergarten

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*Twenty-three years ago, a small group of Las Vegas families  
Had the dream of a different kind of preschool – a place where the gentle rhythms of a child's  
life are honored, where learning and play go hand in hand, and where families and teachers work  
together for the good of every child...*

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# Kids' Co-op Preschool & Kindergarten 2010-2011 Academic Year

## Important Dates for Kids' Co-op

### ***August 2010***

Monday	2nd		1st Month Tuition & Fees Due *
August	8/2-8/6 & 8/9-8/13	between the hours of 9 – 11 am	Office hours – drop off paperwork
Friday	13th		Deadline for Reg. paperwork
Monday	23rd - Friday 27th	(by appt)	Set-up week***
Friday	27th	10:00 am - 11:00 am	Kindergarten Meet the Teacher
Saturday	28th	9:00 am – 12:00 pm	Orientation
Monday	30th	9:00 am	Kindergarten's First Day of School
Tuesday	31st	10:00 am - 11:00 am	T/TH Preschool Meet the Teacher

### ***September 2010***

Wednesday	1st		Tuition Due
Wednesday	1st	10:00 am - 11:00 am	M/W/F Preschool Meet the Teacher
Tuesday	7th	9:00 am	T/TH Preschool's First Day of School
Wednesday	8th	9:00 am	M/W/F Preschool's First Day of School
Monday	6th		Labor Day – No School
Wednesday	8th	6:00 pm - 9:00 pm	Make-Up Orientation (**)
Thursday	9th	6:30 pm – 8:30 pm	First Love & Logic Session
Monday	13th	6:30 pm - 8:30 pm	First Business Meeting
Tuesday	28th	12:00 pm – 1:00 pm	Lunch Bunch begins
Tuesday	28th	1:00 pm – 3:00 pm	Enrichment begins

### ***Love & Logic Classes***

September	9th – October 7th	Every Thursday, 6:30-8:30 pm
October	12th - November 9th	Every Tuesday, 6:30-8:30 pm

*Completion of one of these classes (or a previous class) is required.*

*\*Tuition at the Co-op is paid one full month in advance. Your September tuition and building fees/supply fees are due on August 1. Please mail your tuition to:*

Kids Co-op  
4316 N. Decatur Blvd  
Las Vegas, NV 89130

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**\*\*Orientation** is mandatory. If you cannot attend the August 28 date, you must attend the makeup orientation. As a reminder, please be prompt. If you are late, you will not be admitted and will need to attend a make up orientation instead. Make up orientation is scheduled for Wednesday Sept. 8 and will include a \$20 fee.

Registration paperwork **MUST** be received on or before August 13th. A staff member will be in the office during the first part of August, however please call the school prior to dropping off paperwork to ensure someone is present to receive.

### **\*\*\* Set-up Week**

One 3-hour shift is required during the week of set up. There is a choice of dates and times available for your convenience. Please e-mail your requested set up shift to [info@kidscoop.org](mailto:info@kidscoop.org). Choices for dates and times are as follows:

Monday	August 23 <sup>rd</sup>	9:00 am – 12:00 pm
Tuesday	August 24 <sup>th</sup>	9:00 am – 12:00 pm or 6:00 pm - 9:00 pm
Wednesday	August 25 <sup>th</sup>	9:00 am – 12:00 pm or 6:00 pm - 9:00 pm
Thursday	August 26 <sup>th</sup>	9:00 am – 12:00 pm
Friday	August 27 <sup>th</sup>	9:00 am – 12:00 pm

If you have any questions regarding the information provided on this sheet, please do not hesitate to contact Kids' Co-op at 656-6600.

# Kids' Co-op Preschool & Kindergarten 2010-2011 Academic Year

## 2010-2011 Tuition and Fee Schedule

<u>Monthly Tuition by Program</u>	<u>Monthly Tuition</u>	<u>Tuition &amp; Lunch Bunch Package</u>
3 Day Tuition	\$225 /month	\$270 /month
2 Day Tuition	\$150 /month	\$180 /month
Kindergarten	\$375 /month	Included
Enrichment Only Program (2 days)	\$100 / month	\$130 /month
Total Monthly Price for Kindergarten & Enrichment	\$475	Included
Lunch Bunch	\$5 /day	
Tuition Late Fee (after the 10 <sup>th</sup> of the month)	\$10	
Returned Check Fee	\$20	
<u>Multi-Child Discount:</u> \$20 discount per child starting with 2 <sup>nd</sup> child's tuition.		

### Other Fees – Non-refundable

Building Fund – All Classes <i>(Payable with 1<sup>st</sup> Month Tuition)</i>	\$200/year, per family
Kindergarten Supply Fee <i>(Payable with 1<sup>st</sup> Month Tuition)</i>	\$50 /year per child
Enrichment Supply Fee	\$50 /year per child

*All fees subject to change annually.*

# Kids' Co-op Preschool & Kindergarten 2010-2011 Academic Year

## Orientation Information

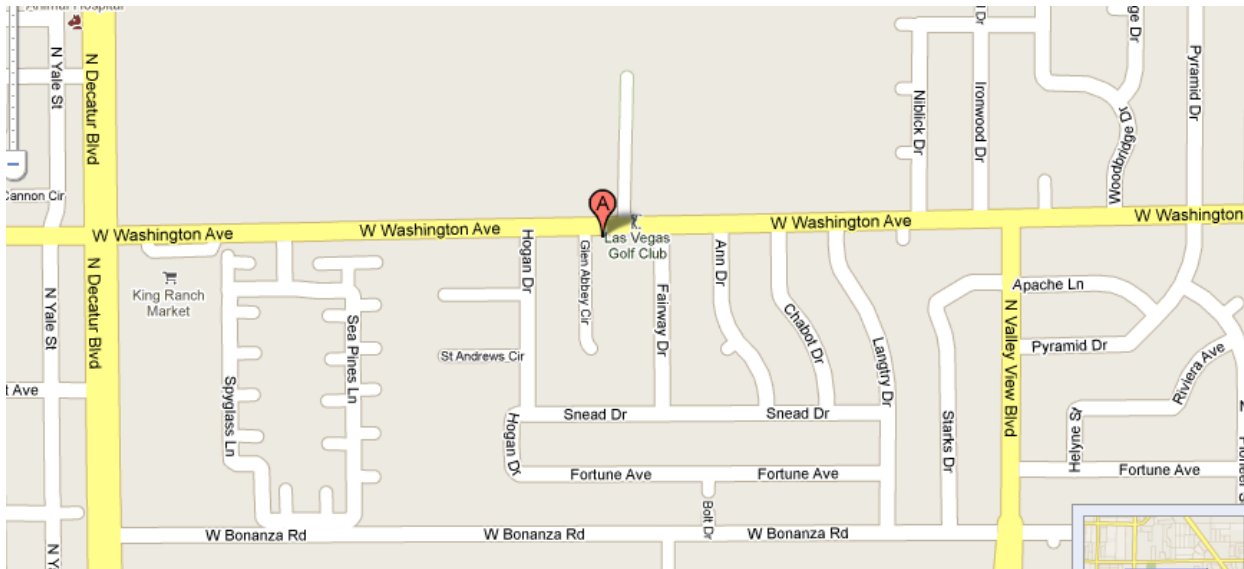
**Location:** All Saints' Episcopal Church  
4201 West Washington, Las Vegas, NV 89107

**Date:** Saturday, August 28<sup>th</sup>

**Time:** 9:00am – 12:00am

Orientation will take place at the All Saints' Episcopal Church. Attendance is required for each Family. As a reminder, please be prompt. If you are late you will not be admitted and will need to attend make up orientation instead. Make up orientation will be scheduled for Wednesday Sept. 8<sup>th</sup> and will include a \$20 fee. Also, please no children with the exception of nursing infants.

