



ENROLLMENT REGISTRATION APPLICATION

CHILD'S INFORMATION

Name of Child (last, first, middle initial): _____

Nickname: _____ Age: _____ Date of Birth: _____ Sex: _____

Home Address: _____

Home Phone: _____ Primary language: _____

Parent/Guardian marital status: Single Married Divorced Widowed

Primary Residence: Mother Father Both Guardian

List the family members your child lives with- include names and ages of siblings: _____

Circle Days to Attend: MON TUES WED THU FRI Arrival Time: _____ Departure Time: _____

Meals While in Care: Breakfast: Lunch: P.M. Snack:

SCHOOL-AGE INFORMATION:

Does your child attend school? Yes: No: Elementary School Name: _____ Grade: _____

School address: _____

School phone: _____ School Start Time: _____ School End Time: _____

PARENT(S)/GUARDIAN(S) INFORMATION

Parent/ Guardian #1: _____ Relationship to child: _____

Home Phone: _____ Cell Phone: _____ Email: _____

Home Address: _____

Driver's license Number/State: _____ Employer: _____

Employer's Address: _____

Employer's Phone/ Extension: _____ Work Hours: _____

Parent/ Guardian #2: _____ Relationship to child: _____

Home Phone: _____ Cell Phone: _____ Email: _____

Home Address: _____

Driver's license Number/State: _____ Employer: _____

Employer's Address: _____

Employer's Phone/ Extension: _____ Work Hours: _____

EMERGENCY CONTACT AND RELEASE PERSONS

EMERGENCY CONTACT AND RELEASE PERSONS Please list the persons you would like contacted (in order of priority) if you cannot be reached in case of emergency. Check the “Emergency Contact and Release” box, as the persons listed will also be authorized to pick up or accompany the child for the purposes of medical treatment. We will not release a child to anyone (other than the parent) under the age of eighteen (18), including siblings. Additionally, please list the persons you would like to be authorized for pick-up only on a given day (i.e., babysitter). For these persons, check the “Release Only” box. For the safety of your child, we will request all authorized release persons with whom staff are not familiar to provide government-issued photo identification at the time of pick-up. You may also be required to complete state-specific emergency release forms required by individual state child care licensing regulations.

Mandatory:

Name # 1: _____ Relationship to Child: _____

Home Phone: _____ Cell Phone: _____ Address: _____

Emergency Contact and Release Release Only

Mandatory:

Name # 2: _____ Relationship to Child: _____

Home Phone: _____ Cell Phone: _____ Address: _____

Emergency Contact and Release Release Only

Optional:

Name # 3: _____ Relationship to Child: _____

Home Phone: _____ Cell Phone: _____ Address: _____

Emergency Contact and Release Release Only

Optional:

Name # 4: _____ Relationship to Child: _____

Home Phone: _____ Cell Phone: _____ Address: _____

Emergency Contact and Release Release Only

If you want a person who is not identified above to pick up your child, you must notify school staff in advance, in writing. Your child will not be released without prior authorization. In the event you call a pick-up authorization into the school because you are unable to submit your authorization in writing, we will use your personal information from this packet to verify your identity. For all children’s safety, it is critical to use your secured access to enter the building and sign in your child according to state child care licensing regulations. To ensure the safety of our school’s staff and children, please do not share your secured access with anyone else. If you must pick up your child after closing time, you will be charged a late fee per every 15 minutes or portion of 15–minute period, per child, until the child(ren) is/are picked up. Per state licensing regulations, we may be required to contact local authorities after a certain amount of time. Please see your director for additional information.

MEDICAL INFORMATION/ALLERGIES:

Please provide medical documentation. Accommodations may require an Enrolling Children with Special Needs Packet.

Has the child experienced any respiratory issues that require medication, breathing treatments or other special accommodation?

