



## Pre-Enrollment Checklist:

Below is a list of necessary items we need in order to enroll your family in our center. Please fill out 1 form for each child. The return of all requested items will complete your child's registration process. Please return these items prior to your child starting at our center.

- Registration form
- Health history form
- Allergy & Medication Administration Form
- Updated immunization record
- Custody documents (if applicable)
- Registration fee & deposit
- Tuition Agreement
- Information form
- Signed parent handbook form

Thank You! We look forward to meeting you & your family!

**Infant/Young Toddler Information**

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

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

**Sleep**

Where does your child sleep? \_\_\_\_\_

Do you have a special way of helping your child settle down to sleep? \_\_\_\_\_

What is your child's typical sleep schedule (including naps)? \_\_\_\_\_

Does your child use a pacifier? \_\_\_\_\_

Does your child use a blanket? \_\_\_\_\_

**Feeding**

Tell us how your infant/young toddler eats (breast fed/bottle/self feeds): \_\_\_\_\_

How often does your child eat? \_\_\_\_\_

Do you have any feeding concerns? \_\_\_\_\_

**Diapering**

Are there any special instructions we should be aware of? \_\_\_\_\_

**Behavior and Development**

Do you have any concerns with your child's behavior or development? \_\_\_\_\_

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How do you comfort your child? \_\_\_\_\_

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What is your child's favorite thing to do? \_\_\_\_\_

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**Other**

Is there anything else we should know to ensure your child has a successful day? \_\_\_\_\_

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**Non Prescription Topical Substance Authorization**

**Childs Name:** \_\_\_\_\_ **Parents Name:** \_\_\_\_\_

**Sunscreen**

\_\_\_\_\_ I hereby grant permission for Little Friends Early Learning Center LLC's staff to apply sunscreen to my child.

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

**Chap Stick**

\_\_\_\_\_ I hereby grant permission for Little Friends Early Learning Center LLC's staff to apply chap stick to my child.

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

**Bug Spray**

\_\_\_\_\_ I hereby grant permission for Little Friends Early Learning Center LLC's staff to apply bug spray to my child.

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

**Diaper Ointment/Baby Powder**

\_\_\_\_\_ I hereby grant permission for Little Friends Early Learning Center LLC's staff to apply diaper ointment/baby powder to my child.

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

## Parental Release Form

### Impromptu Walks

\_\_\_\_\_ I hereby give my/ I hereby do not give \_\_\_\_\_ permission for my child \_\_\_\_\_ (first and last name) to go on impromptu walking field trips around Little Friends Early Learning Center LLC.

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

### Photographs

\_\_\_\_\_ I do/ I do not \_\_\_\_\_ give permission for my child to be photographed in the program functions and field trips and for the photographs to be displayed. I understand that school staff, other parents, professional photographers or news media may take these photographs. I understand that I will be notified if any photos are used for publicity purposes. I also understand that I have the right to refuse permission for publication.

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

### Daily Activities

\_\_\_\_\_ I hereby grant permission for my child to use all of the play equipment (both inside and out) as well as participate in all of the activities of the program at Little Friends Early Learning Center LLC. I understand fully that no safety equipment is provided. I will not hold Little Friends responsible for any injuries incurred while using any of the equipment.

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

### Pool Waiver

\_\_\_\_\_ I understand and give permission for my child \_\_\_\_\_ (first and last name) to participate in water play at Little Friends Early Learning Center LLC. I understand that they will be using wading pools with less than 10 inches of water.

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

## What to bring

### Infants

#### On your first day bring:

Formula or Breast Milk

Bottles

Pacifiers

Fitted crib sheet and blanket

Diapers and Wipes

Spare clothes (onesies, socks, pants/shorts)

Bibs

Food (baby cereal, jars, snacks, etc)

## What to know

- Please do NOT share your code for entry to the building with anyone. We want to ensure a secure building at all times and appreciate families help in doing so.
- Please fill out the top of your child's daily note upon dropping off. This ensures the teacher knows what schedule your child is following for the day 😊
- A cubby is designated for your child and will be labeled with their name. All their belongings will be stored in this area.
- A mailbox will also be allotted for your child this area will be where projects, notices, calendars, and any other important information for you will be put for easy pick up at the end of the day.
- Please refrain from bringing toys from home.
- All items should be labeled with your child's name.
- Any and ALL medication (including but not limited to, teething gels, diaper rash cream, chap stick, Tylenol. (See Parent Handbook for more details) must be handed to the teacher on duty upon the child arriving at school. It is against State Regulations for these items to be in bags. A medication form will need to be completed as well as a doctor's note accompanying medication when required.
- Feel free to call the center at any time to check on how your child's day is going.
- Please call the center prior to 8:30AM if your child will be absent for the day.

