

## Bright Horizons BACK-UP INFORMED CONSENT

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

### Access

I will have access to the center without prior notice when my child is present. However, this access may not be used to supplement any visitation schedule or custody arrangement.

### Child Release & Emergency Contacts

For a child's safety, Bright Horizons will release a child only to the parent(s)/legal guardian(s) and third parties listed on the child's registration. Parents/guardians are required to provide a current copy of any relevant Custody Order.

Third party pick-up is subject to the following rules:

- At least one person who is not a parent or guardian must be designated as emergency contact on the child's registration. Emergency contacts will be used if parents/guardians cannot be reached.
- If the person picking up is listed, but does not pick up the child regularly, you must notify the center **verbally, in advance**. Verbal authorization is **not** permitted for any person not listed in the registration.
- If the person picking up is **NOT** listed on the registration, you must notify the center in **writing, in advance**. (Note: In RI, parents must also provide notice in person and in writing.)
- Photo identification will be required if the third party does not pick the child up regularly or is unknown to the staff member releasing the child.

**Bright Horizons will not release a child to anyone who appears impaired.** If an impaired person attempts to pick up your child, pick-up will be refused and we will attempt to contact the other parent /guardian or authorized persons. If alternative arrangements cannot be made, the local child protective services agency will be called.

### Walk Permission

Weather permitting, children may go on walks supervised by the staff in the surrounding area. Infants and young toddlers are transported in a buggy or stroller. Each center will provide a list of walk locations.

\_\_\_\_ I give permission for my child to participate in walks.

Preschool and school-age children may take field trips. A separate **Field Trip Permission Slip** describing the activity will be provided to you and must be signed for your child to participate.

### Photography and Video Permission

Bright Horizons takes care that any use, display, or dissemination of photographs or videos of children is accomplished in a thoughtful and safe manner. Bright Horizons regularly takes photographs and videos of children enrolled. They may be shared with you and other families on a Bright Horizons' website, e-mail, My BrightDay, Teaching Strategies Gold (TSG) by posting in the center, or in a parent newsletter. They may be used to better communicate with families, to illustrate the daily curriculum, to chronicle a child's development, or to document center activities. Additionally, they may be used for other center, general business, and marketing purposes, including online. Bright Horizons retains all rights, title, and interest in these materials and may use and disseminate them in a variety of ways, in its sole judgment.

\_\_\_\_ I give permission for Bright Horizons to take photographs and videos of my child and use these materials for as described above.

\_\_\_\_ I give permission for Bright Horizons to take photos and videos of my child and to only use those pictures for curriculum purposes, documenting my child's progress (TSG, My BrightDay) and communication with me and other families.

### Child Illness

If your child becomes ill, you will be called and may be required to pick up the child as soon as possible (within 90 minutes at most). A child must remain out of the center until they are symptom free for 24 hours, unless a doctor's note is provided which states that the child is: a) not contagious; and b) can participate in group care. The Bright Horizons Back-Up Parent Handbook contains more information on child illness, including protocols for contagious illnesses.

Parent/Guardian Initials: \_\_\_\_\_

## Child Injuries

If a child sustains a minor injury during care, you will receive an Occurrence Report describing the incident when you pick-up. You will be contacted immediately if the injury produces any swelling, is on the face or head, or requires medical attention.

## Emergency Medical Care

If emergency medical attention is needed for my child, \_\_\_\_\_, the center will attempt to contact me (or the emergency contacts set out in my registration if I cannot be reached). By signing below, I authorize Bright Horizons to call an ambulance to transport my child for medical treatment to the closest hospital or medical facility, or to \_\_\_\_\_, my preferred facility, if possible. Staff is trained in pediatric first aid and CPR and I also authorize staff to administer the same. A child's health information may be viewed by center staff, on a need to know basis, and state licensors for compliance purposes.

## Medical Policies

1. Prior to using back-up care, you must provide the Center with current medical and immunization records for your child, which must be updated annually (or more frequently as required by licensing regulations). Children without appropriate, current medical records may not attend the center.
2. If your child is absent due to a reportable disease, your child may return only with a physician's note indicating that he or she is no longer contagious (see the *Health and Safety* section in the *Bright Horizons Back-Up Parent Handbook*).
3. Bright Horizons will administer medication as outlined in our *Medication Policies* (see the *Bright Horizons Back-Up Parent Handbook*).
4. Student accident insurance is provided by Bright Horizons. This is a secondary insurance that will help defray the cost of out-of-pocket medical expenses which are not covered by a family's primary insurance and relating to an injury while the child is in the program.

## Miscellaneous

1. In an effort to maintain the professional status of our staff and prevent any potential conflict of interest, babysitting by center staff is discouraged. However, if you hire any center staff, it must be outside of the center premises and with the understanding that such arrangement and payment for services are solely between you and the staff member. These arrangements are not sanctioned by the center, client, or by Bright Horizons, and you agree to hold Bright Horizons harmless from any liability arising from such arrangement. In addition, if a staff member leaves Bright Horizons' employment to work for you within 6 months of his or her departure from Bright Horizons' employ; you agree to pay a placement fee of \$5,000.
2. If your child has any special needs or behavioral issues, please contact your program's reservation number and we will work with you to make the best placement and create a plan to address his/her needs on the care date. If your child has difficulty adjusting to the program, the center will contact you for assistance. If your child is unsafe or disruptive to the overall program, the center will make diligent effort to help your child adapt to the center's environment. If our efforts are unsuccessful, the center reserves the right to ask that you find an alternative arrangement for the day.
3. Your child's registration must be fully complete prior to using the center. You are responsible for keeping the registration information up-to-date and accurate, and must notify the center prior to care if changes have been made. Medical, family and other information may be shared among Bright Horizons child care centers if needed for registration or care. Additional information or materials may be required to meet local licensing requirements. All applicable registration fees and/or per use fees (co-payments) must be paid for care to occur.
4. In exchange for your ability to participate in Bright Horizon's back-up program, activities and services (the "Services"), by signing below you, on behalf of yourself, your family and your minor child, hereby agree to release, hold harmless and indemnify Bright Horizons, its related companies, directors, officers, employees and agents ("Bright Horizons") from any and all claims, losses, damages or costs (including attorney's fees) arising from your child's registration and the use of the center and the services, except to the extent such damage is caused by the Bright Horizons' negligent or willful misconduct.
5. Your employer engaged Bright Horizons to the Services as a convenience for its employees and other participants. Your employer is not responsible for the center or the Services. By signing below, you, on behalf of yourself, your family and your minor child, hereby agree to release, hold harmless and indemnify your employer, and its directors, officers employees and agents, from any claims losses, damages or costs (including attorney's fees) caused by or arising from your child's registration and the use of the center and the services.

## Back-Up Parent Handbook Acknowledgement

This Agreement is not intended to be all inclusive. Other terms and conditions of your child's registration and care are contained in the Bright Horizons Back-Up Parent Handbook. Your child's registration and care is also subject to all of Bright Horizons' policies and procedures. By signing below, I acknowledge and agree that: 1) in addition to this Informed Consent, I received the Bright Horizons Back-Up Parent Handbook or client equivalent; 2) it is my responsibility to read and familiarize myself with the handbook and address any questions with center management; and 3) I will abide by the handbook.

**I have read understand and accept the conditions noted above.**

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

**State licensing requires annual parent/guardian review and signature. If any changes are necessary, a new form will be completed.**