

ENCINO CREATIVE KIDS ENROLLMENT APPLICATION

We are required by the State of California to maintain certain documents and to operate in a safe manner. Accurate and up-to-date information is necessary, should we need to contact you quickly in the event of an urgent situation or an emergency. The information requested in this Enrollment Application allows us to meet these requirements so we can operate in a safe and efficient manner.

If you have any questions, please let us know before you sign these pages. By signing this form, you are agreeing to the following:

1. Keep the information in this Enrollment Application current and up to date, including updating shots as given and bringing in a doctor note for illnesses, prior to returning from an illness.
2. Read and accept the rules and regulations found in the current Parent Handbook, Month Deposit, Tuition Agreement, Drop Off / Release Procedures, Illness Policy and Illness Addendum, Looking Ahead Holidays /closed days.
3. Pay tuition on time. If late, pay the late fees prior to attending next day.
4. Understand that Monthly rates are charged whether your child attends or is absent for any reason. We are holding a spot that may NOT be used by another child.
5. Accurately log in and out each day
6. Sign the Daily Health Check book daily at pick-up and email/text us **prior** to arriving anything regarding your child's health/marks/bruises, etc.
7. Call one day ahead if your child will not be in attendance, or in the event of illness or other emergency, as soon as possible
8. Give us a Month notice if want to change his/her schedule or withdraw. We do not prorate tuition. If you are in January, the tuition is paid. The month of February is paid by your month deposit. Your child's last day is the last day of February. You may use up or forfeit the deposit. We do not refund or give partial refunds.
9. Give permission for photos and videos of your child to be made during school events and for us to use those images on our Facebook / Instagram page.
10. Discuss any issues with one of the directors immediately that you feel are of urgent or serious concern. Please call and/or set up an appointment so that we may speak privately.
11. Complete all documents / handouts provided by ECK by any/all adults of the child.

Signature #1 _____ Date _____

Signature #2 _____ Date _____

Photo Release Form

Encino Creative Kids takes photographs and videos of our children throughout the year to use for a multitude of purposes, including but not limited to and for the following: Website, Social Media ECK Facebook page, posting throughout our school grounds/property, and Documentation of Learning in our classrooms.

I/We _____ / _____ hereby give Encino Creative Kids (ECK) permission to use my child(ren)'s photographs and videos.

Signature #1 _____ Date _____

Signature #2 _____ Date _____

Childcare Agreement Hours

8:00 – 4:50 (NOT 5:00) Monday – Friday

We spray/sanitize the last 10 minutes and children must not be present

1. On the trial day, child must be in good health and give a printed copy of his/her current immunizations (which must be up to state with state regulations), or a signed/dated Doctor Note stating why and when they will be given.
2. When showing signs of illness, child will be isolated and parent will be notified. Parent must then make arrangements for the child to be picked up as soon as possible (But no longer than 1 hour).
3. Any medicine to be given must be authorized by a written statement from parent. Medications to be given must be in the original container and not expired.
4. A light breakfast is offered at 8:00, lunch is served about 11:30/11:45, and an afternoon snack is served after naptime daily.
5. Only parents and authorized persons may pick up child. **Please update your child's forms as needed.** If there is a restriction on either parent, a copy of the custody paper and/ or restraining order must be kept on file at the school.

6. ECK is closed on the following Holidays: MLK, Presidents day, Good Friday, Memorial day, Independence day, summer break – one week , Labor day, Indigenous peoples day, Veterans day, Thanksgiving holiday, Winter Break – one week

Please Note: All days/holidays are billed as used days / paid days. Our tuition reflects these days in our reasonable rates.

7. Personal belongings brought to ECK should be labeled with your child’s name. We cannot be responsible for toys, pacifiers, electronics, etc. left in classroom, yards or main house. We can not stop and look for them at pick up. When/if they are found, they will be put in your child’s cubby. Please do not bring valuables.

8. Any special problems or occurrences with a child will be brought to the attention of the parents. ECK will try to work through these with the help of parents, behavior chart, etc

9. This school does not discriminate in enrollment on the basis of race, color, creed, religion or national origin.

10. Children needing discipline will be taken out of an activity or put in reflection (Time In) with teacher to explain situation / incident.

11. A non-refundable school registration fee is paid upon enrollment which covers yearly insurance, cot/bedding fee, bi-annual supply fee, registration fee.

