



How did you hear about us? <input type="checkbox"/> Internet search engine <input type="checkbox"/> Christian Yellow Pages <input type="checkbox"/> Yelp.com <input type="checkbox"/> MyTinyTots.org <input type="checkbox"/> Facebook <input type="checkbox"/> Tiny Tots Parent Referral (ask about disc.) <input type="checkbox"/> Macaroni Kid <input type="checkbox"/> Other _____	For office use only: Re- Re-enrolling _____ FUMC Member _____ Returning Family _____ Wait Priority _____ General Public _____ Date received _____
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APPLICATION FOR ENROLLMENT

PLEASE INDICATE THE DAYS OF ATTENDANCE:

- MONDAY
- TUESDAY
- WEDNESDAY
- THURDAY
- FRIDAY

PLEASE INDICATE PROGRAM OPTION:

- FULL DAY (7:00am- 6:00pm)
- HALF DAY (7:00am-1:00pm)/(12:00pm-6:00pm)
- or
- ENRICHMENT (8:00am-11:30pm)

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Child's Name: _____ Female ___ Male ___

Birth Date: _____ Child's Nick Name: _____

****Help us learn more about your child and the people who are important to them.**

Family Living: Guardians are; _____ Married/Living Together _____ Separated/Divorced
 _____ Share custody (two homes for the child) _____ Step-Parent living in the home
 _____ Other (please share) _____

Guardian #1 _____ Address _____ City _____ Zip _____ Home Phone _____ Cell Phone _____ Email _____ Employer _____ Address _____ Work Phone _____	Guardian #2 _____ Address _____ City _____ Zip _____ Home Phone _____ Cell Phone _____ Email _____ Employer _____ Address _____ Work Phone _____
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Brothers or Sisters (Names and ages)

Other Family or Friends Living in the House (relationship and any special name child calls them)

DIAPERING/TOILETING

Typical Bowel Movement Time _____ Frequency _____

Toileting Skills: diapering only shows interest in sitting on potty fully potty trained

Concerns about Potty Time _____

NAPPING

Typical Nap Time(s): _____ Special Nap Routines or Objects: _____

COMMUNICATION

Languages spoken in the home: _____ Understands English _____

Speech Concerns: _____

TEMPERMENT

Typical Mood: _____ Stressors/Fears: _____

Behavior Concerns: _____

What helps comfort your child when he/she is upset: _____

Discipline at Home: _____

MOBILITY

Skills/Activities: Walks Runs Climbs Falls Frequently Needs Assistance

Safety/Motor Concerns: _____

PLAY

Favorite Toy/s: _____

Type of Play with Toys: _____

Play experiences with other Children: _____

Has child had babysitters other than family members? _____

Does child have difficulty separating from parents? _____

Has there been any major changes or crisis in your family recently? _____

Other information that you would like the teachers to know about your child: _____

****The following policies are highlights of important terms set forth by Tiny Tots preschool and the State of California.**

Please read and initial each of the following. *See parent handbook for complete details on our policies.*

TUITION/FEES

- o A \$125 materials fee is prorated, nonrefundable and due at the time of enrollment and annually each September
- o **Monthly tuition** due by the **5th of each month**. All payments are due prior to 9:00am every Monday. A late fee of 10% will be applied to unpaid balances that are delinquent after the last Monday of the month. Should tuition payments become ten days delinquent, services will be suspended until the balance is paid in full.
- o Families on **Alternative Payment Programs** are responsible for any **unpaid tuition** that is not covered by their specific program. This includes but is not limited to admission fees, late charges and bounced check charges.
- o Families have two weeks of vacation time allotted each year. No tuition is due for vacation days. Other absences may be made up if room is available, but tuition is due whether your child attends or not.

HOLIDAYS

I understand that the following days are considered holidays and Tiny Tots will be closed. There is no tuition fees charged for these days. Tuition Fees are based on average number of days the center is opened.

