

Registration Application

Child's Full Name Date of Birth

Date of Entrance

☐ Registration Fee Paid

☐ Security Deposit Paid

Mother/Guardian Information

Mother's Full Name

Mother's Full Address

Mother's Email Address

Mother's Occupation/School

Business/School Telephone & Extension

Mother's Home Phone

Mother's Cell Phone

Father/Guardian Information

Father's Full Name

Father's Full Address

Father's Email Address

Father's Occupation/School

Business/School Telephone & Extension

Father's Home Phone

Father's Cell Phone

Additional Family Notes (Optional)

Use this space for any important contact details or family notes you would like us to know.

Program and Schedule Information

Program in Which You Are Enrolling Your Child

☐ Preschool 3☐ Pre-K 4

Session

☐ Full Day☐ Half Day / AM☐ Half Day / PM

Schedule

How many days per week?

☐ 2☐ 3☐ 4☐ 5

Which days will your child attend?

☐ Monday☐ Tuesday☐ Wednesday☐ Thursday☐ Friday

Requested Start Time

Requested End Time

Schedule Notes (Optional)

Share any schedule preferences, drop-off details, or important routine notes here.

Previous Child Care / School Information

Daycare/Preschool your child attended before coming to Creative Early Learning Center, LLC

Name

Address

Telephone Number

Welcome and Policy Acknowledgment

Dear

Welcome to the

program at Creative Early Learning Center, LLC.

We congratulate you for entrusting Creative Early Learning Center with your child/children's education.

Child's Name

Classroom

Scheduled Days

Tuition Rate

per week

Acknowledgment

I/We acknowledge that I/we have received, read, understand, and agree to abide by Creative Early Learning Center's policies as stated in the Parent Handbook and this Registration Packet.

Parent/Guardian Signature

Date

Relationship to child

Parent/Guardian Signature

Date

Relationship to child

Questions or Notes (Optional)

Use this space for any questions, concerns, or special notes you would like to share with the center.

Child Questionnaire

Child's Name		Age	
Date of Birth			
Address			
This questionnaire was answered by			
Is this child an only child?	Siblings	Boys/Girls	
Does this child have any allergies?			
If so, what is your child allergic to?			
What type of reaction occurs?			
Does your child have an epi-pen?			
Does your child nap?	When?	How Long?	
Is your child sensitive?			
Is your child afraid of anything? If so, what?			
Does your child have a special toy?			
What are his/her favorite activities?			
What are his/her favorite games?			
Does your child play well with others?			
Does your child play well alone?			

Care / Education Notes

Is there anything you would like to share with us about your child in reference to their care or education?

Hours, Meals, and Fees

Hours & Meals

Date Child Will Begin

This care will normally begin at

AM/PM, and end at

Following days of the week

All children are required to bring a labeled lunch box with an ice pack and a labeled drink cup daily.

Tuition Payment Policy

Tuition is paid one week in advance and must be kept current according to the child's billing schedule.

Accepted payment methods:

☐ Brightwheel App payment system / autopay

☐ Cash

Creative Early Learning Center does not accept personal checks as a form of payment. Families are responsible for ensuring tuition payments are made on time.

Hours of Operation and Late Pickup Policy

Creative Early Learning Center opens at 7:00 AM and closes promptly at 5:30 PM. Families are expected to pick up their child no later than 5:30 PM. If a child is picked up after 5:30 PM, a late pickup fee will be assessed as follows:

- First Late Pickup: \$15.00 per half hour, or any portion of a half hour, and the family will receive a written reminder of the center's closing policy.
- Second Late Pickup: \$25.00 per half hour, or any portion of a half hour, and the family will receive a written reminder of the center's closing policy.
- Third Late Pickup: \$25.00 per half hour, or any portion of a half hour, and a mandatory meeting will be scheduled with the Childcare Director to discuss available options, including possible withdrawal from the daycare program.

Tuition, Vacation, and Withdrawal Policies

Tuition Deposit and Registration Fee

Your child's deposit is equal to his/her weekly tuition rate. This deposit is held until your child's last week attending Creative Early Learning Center, LLC, provided the required two-week written withdrawal notice is submitted. A registration fee of \$75 is due at the time of enrollment and each April thereafter.

Vacation Policy

Families earn one (1) week vacation credit after one year of continuous full-time enrollment. One vacation credit is equivalent to one free week of tuition. Vacation credits will not be issued in hindsight for days or weeks missed, particularly if the family is not yet eligible to receive the one-week vacation credit. Students may not attend during the vacation credit week. Families must provide two weeks' written notice when requesting to use their free week.

Holiday / Sick Days

Parents/guardians remain responsible for tuition on holidays, sick days, and storm days. These days are not deductible and cannot be made up. If a child is absent one day, Creative Early Learning Center, LLC will receive payment as if the child was present. If a child is absent for two or more consecutive days, Creative Early Learning Center, LLC will receive full payment for the first two weeks of absence. No payment after those two weeks will require a physician's note for each day after.

Withdrawal Policy

Families are required to provide two weeks' written notice when withdrawing a child from enrollment at Creative Early Learning Center. This policy requires a formal written submission of the Two-Week Notice, which may be given to a director/administrator or sent as a secure message through the Brightwheel communication app. If a family does not submit the appropriate withdrawal documentation by the associated date, the family will be held financially liable for the two weeks and will forfeit their security deposit, even if the child is no longer in attendance.

