

# Enrollment Agreement 2023/2024 Summit County Preschool

Completion of this agreement is required for enrollment. This form will enable us to better understand your child and meet his/her needs. Much of the information requested is necessary to comply with state child care licensing regulations.

Enrollment Information										
Child's Information										
Family Information										
Child Emergency Contact and Release Information (do not include parents/guardians/sponsors)										
Please notify the center if an Emergency Release Contact will pick up your child on a given day. [For the safety of your child, we request that all authorized pick up persons with whom staff is not familiar provide a photo ID at the time of pick up.]										

The persons designated in this section will be contacted by us if you cannot be reached in the event of a medical or other emergency. Our staff will only release your child to you or to those persons listed above. If you want a person who is not identified above to pick up your child, you must notify our staff in advance, in writing. Your child will not be released without prior authorization.

**Preferred Communication method ( Please Check one )**  In Child's Folder  E-mail address

**Primary Language for Communication Method:** .....

**Medical Information**

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**Child's Medical & Developmental History**

1. Does your child have any special medical conditions?  No  Yes Explain.

2. Does your child have any chronic illnesses?  No  Yes Explain.

3. Please list a brief history of your child's serious injuries and hospitalizations.

4. Does your child have diabetes?  No  Yes *If yes, please attach care instructions from your physician.*

5. Does your child have asthma?  No  Yes *If yes, please attach care instructions from your physician.*

6. Will medication be administered regularly?  No  Yes *If yes, please attach care instructions from your physician.*

7. Does your child have any special dietary needs?  No  Yes Explain.

8. Does your child have any physical restrictions?  No  Yes Explain.

9. Does your child function at the level of other children in his/her age group?  Yes  No Explain.

10. Was your child premature  Yes  No *If yes by how much?*

11. Can your child communicate his/her needs?  Yes  No

12. Does your child need assistance at meal time?  No  Yes Explain.

13. Does your child rest during the day?  No  Yes

14. Is your child toilet trained?  No  Yes

15. Does your child use any special equipment, such as a breathing machine, wheelchair, hearing aid, braces, glasses etc?  No  Yes Explain.

**Illness History** *(please check all that apply)*

Vision problems     Nosebleeds     Seizures     Hearing problems     Skin rashes     Mouth sores     Constipation

Sore throats     Fainting     Diarrhea     Ear infections     Persistent cough     Asthma/breathing problems

Urinary tract infections

Other \_\_\_\_\_

*Please attach care instructions from your physician for any of these illnesses.*

**Disease History** *(please check all that apply and add the date)*

Chicken Pox (Varicella) \_\_\_\_\_     Haemophilus Influenza \_\_\_\_\_     Bronchiolitis \_\_\_\_\_

Botulism \_\_\_\_\_     Measles Rubeola \_\_\_\_\_     Pneumonia \_\_\_\_\_

Rubella (German Measles) \_\_\_\_\_     Pertussis (Whooping cough) \_\_\_\_\_     Mumps \_\_\_\_\_

Meningococcal Infection \_\_\_\_\_     Tetanus \_\_\_\_\_     Rabies \_\_\_\_\_

Scarlet Fever \_\_\_\_\_     Diphtheria \_\_\_\_\_     Bacterial Meningitis \_\_\_\_\_

**Allergies** *(please list)*

<b>Medication Allergies</b>	<b>Reaction</b>	<b>Food Allergies</b>	<b>Reaction</b>
_____	_____	_____	_____
_____	_____	_____	_____
<b>Bee Stings Allergies</b>	<b>Reaction</b>	<b>Respiratory Allergies</b>	<b>Reaction</b>
_____	_____	_____	_____
<b>Other Allergies</b>	<b>Reaction</b>	<b>Are any of these allergies life-threatening?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
_____	_____		

*Please attach care instructions from your physician for any life-threatening allergies..*

**Miscellaneous Screenings and Tests** *(please check all that apply and add the date of last screening)*

Vision \_\_\_\_\_     Developmental \_\_\_\_\_     Tuberculosis (PPD) \_\_\_\_\_

Hearing \_\_\_\_\_     Aptitude \_\_\_\_\_     Sickle Cell Anemia \_\_\_\_\_

Speech \_\_\_\_\_     Educational \_\_\_\_\_     Other \_\_\_\_\_

Child's Medical Care Provider			

## Medical Information(Continued)

Child's Insurance Provider			

### Child's Immunization History *(please attach a copy of your child's immunization records)*

### Additional Medical Policies (please initial)

1. Prior to enrollment, I must provide the center with updated medical and immunization information for my child. This information is to be kept current and updated in accordance with state child care regulations. \_\_\_\_\_
2. I agree to provide information to the child care center about my child's conditions, illnesses, allergies or other needs. \_\_\_\_\_
3. If my child becomes ill with a reportable contagious disease, I understand that he/she will not be able to return until I bring in a physician's note stating that he/she is no longer contagious. \_\_\_\_\_
4. If my child becomes ill during his/her time at the child care center, the staff will contact me to pick up my child. I will arrange for pick up as soon as possible and no later than 1 hour after being contacted. If I cannot be reached, the staff will contact those listed in the *Child Emergency Contact and Release*. \_\_\_\_\_

### Emergency Medical Authorization & Consent (please initial)

In case of a medical emergency, the staff will attempt to contact me, those listed in the *Child Emergency Contact and Release*, and lastly my physician. \_\_\_\_\_