Yes _____ No _____

If yes, explain: _____

Allergies or Intolerance to Food, Medication, etc. and Action to Take in case of an Emergency: _____

Child's Physician: _____ Phone _____

Height: _____ Weight: _____ Hair color: _____ Eye color: _____ Distinguishing marks: _____

1. Medication that will be administered regularly at school: _____
2. Special Dietary Needs: _____
3. Can you child effectively communicate his or her needs: _____
4. Does your child have any medical or physical needs? Explain: _____
5. Does your child have any allergies? ___ Yes ___ No If yes please explain: _____

Allergies (Please check and list all that apply)

___ Medications Allergen: _____
Reaction: _____

___ Food Allergen: _____
Reaction: _____

___ Other : _____ Allergen: _____
Reaction: _____

Are any of the allergies severe or life- threatening: ___ Yes ___ No If yes, Please provide special detailed instructions: _____

Please provide special instructions concerning any other illnesses as necessary: _____

Per state regulations, a written statement is required for waiver of immunization requirements.

CHILD PROFILE

1. Who also cares for your child(ren)? _____
2. When did your child begin speaking or using words? _____
3. What would you like most for your child to experience with us? _____
4. How would you describe your child (personality characteristics)? _____
5. What do you enjoy the most about your child? _____

6. What are your child's play interests (preference for creative, dramatic, or construction play)? _____
7. How does your child express frustration? _____
8. Does your child have any particular fears? _____
9. How does your child comfort himself/herself? _____
10. How does your child react to change (such as being left by parents)? _____
11. Is your child toilet-trained? Yes No Explain: _____

AUTHORIZATIONS:

AUTHORIZATION FOR MEDICAL TREATMENT OF A MINOR

In the event of a medical issue requiring a physician's care, would you like us to call your family physician?

Yes _____ No _____ If yes, please provide the following information:

Physician's Name: _____ Phone Number: _____

Address: _____ City: _____ State: _____ Zip: _____

I (we) _____ and _____, do hereby state that I am (we are) parent(s)/legal guardian(s) of _____, a minor child age _____, born on _____, who resides with me (us) at _____.

I (we), _____ authorize, for emergency purposes only, a school-designated employee to transport the above minor by ambulance and consent to any necessary examination, anesthetic, medical diagnosis, surgery or treatment, and/or hospital care to be rendered to the minor under the general supervision of any physician or surgeon licensed to practice medicine in the State of _____.

Preferred Hospital/Clinic for Acute Care and Emergency Care: _____

Dentist Name: _____ Practice/Clinic Name: _____

Address: _____ Phone: _____

Health Insurance Provider and Policy Number: _____

Secondary Health Insurance Provider and Policy Number: _____

Last Tetanus/Diphtheria Booster: _____

Other: _____ Allergies to Drugs, Foods, or

medications or pertinent information: _____ Please list any special

Signature: _____ **Parent/Guardian**

Signature: _____ **Appeared**

Before Me and Produced _____ **as identification. Date:** _____ **Director**

Signature: _____ **Print Name:** _____

I (we) also authorize the school to evacuate in case of emergency. I understand that the evacuation site is posted in the school and listed in the Family Handbook.

AUTHORIZATION FOR TRANSPORTATION AND FIELD TRIPS

The school may plan carefully arranged, supervised special trips for the children away from the school that do not require bus transportation. You will be notified in advance of all trips. These include children taking walks etc.

I give the school permission to take my child on these field trips.

Parent/Guardian Signature: _____ **Date:** _____

**ALL Signatures MUST be witnessed by authorized TVCDC staff*

PARENTS/GUARDIANS OF CHILDREN AGES 4 YEARS OLD AND OLDER ONLY I give the school the permission to transport my child for the purposes of field trips that require bus transportation and/or transportation to or from his or her local school. (You will be notified in advance of all trips.) By signing below, I affirm that my child is at least 4 years old and 40 pounds or more.

Parent/Guardian Signature: Date: _____

* ALL Signatures MUST be witnessed by authorized TVCDC staff

SECTION 1: TUITION AND FEES

_____ **BASIC SERVICES:** I understand that Trinity Village CDC (TVCDC) provides childcare and development services for families with children 2 ½ years to 12 years of age. Enrollment ages may vary by availability and location.

_____ **REGISTRATION FEE:** I understand that the payment of a non-refundable registration fee is required on an annual basis in a calendar month as determined by the school.

_____ **TUITION AND MODIFICATIONS CONDITIONS:** \$ _____ per week is the current tuition rate for the program I have chosen. I understand that rates are subject to change with reasonable notice as conditions require. The school follows state-specific required time frames on tuition and modifications notices. I have enrolled my child in the following program(s): _____ Days (Check all that apply): M T W TH F From _____ a.m./p.m. to _____ a.m./p.m.

