



Enrollment Packet

Infant, Toddler, and Preschool Programs

The following forms are required to complete your child's enrollment. We must receive them prior to your child's first day. If enrolling more than one child, each child requires a separate and complete enrollment packet.

State of California Forms

- LIC 700: Identification and Emergency Information
- LIC 701: Child's Preadmission Health Evaluation: Physician's Report- completed by your child's doctor
- LIC 702: Child's Preadmission Health History
- LIC 995: Notification of Parents Rights
- LIC 613 A: Personal Rights
- LIC 627: Consent for Medical Treatment

Creative Learning Center Forms

- Admission Agreement
- Family Information

Additional Required Items

- Copy of your Child's birth certificate
- One parent's driver's license or State ID
- Child's Immunization Record



Admission Agreement

Welcome to Creative Learning Center. This agreement and our Parent Handbook are comprised of rules and policies. You must read and understand this agreement and handbook, and agree to comply with them. If you have any questions, please feel free to ask. Please initial after each section to verify that you have read and understand.

Registration

A Registration Fee of \$75.00 is due upon acceptance into the program. Current tuition fees are listed on the Tuition Schedule and are **non-refundable**. A family registration will be no more than \$100.00 if multiple children are enrolled.

Financial Agreement:

You wish to enroll your child _____, in Creative Learning Center. You agree to pay a monthly tuition of \$ _____, in advance, on or before the first of the month.

Your child's first day will be ____ / ____ / ____.

Please circle one program option and schedule.

Program Options:

Infant	6 weeks – 24 months
Toddler	24 months- 36 months
Preschool	3 years – 5 years

Schedule Options:

5 days

3 days (M, W, F)

2 days (T, TH)

Full day (7:00 am – 6:00 pm)

Half day (8:30 am - 12:30 pm)

See Current Tuition Schedule

Monthly tuition is due, in advance, on or before the 1st of each month. Tuition will be considered late if not paid by the 10th. A late fee of \$15.00 will be charge. Tuition not paid by the 20th of the month may result in your child being dropped from the preschool. If your child does not attend, all monies already paid will be forfeited in full. Tuition may be prorated depending on the start date and will take effect on the second month of enrollment.

Enrollment Contracts are renewed annually.

ABSENTEE POLICY: Full payment of tuition is required every month, whether or not your child attends school the full month. There is no absentee credit when school is missed because of holidays, vacations, illness, or for any other reason. Scheduled days may not be switched to non-scheduled days due to school's staffing ratios and schedules. Days be added for additional fee, subject to availability.

WITHDRAWAL POLICY: You must give a minimum of a two week notice (14 calendar days) if you intend to withdraw from the program. Tuition will continue to be due for the notice period. Any remaining final balance is due and must be paid within three days of notice.

SCHEDULE CHANGE POLICY: Schedule changes are not guaranteed and are subject to availability. If you wish to change your child's schedule you must give a two week notice to the office. Scheduled days may not be switched to non-scheduled days, due to state regulated ratios and staffing. Days may be added for an additional fee, subject to availability.

RETURNED CHECK FEES: A \$35.00 fee will be charged for any returned checks. Any time there is a returned payment, a money order or cashier's check will be required as a replacement.

LATE PICK UP: A courtesy call is appreciated if you know you will be arriving late. Late fees will be immediately billed to your account. Exact time determined by the center clock.

Half Day Program: Program hours are 8:30 am to 12:30 pm. If your child remains at the school past 12:30 pm, you will be charged \$10.00 for the first 5 minutes and \$1.00 per minute after starting at 12:31 pm.

Full Day Programs: The school promptly closes at 6:00 pm. If your child remains at school past 6:00 pm, you will be charged \$10.00 for the first 5 minutes and \$1.00 per minute after starting at 6:01 pm.

Note: if your child is left at the school longer than 30 minutes past your scheduled closing time without contact to the school or the school has exhausted all emergency options from your emergency contact card, we will have to contact the Oceanside Police Department. At that time, your child will be the responsibility of the Oceanside Police Department. You will still be responsible for any late fees incurred.

SCHOOL CLOSURES: The school will observe holidays and in-service days during which the school will be closed, as listed on the current school calendar. Full tuition is due for your child for all months, including those with closures. There is no tuition credit for any program days when the school is closed.

MEDICAL CARE: Your child may be treated by a physician for medical or surgical care in case of an emergency. Every reasonable effort will be made to contact you or your emergency contacts before such action is taken.

MEDICATION POLICY: Creative Learning Center and staff will not be able to administer any over-the-counter medications of any kind without a doctor's note.

