

# **Enrollment Application**

Please Note: Services offered and received at all of our locations are referred to as "the program" in this document.

# **Enrollment Application Checklist**

Fill out and sign all the required forms in this document. In addition to the forms in this document, other required forms are listed in chart below.

FORMS NECESSARY FOR ENROLLMENT	
Please complete and sign all forms below	Completed
Child and Family Overview	
Medical & Dental Information and Physical Description	
Transportation Plan and Emergency Contacts	
Family Agreement and Consent Form	
Kaymbu Contact List	
Unconventional Schedule Waiver	
Developmental History and Background Information (3 Pages)	
Payment Policies Consent and Tuition & Fee Agreement included with the Admissions Agreement	
Please complete based on payment method preference:	<u>'</u>
Electronic Funds Transfer Authorization, including voided check (preferred payment method)	
REQUIRED FORMS NOT INCLUDED IN THIS DOCUMENT	
Please complete and submit the following additional forms	Completed
·	Completed
Physical Form from Most Recent Physical (usually provided by doctor's office)	
Physical Form from Most Recent Physical (usually provided by doctor's office)	
Physical Form from Most Recent Physical (usually provided by doctor's office)  Immunization Record (usually provided by doctor's office)	
Physical Form from Most Recent Physical (usually provided by doctor's office)  Immunization Record (usually provided by doctor's office)  Please complete and submit the following additional forms only if needed	
Physical Form from Most Recent Physical (usually provided by doctor's office)  Immunization Record (usually provided by doctor's office)  Please complete and submit the following additional forms only if needed  Meal Enrollment	
Physical Form from Most Recent Physical (usually provided by doctor's office)  Immunization Record (usually provided by doctor's office)  Please complete and submit the following additional forms only if needed  Meal Enrollment  Ages and Stages Developmental Screening	
Physical Form from Most Recent Physical (usually provided by doctor's office)  Immunization Record (usually provided by doctor's office)  Please complete and submit the following additional forms only if needed  Meal Enrollment  Ages and Stages Developmental Screening  Medication Consent Form	
Physical Form from Most Recent Physical (usually provided by doctor's office)  Immunization Record (usually provided by doctor's office)  Please complete and submit the following additional forms only if needed  Meal Enrollment  Ages and Stages Developmental Screening  Medication Consent Form  Individual Health Care Plan	
Physical Form from Most Recent Physical (usually provided by doctor's office)  Immunization Record (usually provided by doctor's office)  Please complete and submit the following additional forms only if needed  Meal Enrollment  Ages and Stages Developmental Screening  Medication Consent Form  Individual Health Care Plan  Individualized Family Service Plan	
Physical Form from Most Recent Physical (usually provided by doctor's office)  Immunization Record (usually provided by doctor's office)  Please complete and submit the following additional forms only if needed  Meal Enrollment  Ages and Stages Developmental Screening  Medication Consent Form  Individual Health Care Plan  Individualized Family Service Plan  Individualized Education Plan	
Physical Form from Most Recent Physical (usually provided by doctor's office)  Immunization Record (usually provided by doctor's office)  Please complete and submit the following additional forms only if needed  Meal Enrollment  Ages and Stages Developmental Screening  Medication Consent Form  Individual Health Care Plan  Individualized Family Service Plan  Individualized Education Plan  Supportive Information Release Form	
Physical Form from Most Recent Physical (usually provided by doctor's office)  Immunization Record (usually provided by doctor's office)  Please complete and submit the following additional forms only if needed  Meal Enrollment  Ages and Stages Developmental Screening  Medication Consent Form  Individual Health Care Plan  Individualized Family Service Plan  Individualized Education Plan  Supportive Information Release Form	