*Orientation is mandatory for your child to attend Kids' Co-op Preschool and Kindergarten, and all paperwork is due on or before August 13<sup>th</sup>.*



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## Supply List

Please bring in the following supplies (except paper towels and dixie cups) to **SET UP WEEK**. PAPER TOWELS AND DIXIE CUPS ARE BROUGHT IN THE MONTH SPECIFIED FOR EACH CLASS.

### 2's Class

- 12 rolls paper towels—**March**
- 1 box tissues - **March**
- 2 bottles of Elmer's washable school glue (black Label), **NOT "NO DRIP"**  
(7 5/8 oz if you can find it, otherwise 4 oz)
- 1.5 inch 3 ring **WHITE** vinyl binder (Clear front pocket) - **ALL CHILDREN (please bring white only)**
- Dixie Cups, 3oz size, 200 cups package - **March**
- 1 pack (25 sheets) 8.5" x 11" page protectors – Avery Brand
- 1 box 24 count Crayola Brand Crayons (washable, regular sized)
- 1 box 50+ count ziplock bags (quart size)

### 3's Class

- 12 rolls paper towels – **January**
- 1 box tissues – **January**
- 1 box 8-12 count Crayola Brand Markers (washable, assorted classic colors, NOT thin)
- 2 bottles of Elmer's washable school glue (black Label), **NOT "NO DRIP"**  
(7 5/8 oz if you can find it, otherwise 4 oz)
- 1.5 inch 3 ring **WHITE** vinyl binder (Clear front pocket) - **ALL CHILDREN (please bring white only)**
- Dixie cups, 3oz size, 200 cups package - **January**
- 1 pack (25 sheets) 8.5" x 11" page protectors – Avery Brand
- 1 3/4 inch Scotch brand masking tape
- 1 box 30+ count ziplock bags (gallon size)

### 4's Class

- 12 rolls paper towels – **November**
- 2 standard white poster board
- 2 standard size colored poster board
- Dixie Cups, 3oz size, 200 cups package – **November**
- 1 box tall kitchen garbage bags (13 gallon)
- 2 inch 3 ring **WHITE** vinyl binder (Clear front pocket) - **ALL CHILDREN (please bring white only)**
- 1 pack (50 sheets) 8.5" x 11" page protectors – Avery Brand
- M/W/F**      1 pack Crayola washable Markers – basic or fluorescent colors
- T/Th**        1 pkg THIN crayola washable markers

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**Kindergarten**

- 12 rolls paper towels - **August**
- Dixie Cups, 3oz size, 200 cups package - **August**
- 1 pack thin Crayola washable markers
- 1 pack thin dry erase markers (not chisel tip) BLACK ONLY
- 1 pack thin dry erase markers (not chisel tip) COLORED ONLY
- 1 – 2 pocket folder for your child's homework (plain color, no design)
- 1.5 inch 3 ring **WHITE** vinyl binder (Clear front pocket) - **ALL CHILDREN (please bring white only)**
- 1 pack (50 sheets) 8.5" x 11" page protectors – Avery Brand
- 2 – standard colored poster board
- 2 – standard white poster board

**Enrichment**

- 1 large pkg. (300ct) ribbed paper plates
- 2 ream (500 pages) of copy paper - RECYCLED

***In addition, all classes need to bring the following pictures:***

Pictures should be turned in with paperwork, no later than Set Up Week

1. Child's family (2 {3 for 2's classes only}) recent photo
2. 1 Picture of Child only (Recent shot)
3. Child as a baby (0-12 months)
4. Family pet(s). family house with #'s on it, street sign with child in it, and picture of dad (4's only)

Optional items to be purchased

- cheap ribbed paper plates
- Chinet paper plates
- large pkgs. plastic spoons
- large pkgs. plastic forks
- large pkgs. cereal size paper bowls
- outside push brooms
- inside brooms
- dust pans
- drinks for teacher fundraiser
- shaving cream
- copy paper - RECYCLED
- stamp pads
- ink Cartridges compatible w/ HP C6180 printer
- playground balls
- squirt bottles (small)
- misc. stickers, sequins, beans, jewels, craft items.

New Wish List Items:

1. juicer (whole fruit, not citrus juicer)
2. snow cone machine
3. laptop computer
4. digital camera for school use

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Kids' Co-op Committee Preferences 2010-2011

Below is a description of each of the Committees on which you may choose to serve during the 2010-2011 school year. Service on one Committee is required to meet your participation requirement at the Co-op. The Board of Directors will make every effort to ensure that each family receives its first preference. However, there is the chance, due to the need to assign an appropriate number of members to each Committee, that you will be assigned your second or third choice. If necessary, seniority at the school will be utilized to determine the outcome.

If you have already been assigned a position for the 2010-2011 school year (i.e. on the Board of Directors, as a Class Coordinator, etc.), please write your name and the position you will hold next to it and stop. You do not need to rank the Committees. If you are not returning to the Co-op next year, please write your name and indicate this too.

**Member Name** \_\_\_\_\_

Please rank your preference for Committee Service with **1, 2,3 & 4** in front of each committee title. If you are interested in working a specific position on the committee please indicate this in the comments/qualification section. If you have any comments or qualifications please use the space provided.

\_\_\_\_\_ **Teacher Support Committee – Chaired by the Director, Teri Johnston**

Under this committee, your family will be responsible for helping the teachers with curriculum and classroom related tasks. Please see attached list of possible positions.

**Comments/Qualifications** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ **Fundraising Committee – Elected Fundraising Chairperson, Erika Lovold**

Fundraising is a big part of what keeps our school running. We need well-organized leaders to ensure a great year! Members of this committee will be expected to participate in the planning and implementation of all fundraising events for the school.

Examples of potential fundraising events may include: Entertainment Books, Cookie Dough, Scrip, Fresh and Easy, Restaurant Nights, Business Meeting Raffle, Campbell's Soup Labels and Box Tops for Education, Softball/Kickball Tournament, Fall or Spring 5K and 1 mile Fun Run.

