

# LOVE & LEARN PRESCHOOL ENROLLMENT PACKET

## WELCOME TO OUR CENTER!

Here is a checklist to ensure your child's first day is **amazing!**

### **What to bring on your first day:**

- Extra set of clothes (please see parent handbook for age breakdown)
- Bottles (3-4 DAILY), Diapers, wipes (Infant thru Three's program)
- Naptime blanket (small pillow or stuffed animal permitted)
- Bottles and outside formula or breastmilk (Infant/One's program)

**ALL ITEMS MUST BE LABELED WITH CHILD'S FIRST AND LAST NAME**

### **Paperwork:**

- Tuition Contract (filled out by **Manager** giving the tour)
- Emergency, Info and Immunization Record Card
- Statement of Service
- Current Shot Records or Exemption Affidavit (signed by a physician)
- Child Care Food Program Meal Benefit Form (CACFP Affidavit)
- Tuition Express or Credit Card Authorization Form
- Photograph/Video Consent Form
- Schedule Form
- Parent Handbook Acknowledgment and Receipt Form (last page of the parent handbook)
- About your child information sheet
- Bus/Travel Permission Form (School Age program if applicable)
- Infant feeding instruction Form (Infant program if applicable)
- All Medication and/or Diaper Cream Forms (if applicable)

**YOU MUST HAVE A COMPLETED ENROLLMENT PACKET TURNED INTO FRONT OFFICE THE DAY BEFORE YOUR CHILD'S FIRST DAY**

# Tuition Contract

Registration Fee: \$50 per child or \$100 per family

	TUITION AMOUNT	DISCOUNT (THIRD PARTY)	CO-PAY (PARENT PORTION)	# OF DAYS/ PROGRAM	TOTAL (PER CHILD)
CHILD NAME:					
CHILD NAME:					
CHILD NAME:					
<i>CHILD NAME:</i>					
<i>CHILD NAME:</i>					

**THIS ONE TIME FEE WILL SECURE YOUR CHILDS(REN) SPOT IN THE CLASSROOM**

Family Total Weekly Tuition \$ \_\_\_\_\_

### Tuition Payment Policy

- Tuition may be paid weekly or monthly in advance of services. Weekly tuition is due each Friday for the upcoming week.
- To avoid a late fee, if an account remains unpaid on Monday of the upcoming week, we will process an electronic funds transfer per your information on file. If a charge is declined then a \$35 late fee will be assessed Tuesday morning for any unpaid account. Any account with an outstanding balance may have services suspended or disenrolled.
- Forms of payment: All Major Credit Cards, Debit Card and Tuition Express.
- Any account left unpaid may be sent to a third-party collection agency and you will be responsible for payment of the unpaid balance, interest, all reasonable collection and attorney fees. If payment is returned for any reason, a returned payment processing fee of \$35 and any charges a financial institution may charge will be charged to you.

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

Email Address: \_\_\_\_\_

## Child Schedule Form

Family Start Date: \_\_\_\_\_

1. Child's Name: \_\_\_\_\_ Age: \_\_\_\_\_

2. Child's Name: \_\_\_\_\_ Age: \_\_\_\_\_

3. Child's Name: \_\_\_\_\_ Age: \_\_\_\_\_

4. Child's Name: \_\_\_\_\_ Age: \_\_\_\_\_

5. Child's Name: \_\_\_\_\_ Age: \_\_\_\_\_

DAYS OF OPERATION	CHILD <small>(all if family will be on the same day)</small>	TIME IN	TIME OUT	SCHOOL AGE
MONDAY				
TUESDAY				
WEDNESDAY				
THURSDAY				
FRIDAY				

**\* I acknowledge these days and hours are correct, and I will adhere to them or a fee of \$10.00 will be added to your bill per occurrence.**

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

Date: \_\_\_\_\_

# ABOUT YOUR CHILD INFORMATION SHEET

Please tell us a little bit about your child, this will help to make for a smooth transition into our center