## CHILD AND FAMILY OVERVIEW

FOR SCHOOL USE ONLY							
Class:		School					
Days Attending:	Pays Attending:			Date of Admission:			
Hours:			Admission:				
CHILD INFORMATION							
Child's Full Name:							
Nickname:	Place of Birth:		P	Primary Language(s):			
Date of Birth (mm/dd/yy):	Age at Registration:		C	Gender:		nale	
					☐ Non-binary		
FAMILY INFORMATION							
Parent 1							
Relationship:	First Name:			Last N	ame:		
Cell Phone:			Secondary	Phone:			
I would like to receive school alert	s through text messaging:	] No	Yes, and Ce	ell Phone	Carrier:		
Email:			Primary La	nguage:			
Home Address:							
City:		State:			ZIP Code:		
Employer Name:							
Work Address:							
City:		State:			ZIP Code:		
Work Phone:		Hours	at Work:				
Parent 2							
Relationship:	First Name:			Last N	ame:		
Cell Phone:	·		Home Phor	ne:			
I would like to receive school alert	s through text messaging:	No [	Yes, and Ce	ell Phone	Carrier:		
Email:			Primary La	nguage:			
Home Address:							
City:		State:			ZIP Code:		
Employer Name:							
Work Address:							
City:		State:			ZIP Code:		
Work Phone:		Hours	at Work:				
By checking this box, I agre My signature below indicates the  Parent /Guardian Signature:		-		best of m	y knowledge.	ture.	
r arent /Guardian Signature:				ען	ate (mm/dd/yy):		



## MEDICAL & DENTAL INFORMATION AND PHYSICAL DESCRIPTION

MEDICAL INFORMATION	EDICAL INFORMATION DENTAL INFORMATION			CHILD'S PHYSICAL DESCRIPTION			
Child's Physician Information	Optional: Child's D	entist Information	Optio	onal: Attach a rec	ent photograph		
Physician and/or Clinic Name:	Dentist and/or Clinic Name:		Heig	tht:	Weight:		
Phone:	Phone:		Gender: Male F Non-binary		Female ary		
Address:	Address:		Hair Color: Eye Color:		Eye Color:		
City:	City:		Race	e/ Ethnicity:			
State, Zip Code:	State, Zip Code:		Disti	inguishing Feature	es:		
Allergies and Conditions (describe in the spa	ces provided, if needed,	submit a separate Individi	ual He	alth Care Form to a	letail specific care):		
Allergies and Their Reactions:							
Chronic Health Conditions:							
Medical Alerts, Disabilities, or Medical, Be	havioral, or Dietary I	imitations:					
Individualized Family Service or Education	Plan						
My child has an Individualized Family S or Education Plan (IEP)	Service Plan (IFSP)	A copy of the plan order to accommod					
Physical and Immunizations							
I have submitted my child's last physics		Date of Last Physical					
☐ I have submitted my child's immunizat	ion record to school	Date of Last Immuniza	ation (	(mm/dd/yy):			
Medications							
My child takes regular medications at h	ome (describe reason a	nd potential side effects):					
My child will take regular medications	at school (describe rea	son and potential side effe	ects, mi	ust also fill out scho	ool medication form):		
Health Insurance							
Health Insurance Coverage (optional):			Polic	ey #:			
In the unlikely event of an emergency requir me. I authorize staff at the program who are appropriate. However, if I cannot be reached the health of my child, I hereby authorize the necessary medical treatment for my child incontract threatening allergen.  The program does not discriminate on the base or any other factors protected by law. Toilet assist with special needs or reasonable according to the medical process.	trained in the basics of or if my child needs a program to transport cluding but not limited sis of a person's religitationing is not an eligitation.	f first aid or CPR to give immediate emergency to my child to the nearest to a epinephrine auto- tion, race, color, national	reatmon medi- injecti	child first aid or Cent and a delay we cal care facility and on for suspected confor suspected in, cultural heritage	CPR when buld be dangerous to ad/or to and to secure exposure to a life ge, sex, marital status		
Parent /Guardian Signature:				Date (mm/dd/yy):			