A meeting will be held over the summer to discuss and begin planning for upcoming fundraisers for the year.

**Comments/Qualifications** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ **Facilities Committee – Elected Facilities Chair, Katherine Little**

Responsible for all maintenance of the Co-op building and property. Please see the attached list of possible positions.

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Comments/Qualifications \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ **Auction Committee – Elected Auction Chair, Melissa Fenton**

Responsible for all areas of planning, coordination, procurement and implementation activities required to put on the annual fundraising auction. Positions on this committee require excellent communication and planning skills as well as the ability to procure donated items or services.

A meeting will be held over the summer to begin planning for this important event.

Comments/Qualifications \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*\* See page 27 for committee descriptions*

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Emergency Form

Child's Name: \_\_\_\_\_ Birth Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Address: \_\_\_\_\_  
(Street) (City) (Zip Code)

Mother's Name: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street) (City) (Zip Code)

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Business Name: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street) (City) (Zip Code)

Father's Name: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street) (City) (Zip Code)

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Business Name: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street) (City) (Zip Code)

Additional persons who may be called in the event of an emergency, and who are authorized to remove the child from the facility. (Your child will not be allowed to leave with any other person without written authorization from parent or guardian).

_____	_____	_____	_____
(Name)	(Address)	(Phone)	(Relationship)
_____	_____	_____	_____
(Name)	(Address)	(Phone)	(Relationship)

If your child has an identified special need, please explain here: \_\_\_\_\_

Is your child allergic to any foods? Please list: \_\_\_\_\_

In the event of an accident or illness (other than contagious disease) to my child, named above, I, the parent or guardian (signed below), do hereby authorize Kids' Co-op to secure any necessary medical treatment from:

\_\_\_\_\_ or from \_\_\_\_\_  
(Doctor's name) (Telephone) (Hospital Name)

I further agree to be responsible for all charges and expenses connected with, but not limited to examination, diagnosis, removal and treatment of my child.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature of parent or guardian)

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## Health Card Information & Instructions

Health Cards are required for working parents and are available at:

**Ravenholt Public Health Center 625 Shadow Lane Las Vegas, NV 89106**  
For other locations and more info, please visit <http://www.southernnevadahealthdistrict.org>

### Information you should know -

- The fee for a Child Care Health Card is \$40 and is valid for 2 years.
- Bring two forms of valid identification, one of which must contain a photo.
- If you need a childcare card, you will receive a Hepatitis A vaccination and either a skin test or x-ray for Tuberculosis. Single-step. **TB skin tests are not administered on Thursdays or on days when they cannot be read in 48 to 72 hours.**
- After your TB is read, you will receive a green slip. **DO NOT THROW THIS SLIP AWAY!** You will need to turn in this original green slip along with your health card and your registration paperwork.
- You must also attend an hour movie within 30 days of applying for the health card. Check the movie schedule for the time most convenient for you. You do not need to make a reservation. Please arrive on time as seating is limited and doors close promptly at each scheduled movie time. You will be given a 30 day temporary card to use until you view the movie.

### Health card renewal -

- The renewal fees for a Child Care Health Card is \$40 and valid for 2 years.
- Please bring two (2) forms of valid identification, one of which must contain a photo.
- You must attend an hour movie when renewing your health card. Check the movie schedule for the time most convenient for you. You do not need to make a reservation. Please arrive on time as seating is limited and doors close promptly at each scheduled movie time.

### Payment Methods Accepted -

Cash, Visa, and MasterCard is accepted in all our locations except Laughlin and Mesquite. If paying with Visa or MasterCard, the name on your card must match your ID EXACTLY. For example, if your name on your ID says Jane Marie Smith, your Visa/Mastercard would also need to say Jane Marie Smith not Jane Smith or Jane M Smith. Advice from the office, be safe, bring cash!

### Ravenholt Public Helth Center Movie Schedule

Please visit website for schedule information.

<http://www.southernnevadahealthdistrict.org>



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Allergy Information

Child's Name: \_\_\_\_\_

D.O.B.: \_\_\_/\_\_\_/\_\_\_

Medication

My child has a documented allergy to the following medication(s):

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---

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My Child has no known allergies to medications

Food

Due to documented allergies, my child is unable to eat the following:

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---

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Due to religious beliefs, my child is unable to eat the following:

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---

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My Child has no known allergies to medications

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

*All allergies require documentation from a doctor.*

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Publicity Release Form

Dear Parents,

Throughout the school term, Kids' Co-op staff or parents take pictures of the children for use in slide shows, scrapbooks, and other school uses. In addition, Kids' Co-op is sometimes asked to take part in local publicity releases or seminars by way of pictures, slide shows and newspaper articles. If you do, or do not, want your child's picture or name to be used in such publicity releases, indicate your desire below.

\_\_\_\_\_ I see no objection to my child having his or her picture and/or name used in connection with the public relations program of Kids' Co-op.

\_\_\_\_\_ I object to my child having his or her picture and/or name used in connection with the public relations program of Kids' Co-op.

Legal Guardian/Parent (Print) \_\_\_\_\_

Legal Guardian/Parent (Signature) \_\_\_\_\_

Date \_\_\_\_\_

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Permission to Release Information

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

I understand that the time my child, \_\_\_\_\_ is in Kids' Co-op,  
(Child Name)  
the Director may be asked for information regarding my child.

I hereby give permission to release information to official persons only, who identify themselves, such as schools, health care personnel, welfare or other governmental officials.

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

\_\_\_\_\_  
Date

Consent for Medical Treatment

In an emergency, Kids' Co-op has my permission to call an ambulance or to take my child to any available physician or hospital at my expense.

Yes \_\_\_ No \_\_\_

In an emergency, my child may receive first aid.

Yes \_\_\_ No \_\_\_

In an emergency, Kids' Co-op has my permission to call Dr. \_\_\_\_\_ at (phone number) \_\_\_\_\_ and, if necessary, give consent to any doctor or hospital to administer medical or surgical treatment and care for my child at my expense.

Yes \_\_\_ No \_\_\_

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

\_\_\_\_\_  
Date

# Kids' Co-op Preschool & Kindergarten

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### Financial Obligation and Commitment

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Kids' Co-op is operated by its members and governed by an elected Board of Directors. A request for an exception to these rules must be submitted in writing to a board member who will present requests to the Board of Directors for review. Please see fee schedule in your handbook for actual fees.

#### **Billing Procedures**

Billing is 30 days in advance. For example: September tuition will be billed in July and due August 1. October Tuition will be due September 1<sup>st</sup>, etc. Tuition and other fees are due 30 days in advance. Our billing procedures ensure that every member's account will be current and that every member will share the same financial responsibility.