Child's

Name: \_\_\_\_\_

Child's Birthday: \_\_\_\_\_

Parent or Guardian's Name: \_\_\_\_\_

## Questions:

1. Any Siblings? \_\_\_\_\_

2. Has your child been in a school setting before? \_\_\_\_\_

3. Does your child have a favorite activity? \_\_\_\_\_

4. Does your child have any known fears (ex. sleeping in the dark)?

\_\_\_\_\_

5. Is your child potty trained (If applicable)? \_\_\_\_\_

6. Does your child feed themselves (If applicable)? \_\_\_\_\_

7. Are there any foods that your child will not eat? \_\_\_\_\_

8. What do you wish for your child to have while in our care? \_\_\_\_\_

\_\_\_\_\_

9. Feel free to give us any information that will help your child's teacher get to know them?

\_\_\_\_\_

\_\_\_\_\_

THANK YOU!

*PERMISSION TO PHOTOGRAPH OR VIDEOTAPE YOUR CHILD*

[ ] PLEASE CHECK THE BOX IF YOU **DO NOT** WANT TO GIVE PERMISSION FOR YOUR CHILD TO BE PHOTOGRAPHED OR VIDEO TAPED.

**I hereby give permission to Love & Learn Preschool Academy or any of its subsidiaries to photograph and use picture(s) and/or video of my child/children and or examples of their school work.**

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

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

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

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

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

**Upon the following terms:**

- Love & Learn Preschool Academy undertakes to use the photograph(s) only in printed promotional materials, parent email, on-line publications and social media.
- Love & Learn Preschool Academy undertakes not to disclose the name or provide any details of any child in any way to any person or entity.
- Love & Learn Preschool Academy undertakes not to sell any child's photographs, video tapes or examples of school work for any direct commercial gain.
- Love & Learn Preschool Academy and the parent/guardian's name below agree that there shall be no remuneration for the use of any child's photographs, video or school work.

Parent/Guardian Name: \_\_\_\_\_  
(Please print name)

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

Date: \_\_\_\_\_

## LOVE & LEARN

2717 South Alma School Road, Mesa, Arizona 85210  
480-222-8484

### Statement of Service

(A FULL STATEMENT OF SERVICES CAN BE FOUND IN THE PARENT HANDBOOK)

#### About Us

Love & Learn Preschool Academy offers the highest quality infant, preschool and after school programs for your children. Our facility accepts infants from six (6) weeks of age to preschool, for full-time care. We also provide before and after school programs for children up to 12 years of age, with transportation to and from local elementary schools, including summer camp.

#### Hours of Operation

Monday through Friday from 5:30AM-6:00pm. **After closing hours, you will be charged \$5.00 per min, per child.**

#### Pick-Up and Drop-Off

Upon arrival and departure from the school, your child must be signed in and out (per Arizona State Law). A physical signature documenting arrival and departure times is also required. Please accompany your child into the classroom and place the child with a staff member prior to leaving. Upon departure, be sure a staff member recognizes that your child is leaving for the day.

#### Our Teachers

Our curriculum is play based and designed to create an interactive learning environment that supports children's curiosity and critical thinking skills. Our teachers are the travel guides for your child's journey. We encourage children to take an active role in their learning experiences. Of course, as with any trip, we expect our guides to be prepared. Our teachers are specially trained in child development methods. Our teachers are provided with the tools and resources monthly that enables them to effectively implement the curriculum. You can trust that the journey will be age appropriate, fun, safe, and conducted with your child's optimal growth in mind.

The teaching team is instrumental in providing the parent and child with a learning experience unparalleled to any other. We support our teaching team by providing extensive training, both initially and throughout their Love & Learn Preschool careers. We believe in creating environments for each teacher to succeed in his or her important role as a teacher.

#### State Licensing Requirements and Regulations

Our school meets or exceeds applicable licensing regulations and standards. Our school is subject to inspection by state and county health, fire, and licensing officials. Love & Learn Preschool Academy is regulated by the Arizona Department of Health Services, Office of Child Care Licensure located at: 150 N. 18<sup>th</sup> Avenue, Phoenix, AZ, 85007; 602-364-2539. A copy of our state's Licensing Regulations and our center's latest inspection report is available at the center. To the extent a state licensing provision is different from a provision in this handbook, we will follow the state provision.