## TRANSPORTATION PLAN AND EMERGENCY CONTACTS

TRANSPORTATION PI					
	ll <u>arrive</u> at program by:		M	ly child will	depart program by:
Drop off by (who?):			Pick up by (who?		
Private Transportation (arr	<u> </u>		Private Transport	*	9 11
School Transportation (if a	<u></u>		School Transport	ation (if app	plicable)
A	Arrival Times			Depa	arture Times
Monday			Monday		
Tuesday			Tuesday		
Wednesday			Wednesday		
Thursday			Thursday		
Friday			Friday		
xecutive Director. It is the	responsibility of the parents/gu	ardians			ents must be provided to the ed.
Executive Director. It is the		ardians			
EXECUTIVE DIRECTOR. It is the	responsibility of the parents/gu	ardians			ed.
Executive Director. It is the EMERGENCY CONTAG	responsibility of the parents/gu	ardians		ation update	ed.
EMERGENCY CONTAGE  Guardian 1  Cell Phone:	responsibility of the parents/gu CTS (in order to be contacted First Name:	ardians		Last Na Email: Last Na	ame:
EXECUTIVE DIRECTOR. It is the EMERGENCY CONTAC  Guardian 1  Cell Phone:  Guardian 2	cts (in order to be contacted  First Name:  Secondary Pl	ardians ) none:		Last Na Email:	ame:
EMERGENCY CONTAGE  Guardian 1  Cell Phone:  Guardian 2  Cell Phone:  Additional Contact 1	responsibility of the parents/gu  CTS (in order to be contacted  First Name:  Secondary Pl  First Name:  Secondary Pl	ardians ) none:		Last Na Email: Last Na Email:	fame:
EMERGENCY CONTACT  Guardian 1  Cell Phone:  Guardian 2  Cell Phone:  Additional Contact 1  Relationship:	cts (in order to be contacted  First Name: Secondary Pl First Name:	ardians ) none:		Last Na Email: Last Na	ame:
EXECUTIVE DIRECTOR. It is the  EMERGENCY CONTAC  Guardian 1  Cell Phone:  Guardian 2  Cell Phone:  Additional Contact 1  Relationship:  Phone:	responsibility of the parents/gu  CTS (in order to be contacted  First Name:  Secondary Pl  First Name:  Secondary Pl	ardians ) none:		Last Na Email: Last Na Email:	fame:
EMERGENCY CONTACT  Guardian 1  Cell Phone:  Guardian 2  Cell Phone:  Additional Contact 1  Relationship:  Phone:  Additional Contact 2	responsibility of the parents/gu  CTS (in order to be contacted  First Name: Secondary Pl  First Name: Secondary Pl  Name: City, State:	ardians ) none:		Last Na Email:  Email:	ame:  [ame:  Authorized to pick up child
Executive Director. It is the  EMERGENCY CONTA  Guardian 1  Cell Phone:  Guardian 2  Cell Phone:  Additional Contact 1  Relationship:  Phone:  Additional Contact 2  Relationship:	CTS (in order to be contacted  First Name: Secondary Pl First Name: Secondary Pl Name: City, State: Name:	ardians ) none:		Last Na Email: Last Na Email:	ame:  Authorized to pick up child
EXECUTIVE Director. It is the  EMERGENCY CONTAG  Guardian 1  Cell Phone:  Guardian 2  Cell Phone:  Additional Contact 1  Relationship:  Phone:  Additional Contact 2  Relationship:  Phone:	responsibility of the parents/gu  CTS (in order to be contacted  First Name: Secondary Pl  First Name: Secondary Pl  Name: City, State:	ardians ) none:		Last Na Email:  Email:	ame:  [ame:  Authorized to pick up child
EMERGENCY CONTAGE  Guardian 1  Cell Phone:  Guardian 2  Cell Phone:  Additional Contact 1  Relationship:  Phone:  Additional Contact 2  Relationship:  Phone:  Additional Contact 3	CTS (in order to be contacted  First Name: Secondary Pl First Name: Secondary Pl Name: City, State:  Name: City, State:	ardians ) none:		Last Na Email: Last Na Email: Email:	ame:  Authorized to pick up child  Authorized to pick up child
EMERGENCY CONTAGUARDIAN I  Guardian 1  Cell Phone:  Guardian 2  Cell Phone:  Additional Contact 1  Relationship:  Phone:  Additional Contact 2  Relationship:  Phone:  Additional Contact 3  Relationship:	CTS (in order to be contacted  First Name: Secondary Pl First Name: Secondary Pl Name: City, State:  Name: Name: Name: Name: Name:	ardians ) none:		Last Na Email:  Email:	[ame: Authorized to pick up child
EMERGENCY CONTACT  Guardian 1  Cell Phone:  Guardian 2  Cell Phone:  Additional Contact 1  Relationship:  Phone:  Additional Contact 2  Relationship:  Phone:  Additional Contact 3  Relationship:  Phone:	CTS (in order to be contacted  First Name: Secondary Pl First Name: Secondary Pl Name: City, State:  Name: City, State:	ardians ) none:		Last Na Email: Last Na Email: Email:	ame:  Authorized to pick up child  Authorized to pick up child
EMERGENCY CONTAGUARDIAN I  Guardian 1  Cell Phone:  Guardian 2  Cell Phone:  Additional Contact 1  Relationship:  Phone:  Additional Contact 2  Relationship:  Phone:  Additional Contact 3  Relationship:  Phone:  Additional Contact 4	responsibility of the parents/gu  CTS (in order to be contacted  First Name: Secondary Pl First Name: Secondary Pl Name: City, State:  Name: City, State:  Name: City, State:	ardians ) none:		Last Na Email: Last Na Email: Email: Email:	ame:  Authorized to pick up child  Authorized to pick up child
Executive Director. It is the	CTS (in order to be contacted  First Name: Secondary Pl First Name: Secondary Pl Name: City, State:  Name: Name: Name: Name: Name:	ardians ) none:		Last Na Email: Last Na Email: Email:	ame:  Authorized to pick up child  Authorized to pick up child