#### **Tuition:**

Tuition is assessed on a monthly basis and is due 30 days in advance. Preschool runs September through May. Kindergarten starts in late August and ends in June. Kindergarten Tuition will be prorated for actual days in August and June.

#### **Late Tuition:**

5<sup>th</sup> day of the month  
30<sup>th</sup> day of the month  
45 days past due

A late fee will be added to balance owed.  
Your child will not be allowed to attend classes. Written notice will be given.  
A certified letter will be sent to member's home. Account can be submitted for collection upon review by the board of directors. Collection fees will be added to the outstanding balance.

#### **Fundraising Buy-out:**

A fee will be assessed to any member who does not participate in a required fundraiser.

#### **Cleaning Buy-out:**

To buy-out of a scheduled cleaning requirement, a member must coordinate and pay the buy-out fee to the cleaning coordinator at **least** one week prior to the cleaning date. A substitute cleaner must be found by the Co-op member or the Cleaning Coordinator.

#### **Working Parents:**

Members are required to pay and arrange for a substitute in case of unavoidable absences. Work schedules are posted at school at the beginning of each month and are distributed to each Co-op member family. Parents can trade days as long as they mark the classroom calendar to indicate changes. A list of Co-op members who volunteer to work as substitutes in the classrooms will be made available at the beginning of the school year. Any member who is scheduled to work and does not arrange for a substitute to take his/her place in the classroom will be charged the substitute fee plus a penalty. The penalty fee for not showing up to work in the classroom on a scheduled work day is \$30 for the first incident and \$60 for the 2<sup>nd</sup> offense.

#### **Registration Fees:**

Non-refundable.

#### **Kindergarten/Enrichment Supply Fees:**

Non-refundable.

#### **Building Fund Fee:**

Non-refundable.

#### **Lunch Bunch:**

Pre-paid Lunch Bunch cards will be available for sale in the office.

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**Returned Checks:** Member is responsible for a returned check fee for each returned check. After 3 returned checks a member will be asked to pay all fees via Money Order.

**Refunds:** Tuition refunds will not be given except upon written request and approval by the Board for one or more of the following reasons: 1) Moving out of town 2) Severe illness of the parent or child, with the written recommendation of a physician. Two weeks prior written notice is required for a refund request, refund will be prorated. A drop form is for office use only and does not qualify as prior written notice.

**Methods of Payment:** Checks or money orders are our only acceptable payment options. When paying multiple items with a check or money order, a breakout must be provided with the payment. For example: Johnny \$210 May tuition, Lunch Bunch \$50 , etc. Members paying from an invoice can reference the invoice number.

Late Pick up: Any child still waiting for pickup more than 5 minutes after class dismissal will be enrolled in lunch bunch and a lunch bunch fee will be charged. **Any parent who arrives to pick up their child more than 5 minutes after lunch bunch dismissal time will be assessed a late fee of \$10 and an additional fee of \$1/minute thereafter. A late slip will be filled out on the day of the occurrence and signed by the parent, agreeing to the date and time of pick up.**

Member's Name: \_\_\_\_\_

Child's Name: \_\_\_\_\_

Member's Signature: \_\_\_\_\_

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

Please see Kids' Co-op Handbook and By-laws for a more complete understanding of your financial obligation to the school. We are a non-profit school and strive to keep costs as low as possible. Your help in meeting these goals is required in order to continue to operate and offer the finest education for your child.

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Child Questionnaire

To help your child's transition to our school go as smoothly as possible, please take a moment to answer these questions. We hope you will give Kids' Co-op the benefit of your greatest and most compassionate thinking about your child.

Child's Name: \_\_\_\_\_ Nickname: \_\_\_\_\_

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

Mother's name: \_\_\_\_\_ Father's name: \_\_\_\_\_

Who does the child live with? \_\_\_\_\_

List any siblings and their ages: \_\_\_\_\_

\_\_\_\_\_

List the following:

Fears: \_\_\_\_\_

Likes: \_\_\_\_\_

Dislikes: \_\_\_\_\_

How does your child react in times of frustration? \_\_\_\_\_

Does your child have an attachment to a special item? If so, what? \_\_\_\_\_

\_\_\_\_\_

Is your child potty trained? If yes, at what age did this occur? \_\_\_\_\_

What does your child say when they need to urinate? \_\_\_\_\_

What does your child say when they need to have a bowel movement? \_\_\_\_\_

Please list any information that you would like to share about your child that would be helpful to our staff. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What are your goals for your child at our school?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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Doctor Form

Child's Name: \_\_\_\_\_ Birth Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Immunizations**

Please attach copy of child's immunization record.

**Heath Assessment**

Status of Child's heath: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Any known conditions under treatment or allergies: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

In your opinion, is the above named child physically able to participate in a regular preschool program? YES/NO

If not, please explain: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

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

(Physician or Physician sponsored practitioner)

Kids' Co-op Preschool & Kindergarten  
2010-2011 Academic Year

Kindergarten Attendance Policy

Dear Kindergarten Parents:

Please be advised that, as a kindergarten program licensed by the State of Nevada and Clark County School District, the Kids' Co-op kindergarten is compelled to adhere to Clark County School District Regulations 5111 and 5113 governing attendance enforcement and the transition of students from kindergarten to the first grade. The aforementioned regulations are attached for your information and records.

In summary, Clark County School District Regulations require that kindergarten students physically attend at least ninety percent (90%) of class time in order to receive an attendance certification. An attendance certification is required from kindergarten if the student is to be admitted to first grade without being required to take an entrance examination. If a kindergarten student at the Co-op fails to physically attend in conformance with Clark County School District Regulations, the Co-op will not certify the student's attendance and that student will be required by the School District to take an examination in order to be admitted into first grade.

Please acknowledge that you have received copies of Clark County School District Regulations 5111 and 5113 by signing below. The summary of those Regulations contained in this letter are not to be construed as a substitute for those Regulations and in all events, the text of those Regulations and interpretation of the same by the Clark County School District shall control.

**ACKNOWLEDGMENT**

The undersigned, as parent(s) of the kindergarten student identified below, have received copies of Clark County School District Regulations 5111 and 5113 and understand that the student identified below will be required by the School District to take an entrance examination in order to transition from kindergarten to first grade, unless the minimum attendance standards set forth in the Regulations are met, enabling the Co-op to certify the student's attendance in compliance with those minimum standards.

If the student identified below is subjected to the entrance examination due to failure to meet the minimum kindergarten attendance standards set forth in Clark County School District Regulations 5111 and 5113, and fails to pass said examination in order to enter first grade, the undersigned, on behalf of himself/herself/themselves and on behalf of the kindergarten student identified below, in the capacity of his/her legal guardian(s), hereby fully and completely releases the Clark County Parent Co-operative, Inc., d/b/a Kids' Co-op, and holds it harmless from any and all damages arising or which may arise from said student's failure to pass said examination.