_____ **PAYMENT OF TUITION:** I understand that tuition is due and payable, on the first day of attendance each week. Appropriate alternate Tuition Fees must be paid during school breaks.

_____ **LATE OR UNPAID TUITION:** If payment in full is not received when due, I agree to pay a late payment fee of \$20 per week that tuition is not received. All late fees are subject to change with reasonable notice. The school follows state-specific required time frames on tuition and modifications notices. I understand that if my account is delinquent for more than one week, I may be asked to withdraw my child until my account is made current. The school cannot guarantee a child's spot will be held when a child is withdrawn due to non-payment of tuition. Any unpaid tuition fees may be sent to a third-party collection agency.

_____ **AGENCY REIMBURSEMENT:** In instances of agency reimbursement, the Registration Fee is to be paid according to the applicable contract. I understand that I am solely responsible for any tuition payment and late fees in excess of any agency or third-party reimbursement in accordance with the applicable contract. I also understand that I am solely responsible for payment of any tuition in excess of any agency or third-party reimbursement resulting from my failure to promptly communicate status changes. If I fail to properly enter or swipe attendance for any day my child is in attendance, I understand that I am solely responsible for the payment of tuition. Unless my state prohibits disclosure of such information I am responsible for promptly communicating any changes in status that would affect my agency reimbursement.

_____ **CHARGES AND PROCEDURE FOR LATE PICK-UP:** My school is open from _____ a.m. to _____ p.m., Monday through Friday, all year, except for holidays. I understand that if I fail to pick up my child by the scheduled closing time, I will be charged a late fee of \$1.00 per every minute, per child, until the child is picked up.

_____ **ADDITIONAL FEES:** School-age camp will be open during the summer months and scheduled school breaks according to the local public school calendar. Summer Camp children and children attending during scheduled school breaks may pay a separate Activity Fee for attendance. All other age groups may be subject to Activity Fees as well. In instances of agency reimbursement, Activity Fees may be my responsibility. Please consult the director for details.

_____ **DISCOUNTS:** I understand that if I have more than one child enrolled and attending from my immediate family, a _____% discount from the usual tuition fee is offered to me and is applied to the child(ren) with the lowest tuition rate(s). These discounts are only available to those accounts when full tuition is paid in advance. Discounts are not applicable on any fees or services, agency co-pays, or special program promotions and cannot be combined with any other discount or promotion.

_____ **RETURNED CHECKS:** I understand that a processing fee will be charged to my account for all checks which are returned for any reason, and this fee is in addition to any charges that my bank or financial institution may charge me. I understand that any non-sufficient funds checks will be automatically resubmitted electronically up to three times. I further understand that once a check has been processed electronically, the check is no longer negotiable and will not be returned. If more than two checks are returned within a six-month period, I will be required to pay by an alternate method of payment for the next six-month period. If my school uses TeleCheck, I am authorizing the payee, or its agent, upon receipt of my check, to convert the check to an electronic payment item or draft and to submit it for payment as an ACH debit entry or draft to my

account, in accordance with the same terms and conditions as my check. In the event that my check is returned for non-payment, TeleCheck will make up to two additional electronic collection attempts and, if needed, by paper draft thereafter. The maximum fee allowed by state law will be charged for all returned checks. I am responsible for the principal amount plus all returned check fees.

Section 2: DAILY PROCEDURES:

_____ **DAILY SIGN-IN AND SIGN-OUT:** I agree to sign my child in and out every day using the school's attendance procedure. If I neglect to do so, I may be charged a maximum fee of \$5.00 per missed sign-in or sign-out. I understand that my child is not permitted to sign him/herself out. I understand that I am required to enter the school to drop off and pick up my child and that I must escort my child to and from the designated classroom and staff member each day. In states where a manual signature is required due to state child care licensing regulations, I agree to complete the required computer and manual sign-in and sign-out procedures.

_____ **ILLNESS:** I understand that I will be notified should my child become ill during the day, and that I will pick up my child promptly, or make arrangements for an authorized emergency contact person to pick up upon such notification. If my child is exposed to or contracts a contagious disease, I agree to notify the school and I understand that my child will be re-admitted according to the Re-admission Criteria in the Family Handbook.

