



Koala-T-Kare Childcare

6300 Enterprise Lane • Madison, WI 53719
608/310-6727 • 608/271-7006 (fax) • koala-t-kare.com

Providing Quality Childcare on Madison's West Side

The following forms must be handed out AND explained to parents: (as they apply)

- KTK Business Card**
The main number is listed, PLUS all the teachers' cell phones. Feel free to call us at any time.
 - Koala-T-Kare Price List**
Parents with questions can e-mail the director.
 - Your Guide to Licensed Child Care**
This is a form that the state requires us to hand out to parents so they will know what to look for in a daycare.
 - Koala-T-Kare Sick Policy**
Explain in detail. Most sicknesses require 24 hours before a child can return to childcare.
 - Team of Teachers Brochure**
This explains all our teachers' backgrounds and education. We have over 170 years' experience combined in the center!
 - Koala-T-Kare Childcare Brochure**
 - Tour of the center** and introduction of staff/assigned teachers. Set up trial visitations if needed.
 - Overview of Policy Book**, including the Biting Policy
An e-mailed copy will be sent to the parents.
 - Registration Agreement**
This form explains all of our rules, requirements and fees. Go over as much as possible that hasn't been explained thus far. Discuss expectations of the family and needs of the child. Make sure to go over anything associated with a fee, especially the down payment. The down payment is like a security deposit, which they get back on their last week of attendance.
- If applicable:**
- KTK Summer Kamp Flyer** – Hand out if the family has older children interested in attending summer kamp.
 - Family support resources** – Provide parents with brochures on behavior, stress, discipline, etc.

Parent Signature

Date

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Date