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

Parents' signatures:

\_\_\_\_\_  
(print name below)

\_\_\_\_\_  
(print name below)

Name of kindergarten student: \_\_\_\_\_

Kids' Co-op Preschool & Kindergarten  
2010-2011 Academic Year

Love and Logic

## Early Childhood Parenting Made Fun®!

### Creating Happy Families and Responsible Kids *from BIRTH to SIX*

A five week parent training program designed by the Love and Logic Institute, Inc.

**Would you like to feel more confident as a parent?  
Would you like to have more fun parenting?  
Would you like to feel more relaxed at the end of the day?**

Topics Covered:

- Putting an end to exhausting whining and arguing.
- A proven plan for ending bedtime battles.
- Fun potty training tips.
- Getting ready in the morning.
- Practical tips for handling misbehavior in public.
- Tips to get your kids to behave without having to repeat yourself or raise your voice.
- Techniques for avoiding power struggles over eating, picking up toys, etc.
- And much, much, more.

This course in parenting is designed to give you practical skills that can be used immediately.

Dates: September 9, 2010 – October 7, 2010 Every Thursday for five weeks  
Time: 6:30—8:30 p.m.  
Location: The Kids' Co-op Preschool and Kindergarten, 4316 N. Decatur Blvd.  
Cost: \$75 per person; \$110 per couple (book included).

Space is limited; please register by 9/01/10.

Register early and receive a free subscription to the Love & Logic Newsletter!

Please mail registration and check made payable to:

**Kids' Co-op Preschool and Kindergarten**

**Love and Logic® Seminar**

**4316 N. Decatur Blvd.**

**Las Vegas, NV 89130**

**Phone: 702-656-6600 [www.kidscoop.org](http://www.kidscoop.org)**

✂ ----- ✂

Course Date: September 9, 2010 – October 7, 2010 Every Thursday for five weeks

Please register me for your upcoming 'Early Childhood Parenting Made Fun®' seminar:

Name: \_\_\_\_\_ Email: \_\_\_\_\_

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

Phone: \_\_\_\_\_

Number & Age of Children: \_\_\_\_\_

Kids' Co-op Preschool & Kindergarten  
2010-2011 Academic Year

Love and Logic

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- Techniques for avoiding power struggles over eating, picking up toys, etc.
- And much, much, more.

This course in parenting is designed to give you practical skills that can be used immediately.

Dates: October 12, 2010 – November 9, 2010 Every Tuesday for five weeks  
Time: 6:30—8:30 p.m.  
Location: The Kids' Co-op Preschool and Kindergarten, 4316 N. Decatur Blvd.  
Cost: \$75 per person; \$110 per couple (book included).

Space is limited; please register by 10/01/10.

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✂ ----- ✂

Course Date: October 12, 2010 – November 9, 2010 Every Tuesday for five weeks

Please register me for your upcoming 'Early Childhood Parenting Made Fun®' seminar:

Name: \_\_\_\_\_ Email: \_\_\_\_\_

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

Phone: \_\_\_\_\_

Number & Age of Children: \_\_\_\_\_

# Kids' Co-op Preschool & Kindergarten 2010-2011 Academic Year

## Contact Information

<u>Teachers</u>	<u>Home</u>	<u>Cell</u>	<u>E-Mail</u>	<u>Position</u>
Robin Rasor-Feder	638-4161	592-1742	rrrasor@yahoo.com	T/Th 2's
Michelle Valenti	463-5755	592-8580	michval@hotmail.com	M/W/F 2's
Teri Johnston	395-4121	845-5318	terijlvnv@cox.net	3's/Director
Lisa Fitzgerald	395-7543	234-6386	mrsfitzie@aol.com	4's
Mindi Cooley	658-7604	340-7730	lvcooley5@cox.net	Kindergarten
Vicki Thompson	256-4313		vicky_thompson@juno.com	Teacher Support
<b><u>Board of Directors</u></b>				
Danielle Cape	656-9414	217-8185	daniellecape@gmail.com	President
Stacey Wolf	396-9659	281-6826	staceykidscoop@gmail.com	Vice President
Justin Kirschner	581-2775	806-7305	Justin@kirschnercontractors.com	Treasurer
Cindy Kawasaki	396-5775	858-232-6242	cindylum13@hotmail.com	Secretary
Erika Lovold		576-1746	octdesertlover@gmail.com	Fundraising
Katherine Little	878-1503	461-7117	rai8ders25@cox.net	Facilities
Nicole Sullivan		768-8022	nikandjim@gmail.com	Coordinator Liaison
Melissa Fenton	254-6964	767-1697	mlfenton0404@yahoo.com	Auction Chair
Katie Halvorson	395-3301	292-5046	peachyandpip@gmail.com	Publicity Manager
Bonnie Brown	481-8545	481-8545	dbbfam@cox.net	Special Projects
Jessica Wattenbarger	878-5421	592-8877	ourfamily7@aol.com	Ombudsman
Aaron Lovaas	220-3523	612-6655	aaron@lovaas-lehtinen.com	Board Advisor
<b><u>Coordinators</u></b>				
Tia May	228-0464	285-6397	tiaghan@yahoo.com	T/Th 2's
Leia Brown	658-0574	376-6431	unlvleia3@aol.com	M/W/F 2's
Nicole Sullivan		768-8022	nikandjim@gmail.com	T/Th 3's
Marina Walsh	658-0706	497-6713	marinawalsh@aim.com	M/W/F 3's
Martha Gallup	586-5429	508-207-3260	Martha_gallup@hotmail.com	T/Th 4's
Kerry Oppenheim	547-9945	234-4252	kerryopp@gmail.com	M/W/F 4's
Michelle Bachvarov		301-0994	michelejbach@yahoo.com	Kindergarten
April Woosley	943-8867	324-9290	winrwoos@yahoo.com	Enrichment

