



## Enrollment Form (Drop-In) & Before/After School

Child's Info		
Full Name:		
Birth Date:	Gender: <input type="checkbox"/> Female <input type="checkbox"/> Male	Allergies:
Address:		

Parent or Guardian Info		
Full Name:		
Physical Address:		
Mailing Address:		
Phone#:	Work #	Email:
Full Name:		
Physical Address:		
Mailing Address:		
Phone#:	Work #	Email:

Child Lives With:    Both Parents    Only: \_\_\_\_\_    Other: \_\_\_\_\_

▶ If the child is under court ordered restraints regarding custodial visitation, a copy of documentation must be provided.

Emergency Contact Info		
Full Name:		
Address:		
Phone#:	Work #	Email:
Full Name:		
Address:		
Phone#:	Work #	Email:

Authorized to Pick-Up	
Full Name:	Full Name:
Address:	Address:
Phone#:	Phone#:
Relationship to child:	Relationship to child:

Please Bring with Child:

- Copy of Parents Driver's License
- Copy of Child's Immunization Record
- Registration Fee



## Acknowledgements of Policies:

- A. I understand that enrollment and days reserved for care are on a first come first served basis.
- B. I understand that tuition must be paid in advance of or on arrival at the center. Failure to submit payment on time may result in a late payment fee of \$20 per day and/or termination of childcare.
- C. I understand that the days I have reserved with the provider can only be changed by the approval of the director/owner.
- D. I understand that adding days to my child's current program, or the switching of the days, depends on the center's current space availability.
- E. I understand that the center allows for occasional request for my child to add a drop-in day. I understand that this requires approval from the director/owner and must be done with a 48 hour prior approval notice. I also understand that the school charges \$50 for an added daily rate.
- F. I understand that my child must arrive at the center by 9:00 AM.
- G. I understand that my child must be picked up from the center by 6:00 PM or earlier.
- H. I understand that breakfast service ends at 8:15. If my child arrives after 8:15, they must already have eaten breakfast. **NO OUTSIDE FOOD IS TO BE BROUGHT INTO THE CENTER.**
- I. I understand that it is my responsibility to bring in the items required for my child in the school. This includes a water bottle, blanket, nap time items, extra change of clothes and proper outdoor wear.
- J. Daily attendance cannot exceed 10 hours per day. (Extended hours are available before/after normal center hours for an additional fee)
- K. I understand that the school may close due to harsh weather conditions.
- L. I understand that there is a strict no "dose and drop" policy. If your child is sick enough that medication is needed, please keep them home.

**\*\* Please note that there will be a \$5 charge per day if pampers/wipes are not supplied by the parent for use with their infant or toddler.**

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**Parent/Guardian Signature**

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**Date**



## **AUTHORIZATION & RELEASES**

Child's Name:	
Parent/Guardian Name (First and Last)	
Parent/Guardian Name (First and Last)	

I have completely read and understand the content explained in detail in the Parent Handbook. By initialing each line below, I give authorization for:

\_\_\_\_\_ I hereby authorize the center staff to care for my child while he/she is in the care of the center and during center sponsored activities.

\_\_\_\_\_ I hereby authorize the center staff to administer and/or secure emergency medical treatment.

\_\_\_\_\_ I hereby authorize the center staff to release my child to only those third party persons listed on the Release Form.

\_\_\_\_\_ I hereby authorize my child to be photographed while at play and under the supervision of the center staff. The pictures may be used for:

- Educational Purposes
- Social Media Purposes
- Security Purposes

\_\_\_\_\_ I hereby authorize the center staff to apply the following topical products which I will provide:

- Diaper Ointment
- Sunscreen
- Insect Repellent

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**Parent/Guardian Signature**

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**Date**



## TUITION AGREEMENT (Drop-In)

### PURPOSE OF AGREEMENT

This form serves to confirm the financial understanding between Early Blessings Daycare & Learning Center and the student's parent(s)/legal guardian, as it relates to the payment expectations while enrolled at our center.

### STUDENT INFORMATION

First Name	Middle I.	Last Name	Gender		D.O.B	
			<input type="checkbox"/> Female <input type="checkbox"/> Male			
<b>What Will Be The Student's First Date of Attendance?</b>			<b>Level of Enrollment</b> <input type="checkbox"/> Drop-In (1-2d/wk.) <input type="checkbox"/> Drop-In (3 set days per week) <input type="checkbox"/> Drop-In (1 week) <input type="checkbox"/> Drop-In (2 weeks)			
Day Care Needed	<input type="checkbox"/> Monday	<input type="checkbox"/> Tuesday	<input type="checkbox"/> Wednesday	<input type="checkbox"/> Thursday	<input type="checkbox"/> Friday	<input type="checkbox"/> Saturday
Arrival						
Pick-up						

### PARENT(S) / GUARDIAN(S) INFORMATION

Parent/Guardian Name (First and Last)	Relationship to Child	Custodial Parent/Guardian?
Parent/Guardian Name (First and Last)	Relationship to Child	Custodial Parent/Guardian?

### FEE INFORMATION

<input type="checkbox"/> <b>\$ 50.00</b> per Day <input type="checkbox"/> <b>\$ 140.00</b> per 3 (set) days  <input type="checkbox"/> <b>\$ 165.00</b> per Week <input type="checkbox"/> <b>\$330.00</b> per 2 weeks	<b>Date Payment Due:</b> <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Bi-Weekly
<b>Overtime Fee:</b> <b>\$2.00</b> per minute for every minute after closing time of 6:00pm	<b>Source of Payment:</b> <input type="checkbox"/> Parent <input type="checkbox"/> Other (specify) _____
<i>Children are not allowed to stay at the center longer than 10 hours per day. The closing hour is promptly at 6:00pm</i>	<b>Late Payment Fee:</b> \$20 fee will be charged daily for any late payments.

- Drop-In Tuition Payments are due at drop off daily.
- Temporary enrollment for 1 -2 weeks; payment must be made at drop off at the beginning of the week.
- Additional fees will be charged for late pick-ups, late payments, declined credit card or rejected ACH transactions.
- Tuition payments are not pro-rated for non-attendance, holiday, weather or other emergency/safety closures. Tuition is based on enrollment and not actual attendance.
- All tuition payments and registrations fees are non-refundable and non-transferable.

### ACKNOWLEDGMENT

I hereby acknowledge that I have read all of the provisions of this Childcare Financial Agreement and I fully understand the terms and conditions expressed herein and agree to be bound by such terms and conditions.

▶ Parent or Guardian Signature:	Date:
▶ Director's Signature:	Date

**The term of this agreement will begin on the date this contract is signed by both parties and will remain in full effect indefinitely until terminated.**