_____ **MODEL RELEASE:** The company, its agents, affiliates, and licensees, may may not use photographs, reproductions, images, or sound recordings of my child for advertising, publicity, or any other lawful purpose.

_____ **PHOTOGRAPHS, VIDEOS, AND AUDIO TAPES:** I understand and agree that, in consideration for being allowed to photograph, videotape, or audio record my child on company property, I shall only use such recording for lawful and private home use, and will not publish, publicly display, or sell such recordings. I also understand that I must have written permission before capturing any image of the other children in the school or staff.

_____ **INTERVIEWING CHILDREN AND INSPECTING RECORDS:** I understand that the state child care regulatory enforcement and administration agency and the local department of social services or child protective services has the authority to interview children or staff, to inspect and audit child or facility records, to interview children privately, to observe the physical condition of the children in the school, to make provisions for the independent medical examination by a licensed physician of any child, and to contact and instruct any other appropriate authority to do the same, without prior notice or consent by myself or by the school.

_____ **WITHDRAWAL FROM PROGRAM:** I understand that I must provide a two (2) week written notice of withdrawal from the program. If this notification is not provided, I agree to pay all tuition and fees for two (2) weeks, whether or not my child attends. I understand that when my child is withdrawn, he or she will only be eligible for re-admission based upon space availability and all other enrollment criteria. If my child is selected for re-enrollment, I will be required to complete a new Enrollment Agreement at the current rate and pay a new non-refundable Registration Fee at the current rate. If there is an outstanding balance (including tuition or fees) when my child was withdrawn, I will be required to bring my account current prior to completing a re-enrollment application. I understand all fees (Tuition, Registration, or Activity) are non-refundable.

SECTION 3: HOLIDAYS, ABSENCES, AND CLOSINGS

_____ **HOLIDAYS:** I understand the school is closed on the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Day, Veterans Day, and Presidents' Day . I agree that I will not receive a refund, credit, or other allowance for holidays. If a holiday falls on a weekend, it will be observed on either the preceding Friday or the following Monday.

_____ **ABSENCES/VACATIONS:** I agree to inform the school immediately if my child will be absent on any day. I understand that no allowances, credits, refunds, or make-up days shall be made for occasional absences (i.e., sickness). A reservation fee of 50% off my regular week's tuition will be due for each absence of one full school week (Monday through Friday) with advance notice to the director, if possible. I agree to pay the reservation fee of \$_____ per week to guarantee my child's space when my child is not in attendance for an entire school week (Monday through Friday). My regularly contracted tuition is due for all weeks when my child attends any part of the week. There is no credit given for single days. I also understand that if I withdraw my child during a vacation, I will be required to pay a new non-refundable registration fee upon return.

_____ **EMERGENCY CLOSING AND INCLEMENT WEATHER INFORMATION:** I understand that it is the company's intention to be open and provide child care service every weekday of the year, excluding holidays, but that inclement weather,

natural/national disaster, or major building issue may disrupt service from time to time. I will contact the school to ensure that it is open during inclement weather or a natural/national disaster. I agree that in the event that the school is closed for an extended period of time, I will continue to be responsible for my tuition payments for up to three (3) business days.

SECTION 4: STATE LICENSING AND OUR POLICIES

_____ **ALL POLICIES AND STATE REGULATIONS:** I understand that the above policies are not an all-inclusive list of policies, and that my child, my family members, authorized agents and I are bound by state child care regulations, the Family Handbook, and all other company policies, which may be modified at any time, without notice. I also understand that the child care regulations of the state in which my child attends may prevail over these policies when the state regulation is stricter. I further understand that my continued enrollment constitutes my acknowledgement of, and agreement to abide by, all policies and state regulations.