Kids' Co-op • Ph: 702-656-6600 • Fax: 702-656-6669

# Kids' Co-op Preschool & Kindergarten

## 2010-2011 Academic Year

### Calendar

Date	Event	Time
<b>August</b>		
08/02-08/06	M-F Drop off paperwork	9:00 am – 11:00 am
08/09-08/13	M-F Drop off paperwork	9:00 am – 11:00 am
8/23	Monday Board Meeting	6:30 pm
8/23-08/27	T-F School Set-up	9:00 am – 12:00 pm
8/24-8/25	T-W School Set-up	9:00 am – 12:00 pm or 6:00 pm - 9:00 pm
8/27	Friday Kindergarten Meet the Teacher	10:00 am – 11:00 am
8/28	Saturday Orientation	9:00 am – 12:00 pm
8/30	Monday Kindergarten's First Day of School	9:00 am
8/31	Tuesday T/R Preschool Meet the Teacher	10:00 am – 11:00 am
<b>September</b>		
9/1	Tuesday Tuition Due	
9/1	Wednesday M/W/F Preschool Meet the Teacher	10:00 am – 11:00 am
<b>9/6</b>	<b>Monday Labor Day – No School</b>	
9/7	Tuesday T/R Preschool's First Day of School	9:00 am
9/8	Wednesday M/W/F Preschool First Day of School	9:00 am
9/8	Wednesday Make-Up Orientation	6:00 pm – 9:00 pm
9/9	Thursday Love & Logic Class Begins	6:30 pm – 9:30 pm
9/13	Monday September Business Meeting	6:30 pm – 8:30 pm
9/27	Monday Lunch Bunch Begins	12:00 pm – 1:00 pm
9/27	Monday Enrichment Begins	1:00 pm – 3:00 pm
9/27	Monday Board Meeting	6:30 pm
<b>October</b>		
10/1	Thursday Tuition Due	
10/5	Tuesday <i>Field Trip – Gilcrease Apple Orchard</i>	<i>9:30 am – 12:00 pm (T/R Classes &amp; Kindergarten)</i>
10/5	Tuesday No Enrichment due to Field Trip	
10/6	Wednesday <i>Field Trip – Gilcrease Apple Orchard</i>	<i>9:30 am – 12:00 pm</i>
10/11	Monday October Business Meeting	6:30 pm – 8:30 pm
10/12	Tuesday Picture Day	
10/12	Tuesday Love & Logic Class Begins	6:30 pm – 9:30 pm
10/13	Wednesday Picture Day	
10/16	Saturday Harvest Festival	11:00 am – 2:00 pm
10/25	Monday Board Meeting	6:30 pm
<b>10/29</b>	<b>Friday Nevada Day Observed – No School</b>	
<b>November</b>		
11/01	Monday Tuition Due	
11/4	Thursday <i>Field Trip – Pig Farm</i>	TBD
11/5	Friday <i>Field Trip – Pig Farm</i>	TBD
11/8	Monday November Business Meeting	6:30 pm – 8:30 pm
<b>11/11-11/12</b>	<b>TR/F Veterans' Day Holiday – No School</b>	
11/22	Monday Board Meeting	6:30 pm
<b>11/25-11/26</b>	<b>TR/F Thanksgiving Break – No School</b>	
<b>December</b>		
12/01	Tuesday Tuition Due	
12/13	Monday <b>NO</b> Business Meeting this month	
TBD	Holiday Party	
<b>12/20-12/31</b>	<b>Winter Break – No School</b>	

# Kids' Co-op Preschool & Kindergarten

## 2010-2011 Academic Year

### Calendar Cont.

#### January

1/1	Saturday	Tuition Due	
1/3	Monday	Classes Resume	
1/10	Monday	January Business Meeting	6:30 pm – 8:30 pm
<b>1/17</b>	<b>Monday</b>	<b>MLK Jr. Day Observed – No School</b>	
1/24	Monday	Board Meeting	6:30 pm
1/25	Tuesday	<i>Field Trip – Snow Day at Lee Canyon</i>	<i>9:30 am – 12:00 pm</i>
1/26	Wednesday	<i>Field Trip – Snow Day at Lee Canyon</i>	<i>9:30 am – 12:00 pm (M/W/F Classes &amp; Kindergarten)</i>
1/28	Friday	Kindergarten Parent Teacher Conference	

#### February

2/1	Tuesday	Tuition Due	
2/7	Monday	February Business Meeting	6:30 – 8:30 pm
2/16	Wednesday	Preschool Parent Teacher Conferences	
2/17	Thursday	Preschool Parent Teacher Conferences	
<b>2/21</b>	<b>Monday</b>	<b>Presidents' Day Observed – No School</b>	
2/28	Monday	Board Meeting	6:30 pm

#### March

3/1	Tuesday	Tuition Due	
3/14	Monday	March Business Meeting	6:30 – 8:30 pm
3/28	Monday	Board Meeting	6:30 pm

#### April

4/1	Friday	Tuition Due	
	Saturday	<b>Auction Date/Location TBD</b>	
4/11	Monday	April Business Meeting	6:30 – 8:30 pm
<b>4/18-4/22</b>		<b>Spring Break Holiday – No School</b>	
4/25	Monday	Board Meeting	6:30 pm

#### May

5/9	Monday	May Business Meeting	6:30 – 8:30 pm
5/24	Tuesday	Last Day of T/R Preschool	
5/23	Monday	Board Meeting	6:30 pm
5/25	Wednesday	Last Day of M/W/F Preschool	
5/26	Thursday	Splash Day T/R	
5/27	Friday	Splash Day M/W/F	
<b>5/30</b>	<b>Monday</b>	<b>Memorial Day Observed – No School</b>	



# Kids' Co-op Preschool & Kindergarten

## 2010-2011 Academic Year

### Committee Position Descriptions

#### *Fundraising Committee Positions:*

All members of this committee will be working collectively as a whole on all fundraising endeavors. Individual assignments or positions may be assigned by the Fundraising Chairperson or by the Board of Directors.

#### *Teacher Support Committee Positions:*

**Classroom Coordinators (CURRENTLY FILLED):** Eight parents to represent their respective classes. Responsibilities include creating monthly in-classroom work schedule outlining activities, fund-raisers, field trips, and attending meetings. Coordinators work with new families to orient them to the classroom and the school as a whole. Works with teachers to support planned activities (i.e. requesting needed items from families) and arrange services for families in need (i.e. schedule meals for families after surgeries or medical emergencies, births, or deaths). Maintains a participation checklist of all class members to ensure they are fulfilling all requirements, which include but are not limited to: participation in School set-up and tear-down and weekend cleaning; attendance at Orientation, business meetings, and parenting classes; participation in required fund-raisers; bringing in required supplies from the supply list. Coordinators are to Report non-participation to the Coordinator Liaison. Posts notes taken during classroom breakouts at monthly business meetings. If requested, participates in periodic Board of Directors meetings. Other duties include organizing any teacher gifts with the class (i.e. holiday, end-of-year, auction catalog or yearbook pages, etc.). Coordinators must have a child currently enrolled in class they are coordinating.

**Art/Prop/Dramatic Play:** One parent from each class who will assist the teacher with preparing items needed for activities. As requested, will assist with props needed for class and gather items for monthly themes. As requested by the teacher, this parent will set up items needed for dramatic play each month according to monthly themes. Will assist the teacher to assemble/maintain student portfolios. Direction for assembling portfolios will come from each teacher. These people should be creative, crafty, resourceful, and enjoy art.

**Play dough:** Parent(s) will be responsible for making play dough for the participating classrooms. This can be done ahead of time and in bulk so the teachers can use it on an as needed basis. Responsible for cleaning and sanitizing each classroom's play dough utensils monthly.