## PARENTAL AGREEMENT AND CONSENT FORM

**Child's Full Name (Print):** 

	Yes	No			
1. I have read and agree to the program's Family Handbook.					
2. I have been informed of and understand the policies and procedures of the program.					
3. I have been informed of the goals and overall philosophy of the program.					
4. I am aware that I will be informed of specifics through regular newsletters, letters, daily boards, and emails.					
5. I agree that it is the responsibility of both the staff of the program and I (we) as parent/guardian(s) to keep an open line of communication and that I will alert the program if anything in this enrollment package changes.					
6. I understand that parents/guardians will be asked to evaluate the program using the form provided annually.					
7. I understand the payment policies and that I will be charged a late fee if services are not paid for on time.					
8. I understand that I must give 4 weeks notice to any schedule changes or withdrawal from the program.					
9. I have been given an opportunity to observe my child interacting in his/her classroom prior to enrollment.					
10. I am aware and agree to the program using screening and evaluation tools in order to ensure that my child is getting the best care possible.					
11. I give permission for my child to be observed during general classroom visits by guests in which there will be no interactions between my child and the observer and no identification of individual children.					
12. I give permission for my child's photograph to be used for <u>internal</u> purposes at the program (e.g. posted in classrooms, training materials, school emails, or newsletters).					
13. I give permission for my child's photograph to be used on digital and physical marketing collateral including but not limited to social media.					
14. I give permission for the following to be used on my child, if needed:					
<ul> <li>Topical, non-prescription (not applied to open wounds or broken skin) medications such as diaper ointment, powder, lotion, sunblock, etc. Must be provided by the parent.</li> </ul>					
b. Unanticipated, non-prescription and topical, non-prescription medications					
c. General first aid medications and supplies in the event of an injury					
	]	Initial			
Walking Trips I give permission for my child to leave the school for off-site walking trips. This may include taking a walk for outdexercise and educational purposes, with the understanding that my child will be accompanied by program staff and be under proper staff supervision at all times. (All other off-site school field trips will require an individual field trip release form with parental/guardian written permission.)	will				
Transportation I give permission for my child to be transported for field trips, to and from school sponsored activities, or during an emergency. All field trips will have a specific, separate permission slip. Any time my child is being transported will be under proper staff supervision and while all child care licensing regulations and school policies including minimum-age requirements are met.					
Water Activities I give permission for the program to include my child in supervised water activities at the school. I will be given a specific permission slip for all off-site water activities. Water activities will meet state child care licensing regulatio understand that I must provide water shoes for my child, which must be worn at all times during outside water play.					
My signature below indicates I have read and completed <u>ALL</u> of the information above.  Parent /Guardian Signature:  Date (mm/dd/yy):					

Parent /Guardian Signature:	Date (mm/dd/yy):



### KAYMBU CONTACT LIST

Kaymbu is our family communication tool that allows teachers to share memorable moments with you throughout the day. Our teachers are able to take pictures of daily activities on their classroom iPad, tag your child, and send the pictures directly to your inbox using the Kaymbu app. Kaymbu has the ability to store multiple contacts for each child so that they can share in the daily experiences too.