_____ **WAIVER OF JURY TRIAL: IF A DISPUTE ARISES OUT OF OR RELATES IN ANY WAY TO OUR SERVICES OR THIS AGREEMENT, WE ENCOURAGE YOU TO ATTEMPT TO RESOLVE SUCH MATTER IN GOOD FAITH DIRECTLY WITH MANAGEMENT. HOWEVER, IF THE DISPUTE CANNOT BE RESOLVED AMICABLY, YOU AGREE TO IRREVOCABLY AND UNCONDITIONALLY WAIVE, TO THE FULLEST EXTENT PERMITTED BY APPLICABLE LAW, ANY RIGHT YOU MAY HAVE TO A TRIAL BY JURY IN ANY LEGAL ACTION, PROCEEDING, CAUSE OF ACTION OR COUNTERCLAIM ARISING OUT OF OR RELATING TO OUR SERVICES OR THIS AGREEMENT, INCLUDING ANY EXHIBITS, SCHEDULES, AND APPENDICES THAT ARE PART OF THIS AGREEMENT, OR THE TRANSACTIONS CONTEMPLATED HEREBY. YOU ACKNOWLEDGE THAT YOU HAVE CONSIDERED THE IMPLICATIONS OF THIS WAIVER AND MAKE THIS WAIVER KNOWINGLY AND VOLUNTARILY.**

_____ **INDIVIDUALIZED CARE PLANS:** I understand that should my child have an IEP or IFSP, it should be shared with the director so the school can support my child’s needs.

_____ **FAMILY HANDBOOK:** I have received a copy of the Family Handbook. I have read and understand its contents and policies and agree to be bound by same.

_____ **NO MODIFICATIONS:** No terms of this Agreement may be altered, revised, modified, or deleted by any person except in cases of policy change or rate change to which both the director and I must initial. Any alterations, revisions, modifications, or deletions of any term of this Agreement are null and void.

_____ **OUTSIDE EMPLOYMENT OF STAFF:**
TVCDC discourages its employees from making independent childcare arrangements with school families. TVCDC is NOT responsible for its employees away from school and outside of their working hours and is not liable for their actions and omissions.

We do not discriminate based on disability in the admission/enrollment or access to our programs or services. Information concerning the provisions of the Americans with Disabilities Act (ADA), including the rights provided thereunder, is available from the director.

These policies have been reviewed with me by school management. I understand and will comply with the policies included in the Enrollment Agreement and Family Handbook. The policies in this contract will supersede all other previous documents.

Parent/Guardian Signature: Date: _____

Parent/Guardian Name: _____

Director Signature: _____ Date: _____

- Appropriate paperwork such as custody papers shall be attached if a parent is not allowed to pick up child.
- NOTE: Section 22.1-4.3 of the Code of Virginia states that unless a court order has been issued to the contrary, the noncustodial parent of a student enrolled in a public school or day care center shall be included, upon the request of such noncustodial parent, as an emergency contact for the student’s school or day care activities.

1. Payment is due regardless of attendance unless vacation is used. Parent is responsible for all "hold spot" fees (\$50.00 and up).
2. We only administer prescription medicine ONLY with consent.

OFFICE USE ONLY – IDENTITY VERIFICATION

If proof of identity is required and a copy is not kept, please fill out the following:

Birthplace _____ Birth Date _____ Birth Certificate # _____ Issue Date _____

Other Form of Proof _____ Date Viewed _____ Viewed by _____

Proof of the child's identity and age may include a certified copy of the child's birth certificate, birth registration card, notification of birth (hospital, physician or midwife record, passport, copy of the placement agreement or proof of the child's identity from a child placing agency (foster care and adoption agencies), record from a public school in Virginia, certification by a principal or designee of a public school in the U. S. that a certified copy of the child's birth record was previously presented or a copy of the entrustment agreement conferring temporary legal custody of a child to an independent foster parent. Viewing the child's proof of identity is not necessary when the child attends a public school in Virginia and the center assumes responsibility for the child directly from the school (i.e. after school program) or the center transfers responsibility for the child directly to the school (i.e. before school program). While programs are not required to keep the proof of the child's identity, documentation of viewing this information must be maintained for each child.

Section 63.2-1809 of the Code of Virginia states that the proof of identity, if reproduced or retained by the child daycare program or both, shall be destroyed upon the conclusion of the requisite period of retention. The procedures for the disposal, physical destruction or other disposal of the proof of identity containing social security numbers shall include all reasonable steps to destroy such documents by (i) shredding, (ii) erasing, or (iii) otherwise modifying the social security numbers in those records to make them unreadable or indecipherable by any means.