In case of a medical emergency, I agree that my child may receive first aid and/or CPR. \_\_\_\_\_

In case of a medical emergency, I permit the transportation of my child to a local hospital or other urgent care facility, if necessary by paramedics or other emergency personnel. \_\_\_\_\_

In case of a medical emergency, I will be responsible for the emergency medical expenses. \_\_\_\_\_

### Application of Sunscreen Authorization (please initial)

I give my permission to this center to apply  sunscreen  lip balm  diaper cream  lotion to my child.  
*(Please check which product you will permit.)*

I understand that I must supply my child's sunscreen, lip balm, diaper cream, and lotion with a valid expiration date, and it will be labeled with my child's name. \_\_\_\_\_

I understand that if I do not supply my own Sunscreen and I have checked the sunscreen authorization, Summit County Preschool Staff will apply Rocky Mountain Sunscreen to my child. \_\_\_\_\_

I have special instructions for the application process.  None  \_\_\_\_\_

# Enrollment Agreement 2023/2024 Summit County Preschool

## Rate Agreement and Contract

### Hours of Operation (please initial)

Regular operating hours are **Monday through Friday from 7:30 AM to 5:30 PM** (~~COVID hours are 7:30 AM to 5:00 PM~~) except closings for various holidays and inclement weather as described in the Family Handbook. Please consult the current calendar for holidays. There is no reduction in tuition as a result of center closures. \_\_\_\_\_

The procedure to notify families should severe weather or other conditions prevent the program from opening on time or at all will be announced on radio stations Crystal 93 and SCAAlert. If it becomes necessary to close early, we will contact you or someone listed in the *Emergency Contact and Release*, and it will be your responsibility to arrange for your child's early pick-up. \_\_\_\_\_

### Scheduled Attendance (to be completed by staff; reviewed and initialed by the parent/guardian/sponsor after completion)

The days and hours that I wish to contract for child care are as follows:

Day of week	Start time	AM/PM	End time	AM/PM	Comments
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					

## Rate Agreement and Contract

### Fee Policy (to be completed by staff; reviewed and initialed by the parent/guardian/sponsor after completion)

- Starting on \_\_\_\_\_ a fee of \$ \_\_\_\_\_ is due monthly. \_\_\_\_\_
- Tuition is due and payable on the 15<sup>th</sup> of the month or the next business day. \_\_\_\_\_
- Tuition is not subject to discounts for holidays, emergency closures (i.e., weather), vacations or absence other than hospitalization. \_\_\_\_\_
- I agree to pay the full tuition in advance of services rendered. \_\_\_\_\_
- I agree to pay the full tuition fee even if my child is absent for one or more days. \_\_\_\_\_
- A late fee of **\$30** is due if tuition is not received on time. \_\_\_\_\_
- A non-refundable one time registration fee of **\$50** will be billed at time of enrollment. \_\_\_\_\_
- A late pick-up fee will be assessed as follows: From 5:31-5:35PM \$1.00/minute; From 5:36PM and after \$5.00/minute \_\_\_\_\_
- Accounts two weeks in arrears may result in immediate termination of service. \_\_\_\_\_
- My child may have the opportunity to participate in a special program or field trip that may have an additional fee due before the day of the event. A specific permission slip may be required. \_\_\_\_\_
- All returned checks or ACH transactions (automatic debits) will be charged a fee up to the maximum amount allowed by law. Two or more returned checks or ACH transactions will result in my account being placed on "money order only" status. \_\_\_\_\_
- A receipt for income tax purposes will be provided upon request. \_\_\_\_\_

## Other Agreements

### Private Employment Acknowledgement and Release (please initial)

Any arrangement/employment between me and staff of this center (i.e., babysitting), outside of the programs and services offered by this center, is an individual endeavor and private matter not connected or sanctioned by this center. This center shall remain harmless from any such arrangement. \_\_\_\_\_

### Miscellaneous (please initial)

I give permission for my child to sleep on a cot. \_\_\_\_\_

I give my permission for my child to participate in GOLD Strategies and ASQ screening. \_\_\_\_\_

Occasionally, photos will be taken of the children at the center for use within the center or on our website or by the newspaper. Please indicate that you authorize the use and reproduction of photographs of your child in conjunction with the program. \_\_\_\_\_

I give my permission for my child to participate in supervised walking excursions near and around the center. \_\_\_\_\_

I give my permission for my child to go on trips away from the premises of the school, Summit Stage bus. Prior notice will be given before outings away from school (this only applies to preschool age children). \_\_\_\_\_

I give permission for Summit County Preschool to include children's names, parent names, and contact information in the SCP directory. \_\_\_\_\_

### Handbook Acknowledgement

I understand and agree that it is my responsibility to read and familiarize myself with policies and procedures outlined in the Family Handbook and agree to abide by them. \_\_\_\_\_

I understand that it is my responsibility to go directly to management with any questions I may have regarding the policies and procedures and information contained in this Enrollment Agreement. \_\_\_\_\_

Information contained in the **Family Handbook** may be subject to change. \_\_\_\_\_

## Contract Approval

I certify that I have read, understand, and accept all of the terms and conditions described in this *Enrollment Agreement* and the *Family Handbook*.

Primary Parent/Guardian/Sponsor Signature \_\_\_\_\_

Date \_\_\_\_\_

Secondary Parent/Guardian/Sponsor Signature \_\_\_\_\_

Date \_\_\_\_\_

Center Staff Signature \_\_\_\_\_

Date \_\_\_\_\_