ILLNESS POLICY: According to Health and Safety Regulations, children will not be able to attend school if they have a contagious illness, skin condition, fever of 99 degrees or higher, or other illnesses stated in the Parent Handbook. All children must remain home until they are 24 hours symptom free without medication, with exception of prescribed medications with doctor's note.

Your child may be sent home if they are unable to participate, vomiting, has a contagious illness or skin condition, or running a fever of 99 degrees or higher. If you are called to pick up your child due to illness, you will be expected to pick them up within an hour of being contacted to reduce exposing other children and staff in the center.

If your child has a contagious illness or skin condition, please contact the center so that we may contact other families that have come in contact with your child. Your child's name and information regarding such matters will never be discussed with other families in the center.

ACCESS OF RECORDS: Creative Learning Center values privacy and wants to be sure that it protects information concerning families. School staff may access your child's records and health information for school purposes. The California Department of Social Services Community Care Licensing Division has the right to interview children and review children's files without permission of the parents under California regulation (section 101200).

PHOTOGRAPHY POLICY: Children are occasionally photographed in their classroom or while on campus. These photos may be used in the classroom for activities, our newsletter, documentation, assessment, or various other materials.

You are hereby granting, without limitation, permission for the use of any photographs of your child in any printed or online material for the school. You may check here to decline the publication of your child's photographs. []

SCHOOL INITIATED WITHDRAWAL POLICY: The school reserves the right to have any child removed from the program at any time without previous notice or a corrective program being required. Please refer to parent handbook for further details.

UPDATING OF EMERGENCY INFORMATION: It is important that the school maintain current and accurate records for each child so that parents can be contacted in the event of an emergency. It is the parent's responsibility to make sure that the school has current contact information. If there are any changes to the information, the office must be notified promptly so they can update their records. ALL emergency contacts that are given permission to pick up your child from school must be at least 18 years of age with a valid ID. People picking up must carry

a photo ID in order to leave with the child. Your child will not be released to anyone that does not appear on your emergency contact form.

If you are needing someone new to pick up your child. You must add them to the emergency contact form. Authorization to pick up cannot be done over the phone. You will have to add them in writing to the office original.

You hereby release from all liability and indemnify Creative Learning Center, and its owners, officers, agents, representatives, volunteers, and employees from any all liability, claims, judgment, cost or expenses, including attorney fees, for any injury, illness, or damage resulting from your child's enrollment.

You have read and agree to these policies. You will keep in your possession a copy of this Admission Agreement, parent handbook, and all other policies and agreements.

Parent's name _____

Signature _____ Date ____/____/____

Parent's name _____

Signature _____ Date ____/____/____



YOUR CHILD'S FIRST DAY

Welcome to Creative Learning Center! The first day of school is an exciting milestone in your child's life. Your child is embarking on a journey that will lead him/her down many roads of discovery and learning.

As wonderful as this new experience may be, it can be overwhelming for you and your child. For many children this may be the first experience of separation from parents or caregivers at home. It is common for even the most outgoing child to be anxious on the first day of school.

We have provided a few suggestions for you and your child. Remember that our staff is available to provide support and for assistance: helping to ensure your child's transition to school is successful.

- Prepare your child for the new experience by explaining what to expect and answering questions directly and honestly.
- Convey a positive attitude. Young children are aware of your feelings. Your enthusiasm will assure your child that school can be a fun and exciting place.
- Establish a routine involving both the night before a school day as well as morning preparation. Rituals and routines will add predictability and are comforting in unfamiliar situations.
- Bring something from home. This is often reassuring in helping children with the adjustment to preschool. The item may be a favorite blanket or soft toy. We do ask each family to bring a family photo, this helps children to be comforted when upset and helps children share their family with everyone in the center.
- Clearly state to your child where you will be and when you will return. It may also be helpful to discuss what will happen at pick up.
- Maintain a clear good-bye routine. This may include warning your child that you will be leaving in 3 minutes, a kiss and hug, or a wave from the window. Once you tell your child you are leaving, it is important to follow through. Extending the good-bye with "just one more kiss/hug and then I really have to go" tends to heighten anxiety rather than relieve it. Avoid sneaking out; this seems to encourage children to become less trusting and makes the second day of school even harder. Parents often have a harder time leaving than the children do.

Again, please know that we are here to help you and your child have a happy transition to preschool. We look forward to an exciting and fun year. Welcome!

Please bring the following items on your child's first day:

- A family picture
- An extra change of clothes including shoes, socks, and underwear.
- Crib sheet and small blanket for naptime (not required if enrolled in Half Day Program)
- Diapers (for infants and toddlers not yet toilet trained)

Please make sure all items are marked with your child's name in permanent marker.