Mother/Guardian Signature		Date	
Father/Guardian Signature		Date	

Emergency Procedures

1. An emergency card file is kept in the office with emergency contact numbers to call if a child is ill or hurt. This file is provided by the family and is used for school purposes only. Personal information is not given out to anyone else.
2. A child is considered ill if he/she is not able to function in his/her classroom, has a temperature of 100 degrees or higher, and/or has any other signs of illness listed under our health care policy. The child will be isolated and the parent/guardian will be contacted immediately.
3. Parents/guardians are always called if a child hits his/her head. If a child is dazed, unconscious, unable to remember, or seriously hurt in any way, the following procedures will be followed:
 - A. Call rescue squad (911).
 - B. Provide emergency treatment advised by rescue personnel and appropriate for staff on hand. Make the child comfortable and offer calm, consistent reassurance.
 - C. Call the parent/guardian and arrange to meet at the hospital if they cannot arrive at the center before an ambulance.
 - D. The director or supervisor will accompany the child to the hospital with his/her full file and emergency card.

It is safer to have a child checked and found uninjured than to leave possible injuries undiscovered. Creative Early Learning Center will use its best judgment and follow emergency procedures to protect the health and safety of each child.

Parent Authorization for Emergency Treatment

*Choice of hospital may be limited by service of local rescue squad.

In consideration of admittance, I (Parent/Guardian)

hereby authorize Creative Early Learning Center, LLC to arrange for a medical examination and/or treatment of my child, should an emergency arise at school or on a field trip.

Child's Name

It is understood that a conscientious effort will be made by the school to contact me at the emergency numbers I have provided before any medical action is taken.

Preferred Hospital

Mother/Guardian Signature

Date

Father/Guardian Signature

Date

Persons Authorized to Pick Up Your Child When You Are Unable To Do So

1. Authorized Person

Name

Phone

Address

Relationship to child

2. Authorized Person

Name

Phone

Address

Relationship to child

Authorized Pickup and Custody Documentation

If, for any reason, your child cannot be picked up by anyone designated on your registration application, written notice must be sent to the school before pickup for a different individual to pick up your child from Creative Early Learning Center, LLC. The notice must include the person's complete name, address, telephone number, your signature, and the date. Any individual picking up your child must present picture identification, such as a driver's license. No phone calls will be accepted to release your child to anyone who is not listed on your registration application. There will be no exceptions to this rule.

Documents for any restraining order or custody matter concerning a child must be sent to the school to keep on file. The document must be signed by an attorney or judge to be considered valid. Without legal documentation, we cannot refuse any parent their child.

Any changes you would like to make on your registration application concerning authorized pickup for your child must be made by you. Legally, Creative Early Learning Center is not authorized to make these changes on your behalf. Please contact the office to arrange a time to update your registration application.

Your Parent Handbook will include addendums for Emergency Call-In Authorization by the Parent and Procedure for Documenting Any Custody or Restraining Orders Relating to the Child.

Parent/Guardian Initials

Date

Health Care Policies

Creative Early Learning Center, LLC understands that it is difficult for a parent to leave or miss work. Therefore, it is suggested that alternative arrangements be made for occasions when children must remain at home or be picked up due to illness. If your child has any of the following conditions or symptoms, we will contact you to pick up your child from the center within 1 to 1.5 hours in order to prevent contamination of other children and staff and to provide comfort to your child.

- Fever accompanied by other symptoms (temperature of 100 degrees taken by mouth or under the arm).
- Any rash suspicious of contagious childhood disease.
- Vomiting accompanied by other symptoms, including fever, rash, diarrhea, or crankiness.
- Diarrhea accompanied by other symptoms or uncontrolled diarrhea/stool runs out of diaper or child is unable to get to the toilet in time.
- Any skin rash, lesion, or wound with bleeding or oozing of clear fluid or pus.
- Conjunctivitis, also called pink eye.
- Mouth sores with drooling.
- Any condition preventing the child from participating comfortably in usual program activities.
- Any illness or condition requiring one-on-one care.
- Scabies, head lice, or other infestations.
- Constant, uncontrollable nasal discharge or constant, uncontrollable productive cough.
- Any contagious illness that is reportable to the Department of Health.

After a child is excluded for any of the above reasons, the following conditions must be met before returning to the center:

- Child must be free from fever, vomiting, or diarrhea (without symptoms) for a full 24 hours.
- Child prescribed an antibiotic for a current bacterial infection must take the prescription for a full 24-hour period.
- Child must be able to participate comfortably in all usual program activities, including outdoor time.
- Child must be free from open, oozing skin conditions unless a healthcare provider signs a note stating that the condition is not contagious and the involved area can be covered by a bandage without drainage through the bandage.
- A child excluded because of lice, scabies, or other infestation may return 24 hours after treatment has begun with a note from a doctor stating that the child is larvae or nit free.

Parent/Guardian Initials

Date

Waiver of Liability

In consideration of the acceptance of this application, I

(Mother/Guardian Name) and I

(Father/Guardian Name)

waive our rights to commence any legal action or bring any claim against Creative Early Learning Center, LLC in connection with any injuries sustained by my child. Upon acceptance of the registration fee and deposit, we understand that this agreement will be a binding contract, enforceable by both parties.

Mother/Guardian Signature

Date

Father/Guardian Signature

Date

Office Use Only

Registration Fee (\$75) Received

Deposit Received

Director/Administrator Signature

Date

Office Notes

Optional space for administrative notes, reminders, or enrollment follow-up.