## **What To Bring**

### **Toddler/Kindergarten**

#### **On your first day bring:**

Slippers with rubber bottoms only

Spare clothes (underwear, pants/shorts, shirt, socks, shoes (if your child is potty training))

Nutritious lunch in a lunch box (with ice pack if needed)

Appropriate outdoor attire

Nap items (a fitted crib sheet, and blanket. Along with a bag for the items to be stored in when not in use. Please no stuffed animals, dolls, or large pillows.)

Family Photos for our Family Wall (bring in however many you would like ☺)

## **What to Know**

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- Please call the center prior to 8:30AM if your child will be absent for the day.

## Tuition Rates for 2017-2018 Starting September 2017

	Infant Room 6 wks - 1 yr	Toddler Room 1 – 2 yrs	Early Preschool Room 2 – 3 yrs	Preschool Room 3 – 4 yrs	Prekindergarten Room 4 – 5 yrs	
<b>5 Days</b>	\$240	\$235	\$230	\$215	\$210	
<b>3 Days</b>	\$180	\$168	\$162	\$156	\$150	
<b>2 Days</b>	\$120	\$112	\$108	\$104	\$100	
<b>Preschool</b>			<b>Other</b>			
<b>Class Only</b> <i>M-F 8:30am – 11:30am</i>	\$120	<b>Before/After Care</b>	\$75 each	<b>Both</b>	\$125	
<b>With Extended Care</b> <i>M-F 8:30am - 3:30pm</i>	\$160		<b>Early Release/Cancellation NOT enrolled in B&amp;A</b>	\$40	<b>Early Release/Cancellation Enrolled in B&amp;A</b>	\$25
<b>Daily</b> <i>Mon/Wed/Fri 8:30am – 11:30am</i>	\$105		<b>Vacations/Summer Camp</b>	\$170	<b>Hourly (Min. of 3 hours unless added to class time)</b>	\$8
<i>Tue/Thu 8:30am – 11:30am</i>	\$70					

### Please note:

1. Rates are subject to change.
2. Registration fee of \$50, one full week and first week tuition are all due at time of enrollment.
3. Tuition is due regardless of attendance.
4. Holidays are included in weekly rates.
5. Three weather cancellation school days are included with billing. Additional weather cancellations will result in a credit for families.
6. Returned checks are subject to a \$45 fee. After the 2<sup>nd</sup> offense only cash, bank check or money order will be accepted.
7. There is a two week notice required for termination of services.
8. Any family enrolling two or more children will receive a 10% discount off of the youngest child's weekly tuition cost.
9. Rates are based on a maximum of 10 hours of care each day. Families needing care for more than 10 hours per day will be charged \$8 an hour for the extra care needed.
10. Late pick up fee is \$1.00 per minute after time agreed upon in tuition agreement.



## Tuition Agreement

Student Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Class Room: \_\_\_\_\_

I agree that my child will attend Little Friends Early Learning Center LLC at the times listed below. Time outside of the agreed upon times will be billed according to our late pick up policy.

### Please Circle One:

Full Time   Part Time   Class Only   With Extended Care   Before/After Care Only   Daily

### My typical hours are:

Mon \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

Tue \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

Wed \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

Thu \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

Fri \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

Average Weekly Hours: \_\_\_\_\_

Therefore my weekly rate is \$\_\_\_\_\_ and is due on Friday for the upcoming week of attendance. I understand that a \$20.00 late fee will be added for the first day my payment is late and will increase by \$5 per day after the first day. After 1 week of non payment my child will no longer be accepted into the program until my account is current.

(For office use only. This portion will be returned with rate, to be signed by parent/guardian)

Amount Due Weekly: \$\_\_\_\_\_

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

Director Signature \_\_\_\_\_ Date \_\_\_\_\_