- | | |
|--|---|
| <i>New Year's Eve Holiday (Dec. 31st, 2012, Jan. 1st 2013)</i> | <i>Independence Day (July 4th)</i> |
| <i>Martin Luther King Jr. Birthday (Jan.)</i> | <i>Labor Day (Sept)</i> |
| <i>President's Day (Feb.)</i> | <i>Veteran's Day (Nov.)</i> |
| <i>Good Friday (April)</i> | <i>Thanksgiving Holiday (Nov.)</i> |

SCHEDULE CHANGES

I understand that Tiny Tots has a **reserved space policy**, which means parents **prepay** for space saved for their child. Parent payment secures their schedule and any unused time is **non-refundable** and **cannot be credited towards any other schedule**. A **two-week written notice is required to change existing child care schedule**. Tiny Tots will try to accommodate any schedule change; however, there are no guarantees for available space

DROP PROCEDURES

- Proper placement of children is important to Tiny Tots; therefore, I understand that my child enters Tiny Tots on a 60 day observation period. If at **any** point during the two month assessment it is felt by the director that my child is not properly placed, the director will provide me with a **two week advanced written notice** that I will need to find other child care arrangements.
- I understand that **a two week written notice is required** when removing my child from enrollment with Tiny Tots. I understand that I am responsible for the tuition agreed upon until the date of my child's withdrawal.

SIGN IN/OUT PROCEDURE

State law requires that children are signed in upon arrival and signed out at the time of departure; each time a child enters or exits our care. **Full legible signatures** are required. I understand that if I fail to abide by this state law, it could result in termination of my child from Tiny Tots program.

DIAPERING AND TOILET TEACHING

I understand that if my child is still using diapers, I am required to bring diapers/pull-ups, and wipes. **No** diaper creams or powders are used unless a signed medical consent form and all medicine administration policies are in place. Children who are learning to use the potty are required to maintain two changes of clothes; underwear, pants, socks and shirt. (See parent hand book for medicine policies.)

LATE PICK UP

Tiny Tots operating hours are from 7:00am through 6:00pm. A late fee of ten dollars and an additional one dollar per minute is assessed after 6:10pm. Children needing to stay additional hours past their reserved program time will be charged ten dollars per hour. I understand that it is my responsibility to call Tiny Tots if I will be late in picking up my child.

SNACKS AND LUNCH

I understand that my child will receive 2 healthy snacks at Tiny Tots if they are at the center when snacks are served. **Parents** will provide a **lunch** each day their child attends. (Soda & Candy are discouraged as lunch items)

FUNDRAISERS

Tiny Tots is a non-profit pre-school. Fundraising helps to keep tuition & fees competitive and helps upgrade classroom equipment and supplies. We require families to participate in our annual Spaghetti Dinner/Silent Auction as well as two other annual fundraisers.

HEALTH

If your child becomes sick during the day, it is my responsibility to pick him/her up as soon as possible. In order to maintain a healthy environment, my child will not be allowed to attend if they have any communicable illness or condition, or if any of the following symptoms are present: Temperature over 99 degrees, diarrhea, unidentified rash, eye infection, discolored mucus, or Vomiting. I understand that if my child is sent home or has been ill at home, that any symptoms must be **clear for 24 hours** before returning to the center. I will assist Tiny Tots in maintaining a healthy environment by keeping my child home when he/she may have a contagious virus or infection.

MEDICINE

- I understand that **if** medicine is to be administered to my child, I must fill out and sign a **"Medicine Consent"** form. **No medicine PERSCRIPTION OR NONPERSCRIPTION in any form may be left in child's bag or backpack**. I understand that medication must be in the **original labeled container**, with my child's name. Completed **"Medicine Consent"** form must be completed. If all requirements are not met, medication will not be administered.

CHILD ABUSE

- Tiny Tots has a zero tolerance of abuse of any nature. We are mandated to report suspected child abuse and/or neglect. If abuse is suspected, a referral will be made to the proper agency/agencies.