**Sensory Table / Pets:** Parent(s) will be responsible for maintaining the sensory table in all participating classrooms and changing the material once a month, or at the direction of the Director. Responsibilities include cleaning and disinfecting the sensory table and all table-related toys every time the material is changed. Responsible for purchasing pets and/or pet supplies for teachers as needed.

**Librarian / Scholastic Book Orders:** Parent(s) will be responsible for working with the teachers to provide books that coincide with monthly themes. Responsibilities include maintaining the physical appearance and organization of the library and an inventory of books, responsible for assisting teachers to create props that correspond to book selections. Props may include, but are not limited to: manipulatives, flannel characters, and real-life objects. Will organize and place book orders every 4-6 weeks. Responsible for distributing order forms and informational e-mails to families, compiling all received orders, placing order with Scholastic and then separating and distributing filled orders to families. This person should be creative, crafty, well organized and enjoy children's literature.

**Inventory/Purchase Teacher Supplies:** Parent(s) will work with the Director to create, maintain, and update the inventory list of teaching and staff supplies. Will purchase supplies as needed or as requested by teachers. Parent(s) will purchase supplies and be reimbursed by the School.

**Inventory/Purchase Office and Cleaning Supplies:** Parent(s) will create and maintain an

# Kids' Co-op Preschool & Kindergarten

## 2010-2011 Academic Year

inventory list of cleaning shed supplies. Will purchase supplies as-needed or as requested by teachers and office staff. Parent(s) will purchase supplies and be reimbursed by the School. This person should be proactive and able to anticipate needs before they become emergencies (i.e. when cleaning product supplies are depleted, purchase more BEFORE there is none left.)

**Accreditation:** Parent(s) will be responsible for the process of Accreditation from the National Association for the Education of Young Children (NAEYC). Responsible for making phone calls, managing paperwork, and organizing materials.

**Grant Coordinator:** Parent(s) will be responsible for presentations to potential Grant governing boards. Responsible for researching possible grants and funding sources, and handling the administrative tasks associated with applying for the grant.

### *Facilities Committee Positions:*

**Assistant Facilities Chair:** Parent works with the Facilities Chairperson while overseeing inside duties. Gives instruction and guidance to the parents assigned to inside duties. Attends board meetings on an as needed basis. Writes one article for the newsletter each year. Must be able to bend, kneel and stoop while performing their duties. **1 position**

**Building Maintenance and Fix It / Repairs:** Parent(s) will be responsible for ensuring the facility, grounds, and equipment are safe and in good repair. Responsible for cleaning out the gutters monthly, and for odd jobs and repairs as needed. May include roto-tilling "Big Yard". Parents must have the ability to work outside in heat, cold, and light rain. Parents must be able to bend, kneel and stoop while performing their duties. **2 positions**

**Groundskeeper:** Parent(s) will be responsible, on their appointed weekend of the month, for raking the sand in the "Big Yard" and removing all foreign materials. Responsible for cleaning sand toys and play structures in ALL outside areas, i.e. playhouse, doghouse and toys in the 2's/3's yard, structures in the "Big Yard", and all "Mud Bog" toys. Responsible for raking and discarding dead leaves in the fall. Parents must have the ability to work outside in heat, cold, and light rain. Parents must be able to bend, kneel and stoop while performing their duties. Alternating weekends. **4 positions**

**Front Grounds Maintenance:** Parent(s) will be responsible for assisting in pulling weeds (including bermuda grass) and trash pickup from the parking lot and fronts grounds. Responsible for collecting and disposing of dead leaves in the fall. Responsible for keeping the dumpster in position and the lid closed. Also responsible for cleaning spills on the front walkway and in the parking lot. Parents must have the ability to work outside in heat, cold, and light rain. Parents must be able to bend, kneel and stoop while performing their duties. Alternating weekends. **2 positions**

**Gardening:** Parent(s) will be responsible for assisting in weeding the flower and vegetable beds on an ongoing basis and for assisting teachers in any gardening projects. Responsible for fertilizing and pruning all trees and maintaining all bedding and planting areas. Gardening parent is responsible for tilling and aerating bedding and planting areas, and replacing dead and diseased plants upon Board approval. Parents must have the ability to work outside in heat, cold, and light rain. Parents must be able to bend, kneel and stoop while performing their duties. **1 position**

**Lawn and Sprinkler Maintenance:** Parent(s) will be responsible for maintaining all lawn fields and sprinklers on school grounds. Responsible for mowing and edging lawn as needed. Responsible for maintaining lawn mower and supply of gasoline. Responsible for aeration and fertilization of lawn in the spring. Responsible for checking the sprinkler heads and reporting any problems to the Facilities Chairperson. Responsible for ensuring watering restrictions and guidelines established by the Las Vegas Valley Water District are followed. Parents must have the ability to work outside in heat, cold, and light rain. Parents must be able to bend, kneel and stoop while performing their duties. **1 position**

## Kids' Co-op Preschool & Kindergarten 2010-2011 Academic Year

**Carpet Cleaning / Floor Waxing:** Parent(s) will be responsible for scheduling and overseeing the required carpet steam cleaning and floor waxing (end of August, during winter break, during spring break). Carpet and floors must be cleaned on alternate days or weeks. Responsible for moving out all furniture before carpet / floors are cleaned and for replacing all furniture after the carpet/floors are dry. **1 position**

**Cleaning Scheduler:** Parent(s) will be responsible for scheduling Parent(s) to clean the school every other weekend. Responsible for making reminder calls to Parent(s) about their cleaning date and verifying that buyouts are paid and substitutes are scheduled. **1 position**

**Laundry:** Parent(s) will be responsible for washing the dress up clothes and blankets from each classroom. 2's/3's items should be washed every other week. 4's, K's items should be washed once a month. Items should be taken on Friday and returned either the same day or on Monday. Also responsible for washing and returning cleaning rags used for weekend cleaning. **1 position**

**Vacuum and Mop Maintenance / Purchase Air Filters and Light Bulbs:** Parent(s) will be responsible for vacuum cleaner maintenance, i.e. emptying and replacing bags. Responsible for taking mop heads home every Friday to wash and return on Monday. Responsible for purchasing and replacing air filters and light bulbs. Parent(s) can fill out a check request form for reimbursement of all costs. **1 position**

**Recycling and Patio Maintenance:** Parent(s) will be responsible for cleaning and maintaining school recycling bins. Responsible for placing the recycling bins out front for the weekly pickup, and returning the bins to their proper place when they are empty. Parent(s) will also be responsible for all concrete patios twice a month. Toys and sensory tables should be removed from the patio during cleaning to allow access to the entire patio. Parents must have the ability to work outside in heat, cold, and light rain. Parents must be able to bend, kneel and stoop while performing their duties. **1 position**

**Weeds and Trash Pickup:** Parent(s) will be responsible for pulling weeds (including bermuda grass) and picking up trash on an as needed basis to maintain school grounds (flower and vegetable beds not included). This includes the front grounds, side yards, and all of the back grounds. Gloves and masks are to be used, and kitchen tongs should be used to pick up any cigarette butts. Herbicide is to be used in the front grounds ONLY, no children should be present and the winds should be calm. People may enter the treated area after spray has dried. Parents must have the ability to work outside in heat, cold, and light rain. Parents must be able to bend, kneel and stoop while performing their duties. **2 positions**

### ***Auction Committee:***

All members of this committee will be working collectively as a whole on all Auction endeavors. Individual assignments or positions may be assigned by the Auction Chairperson or by the Board of Directors.