12. I agree to pay tuition on/before the 1st of each month. I agree to pay applicable late fees of \$25 day until payment is paid in full. I understand that my child may not attend school until said fees are up to date. I understand tuition is due regardless of vacation, illness, etc.

13. I understand that i/ co-parent MUST call **before being late** to notify ECK approx. ETA.

Signature #1 _____ Date _____

Signature #2 _____ Date _____

Discipline and Guidance Policy

Discipline must be positive and focus on redirection. It may be individualized and consistent for each child as needed. It must be age-appropriate to the child’s level of understanding. It must be directed toward teaching the child acceptable behavior and self-control.

A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self- control, and self-direction, which include at least the following:

Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior.

Reminding a child of behavior expectations daily by using clear, positive statements; Redirecting behavior using positive statements; and using brief supervised separation or time out from the group, when appropriate for the child's age and development, if time-in isn't an option.

There must be no harsh, cruel, or unusual treatment of any child.

My signature verifies I have read and understand this discipline and guidance policy.

Signature #1 _____ Date _____

Signature #2 _____ Date _____

PLEASE PRINT LEGIBLY

RESPONSIBLE PERSON: This person is responsible for payment of this account.

FULL NAME FIRST _____ LAST _____

DOB _____ / _____ / _____ PHYSICAL ADDRESS STREET _____

CITY _____ STATE _____ ZIP _____

TELEPHONE NUMBERS:

Home _____ Cell _____

Work _____ Email _____

WORK BUSINESS NAME _____

ADDRESS _____

CITY _____ ZIP _____

PARENT'S MARITAL STATUS

STATUS _____ CHILD LIVES WITH ONE PARENT/ BOTH PARENTS (please circle)

ADDITIONAL RESPONSIBLE PARENT?

FULL NAME FIRST _____ LAST _____

DOB _____ / _____ / _____ PHYSICAL ADDRESS STREET

CITY _____ STATE _____ ZIP

TELEPHONE NUMBERS:

Home _____ Cell _____

WORK _____ Email _____

WORK BUSINESS NAME _____

ADDRESS _____

CITY _____ ZIP _____

STATE _____ ZIP _____

IN THE EVENT THAT I CANNOT BE REACHED TO MAKE ARRANGEMENTS FOR EMERGENCY MEDICAL ATTENTION, I AUTHORIZE THE DIRECTOR OR PERSON IN CHARGE TO SECURE ANY AND ALL NECESSARY EMERGENCY MEDICAL CARE FOR MY CHILD.

IMMUNIZATION RECORDS ARE CURRENT AND WILL BE SUBMITTED ON TRIAL DAY

MY CHILD(REN) HAS(HAVE) BEEN EXAMINED WITHIN THE PAST YEAR BY A LICENSED PHYSICIAN AND IS(ARE) ABLE TO PARTICIPATE IN THE DAY CARE PROGRAM.

ACKNOWLEDGE RECEIPT OF THE FOLLOWING: DISCIPLINE POLICY AGREEMENT W/ ENCINO CREATIVE KIDS.

I AGREE TO KEEP THIS ACCOUNT PAID AND CURRENT, AND TO MAINTAIN CURRENT INFORMATION ON FILE.

Signature #1 _____ Date _____

Signature #2 _____ Date _____

CHILD 1:
FULL NAME FIRST _____ MIDDLE _____
LAST _____

_____ BIRTHDAY _____ (CIRCLE ONE) BOY/
GIRL (CIRCLE ONE) FULL-TIME / PART-TIME (IF PART-TIME) CIRCLE DAYS: M T W
TH F

ALLERGIES ? PLEASE LIST _____

CHILD 2:

FULL NAME FIRST _____ MIDDLE _____
LAST _____ BIRTHDAY _____ (CIRCLE ONE)
BOY / GIRL (CIRCLE ONE) FULL-TIME / PART TIME (IF PART-TIME) CIRCLE DAYS:
M T W TH F

ALLERGIES ? PLEASE LIST _____

WAITLIST?

I/We are / are not currently on a wait list for another school? _____

If yes, do you have an approx.: date/time frame? _____

I/We understand that ECK does not prorate tuition. If I/We are notified for a spot, we can choose to stay at ECK or forfeit the remaining deposit given to ECK and accept spot at school. NO REFUNDS ARE GIVEN.

Signature #1 _____ Date _____

Signature #2 _____ Date _____

HOW DID YOU HEAR ABOUT ECK?