- Inappropriate sexual behavior or harassment is prohibited. Unsuitable exposure of body parts, lewd or suggestive language, excessive kissing, touching, rubbing and any behavior that makes a child or parent uncomfortable IS STRICTLY PROHIBITED!

DISCIPLINE POLICIES

- Tiny Tots employs a “Positive Discipline” program. This method of child management seeks to establish a teamwork relationship with parents to help children learn and use appropriate behavior. Our behavioral expectations are simple and few:
 *Children are not allowed to harm themselves or others. *Children are not allowed to willfully damage property.
 *Children are not allowed to use inappropriate language. We work closely with each child and their families to meet behavior expectations, the director will contact a child’s family to discuss a behavioral plan to assist any child who is have difficulty meeting expectations.

ADMISSIONS POLICY

- Tiny Tots accords equal access and treatment to all families without regard to race, color, national origin, or religion. Our state license stipulates that our students be between the ages of 18 months and 6 years, are ambulatory and able to enter and exit the facility without any assistance.

LICENSING *(In accordance with Title 22, Child Care Licensing)*

- As licensee, Tiny Tots shall make provisions for private interviews with any child, any staff member and for the examination of all records relating to the operation of this facility.
- The Department of Social Services shall have the authority to observe the physical condition of the children, including conditions which could indicate abuse, neglect, or inappropriate placement.
- I have reviewed the “Admission Agreement” and received a copy of “The Parent Handbook” for my reference.

The laws of the State of California govern this Application for enrollment. I understand that complete policy’s and procedures are in the Parent Handbook and that it is expected that I will read and follow Tiny Tots procedures. I have read and understand the above policies and agree to the terms as set forth in this document.

PARENT or GUARDIAN SIGNATURE

DATE

DIRECTORS SIGNATURE

DATE



ADMISSION AGREEMENT

I, _____ (your name), am the parent or legal guardian of _____
(child's name), whose birth date is _____.

I would like to enroll my child at Tiny Tots Preschool for the _____ school year or remainder thereof. I am financially responsible for this child and agree to all of the terms and conditions contained within the Admission Agreement and I will pay the tuition which corresponds with the days and hours indicated.

I have enclosed the non-refundable registration fee and request _____ days each week of the indicated program. # of days per week

Monday Tuesday Wednesday Thursday Friday

FULL DAY (up to 11 hours) (7:00am- 6:00pm)

HALF DAY (up to 6 hours) (7:00am-1:00pm)/(12:00pm-6:00pm)

ENRICHMENT (3.5 hours AM) (8:00am-11:30pm)

I understand and agree that the Registration Fee is non-refundable and that my first payment is due on or before the first day of class or my child may not attend.

I understand and agree that I am enrolling my child for the entire school year or remainder thereof. If it becomes necessary for my child to withdraw early, I agree to notify the school in writing, two weeks prior to withdrawal. I understand and agree that my account must be current as of the withdrawal date and payments already made are non-refundable. I understand and agree that if I have two students attending Tiny Tots Preschool I am eligible to receive a 5% discount from my monthly tuition amount.

I understand and agree that I am paying tuition in advance and that those advance tuition payments are nonrefundable. I agree to pay to Tiny Tots Preschool any costs or expenses, including legal fees, relating to or arising out of the collection by Tiny Tots Preschool of any tuition due pursuant to this Enrollment Agreement. I further agree to pay 2% monthly interest on any past due balance pursuant to this Enrollment Agreement.

The laws of the State of California govern this Enrollment Agreement. I understand and agree with the terms of this Admission Agreement.

Signature _____ Date _____

(Parent or legal guardian who is financially responsible for the child)

Signature _____ Date _____

(Administrator)

**Please make checks payable to Tiny Tots Preschool
Online payments can be made through First United Methodist Church .**