**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF CHILD AND FAMILY SERVICES  
BUREAU OF SERVICES FOR CHILD CARE  
4126 TECHNOLOGY WAY – 3<sup>RD</sup> FLOOR  
CARSON CITY, NEVADA 89706**

**Fingerprinting Phone (775) 684-7950 Fax (775) 684-4455**

**CONSENT AND RELEASE FORM FOR FINGERPRINTING  
AND CRIMINAL HISTORY REVIEW**

A clearance cannot be issued without this form. You must complete this form when originally hired and when changing facilities, being rehired, or obtaining a new background check. Your original background check should take place in the jurisdiction where you will be employed. A valid child care work card issued by one jurisdiction may be valid in another jurisdiction without another background check (please consult with law enforcement where you will be employed or call the Bureau). The Bureau requires a new background check every six years.

I, \_\_\_\_\_, understand that as an employee, applicant,  
\_\_\_\_\_  
Your name (please print clearly)  
licensee or resident of \_\_\_\_\_,

\_\_\_\_\_  
Name of facility (please print clearly)

a child care facility, I am required to be fingerprinted and to undergo a criminal record review pursuant to NRS 432A.175. NAC 432A.200(4)(a) requires fingerprinting be completed and submitted within **three (3)** working days after date of hire or **three (3)** days of presence in the facility and every 6 years thereafter. I do hereby consent to be fingerprinted and agree to the following conditions and terms:

1. The fingerprints will be used to check the criminal history records of the Federal Bureau of Investigation (FBI), the Nevada Criminal History Repository, and the Child Abuse and Neglect System (CANS).
2. I hereby authorize the FBI, Nevada Criminal History Repository, and/or other local law enforcement agencies and Child Protective Services agencies to release criminal history information and CANS history to the Bureau of Services for Child Care.
3. All information provided to the Bureau of Services for Child Care is confidential, as relating to a third party or entity.
4. I hereby authorize the Nevada Criminal History Repository to retain a fingerprint card in the central repository's master file for the sole purpose of identifying same against subsequent disqualifying criminal arrest and I authorize the Nevada Criminal History Repository to release criminal history information to the Bureau of Services for Child Care in accordance with dissemination restrictions as provided for in the Nevada Revised Statutes.
5. I may be suspended, terminated, or disqualified from employment and/or licensure based on the findings of the criminal record review consistent with applicable laws and regulations or on the findings of the Child Abuse and Neglect System (CANS).
6. This waiver and its authority is valid until such time as the applicant is no longer licensed and/or employed at a child care facility.
7. \_\_\_\_\_

↑Name of Nevada child care facility where you worked **previously**

↑Last **date** worked there

**NOTE: THE BUREAU MUST BE IN RECEIPT OF THIS FORM  
WITHIN FIVE (5) WORKING DAYS FROM DATE OF FINGERPRINTING.  
WHEN SIGNED BY THE LAW ENFORCEMENT AGENCY, MAKE A COPY OF THIS FORM  
FOR YOUR RECORDS AND SEND THE ORIGINAL TO:**

**(DO NOT SEND FP CARDS OR MONEY ORDERS HERE.)**

BUREAU OF SERVICES FOR CHILD CARE  
4126 TECHNOLOGY WAY – 3<sup>RD</sup> FLOOR  
CARSON CITY NV 89706

Name of child care facility (where applying): \_\_\_\_\_ Telephone: \_\_\_\_\_

Facility mailing address: \_\_\_\_\_  
Street City State Zip Code

Your name: \_\_\_\_\_  
Last First Middle

Maiden name, nickname, and other names used: \_\_\_\_\_

Your position at the above facility is (please check):  Owner  Director  Staff Member \_\_\_\_\_ (title)  
 Cook  Driver  Resident  Other Parent Assistant \_\_\_\_\_ (position)

Do you have any scars, marks or tattoos? (If yes, give location and description.): \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Are you a U.S. Citizen? \_\_\_\_\_

If not a U.S. citizen, what is your citizenship? \_\_\_\_\_

Street address: \_\_\_\_\_  
Street City State Zip Code

Mailing address: \_\_\_\_\_  
Street City State Zip Code

Home telephone: \_\_\_\_\_

Eyes: \_\_\_\_\_ Hair: \_\_\_\_\_ Height: \_\_\_\_\_ Weight: \_\_\_\_\_ Race: \_\_\_\_\_ Sex: \_\_\_\_\_

Birth date: \_\_\_\_\_ Birthplace: \_\_\_\_\_

**THIS FORM MUST BE COMPLETE AND ACCURATE.**  
**FAILURE TO COMPLY MAY RESULT IN A REJECTED APPLICATION.**

1. Have you ever had a substantiation (validation) of child abuse and neglect? Yes  No

If yes, explain: \_\_\_\_\_

\_\_\_\_\_ Date of charge: \_\_\_\_\_

2. Do you have pending charges/warrants against you? Yes  No  Dates of charges/warrants: \_\_\_\_\_

If yes, explain: \_\_\_\_\_

3. Check any of the following which apply, past or present (if additional space is needed use the back of this page):

Conviction(s): Yes  No  Date of conviction: \_\_\_\_\_

Arrest(s): Yes  No  Date of arrest: \_\_\_\_\_

Charge(s): Yes  No  Date of charge: \_\_\_\_\_

Citation(s): Yes  No  Date of citation: \_\_\_\_\_

**REFERENCE NRS 432A.170-CONVICTIONS WHICH MAY PREVENT EMPLOYMENT IN CHILD CARE.**

**LIST ALL ARRESTS, INCLUDING OTHER STATES, EVEN IF CHARGES WERE DROPPED OR DISMISSED:**

DATE CHARGE ARRESTING AGENCY CITY/STATE DISPOSITION

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**I DO HEREBY AGREE TO THE ABOVE-STATED CONDITIONS AND TERMS AND CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Applicant Date of Hire, Rehire or Renewal (circle one)

**MY SIGNATURE BELOW INDICATES THAT I HAVE REVIEWED ARRESTS SHOWN ABOVE, IF ANY.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Facility Director/Owner or Office Manager (circle one)

**LAW ENFORCEMENT AGENCY:** \_\_\_\_\_

Witness: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature of Official Taking Prints