Kaymbu employs a "closed" system for each school – it is not connected in any way with social media or other public applications. Finally, all information captured and stored in the system will never be used for any other purpose outside of direct communication with families or as dictated by school media policies. However, please note that pictures tagged with multiple children will be sent to each family tagged.

Please select <u>ONE</u> statement below (≌):		
document activities, learning and fun as a me	Kaymbu photo system and receive regular photographs of my child as teach ethod of daily family communiation. I also give permission for my child's p photo to other families as a method of daily family communication.	hers
☐ I do not want to participate in the Kaymb	bu photo program and understand that I will not receive photo emails of m	ny child
CHILD INFORMATION		
Child's Full Name:	Date of Birth:	
School:	Classroom:	
KAYMBU CONTACTS		
Contact 1		
First Name:	Last Name:	
Email:	Relationship:	
Contact 2	·	
First Name:	Last Name:	
Email:	Relationship:	
Contact 3	·	
First Name:	Last Name:	
Email:	Relationship:	
Contact 4		
First Name:	Last Name:	
Email:	Relationship:	
Contact 5		
First Name:	Last Name:	
Email:	Relationship:	
Contact 6		
First Name:	Last Name:	
Email:	Relationship:	
Contact 7		
First Name:	Last Name:	
Email:	Relationship:	
Contact 8		
First Name:	Last Name:	
Email:	Relationship:	
My signature below indicates I have read and	d completed <u>ALL</u> of the information above.	
Parent /Guardian Signature:	Date (mm/dd/yy):	



### UNCONVENTIONAL SCHEDULE WAIVER

We strive to encourage and inspire little minds as children develop throughout their educational journey with us.

Deciding which schedule will best suit a family's needs truly depends upon the individual requisites and goals of the family. As an educational institution, the program's **conventional schedule** is either a 5-day, full-time program, or a 3-day full-day program, or 2-day full-day program.

Our curriculum builds upon learning from previous days in the week. Independent research asserts that children often react with interest and excitement when they can recognize and practice concepts progressively each day. Conventional scheduling allows our teachers to consistently implement our curriculum and build strong relationships with families and children. Most importantly, it enables children and families to derive maximum value and results from the program. Certain schools may offer part-time availability, which we deem an **unconventional schedule**.

For this reason, if another family seeks a conventional schedule in the space your child occupies, you will be first given the option to modify your schedule or risk losing your space in the program. We will make every effort to accommodate the original schedule requested but may need to adjust your schedule depending on the community's needs. Although this circumstance is extremely rare, the program would provide at least four (4) weeks' written notice of any proposed schedule change. Whether a family selects a part-time or full-time program, it is our belief that early education is a lasting gift a family can bestow upon a child. Both types of programs offer children an array of new experiences, a social environment, a playful atmosphere, and an opportunity for children to grow inspired by a love of learning.

Select <u>ONE</u> (⊠)	
	<b>Conventional Schedule:</b> I plan to enroll my child in a 5-day, 3-day, or 2-day full-day program. By selecting this schedule, the program agrees to reserve a space for the child over the duration of the service term. I understand the program requires a four-week (4) written notice for any schedule changes or termination. This notice must be provided to the Director of my school and will not be honored if given to the child's teacher. I understand that if my schedule changes from the conventional offering, I assume responsibility for the unconventional schedule waiver below.
	Unconventional Schedule: If available at my school, I plan to enroll my child in the program with an unconventional schedule not listed above. By selecting this schedule, I understand that this is an unconventional schedule. I am aware that the program may request to modify my schedule in the future to maximize care availability in my school community. The program agrees to provide four (4) weeks written notice regarding any proposed schedule change. If I cannot adjust my schedule, I recognize that my space will be forfeited, and I may need alternative care. I understand the program requires a four-week (4) written notice for any schedule changes or termination. This notice must be provided to the Director of my school and will not be honored if given to the child's teacher.

I have read the above and agree to the terms set forth by the program.

_	Parent /Guardian Signature:	Date (mm/dd/yy):
	Tarent / Gardan Signature.	Bace (mini aai yy).
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# DEVELOPMENTAL HISTORY AND BACKGROUND INFORMATION (1 of 3)

SOCIAL RELATIONSHIPS				
	Please describe, or indicate "yes," "no," or "N/A"			
How would you describe your child?				
What are the things you love most about your child?				
What makes your child most happy? Any favorite toys?				
What makes your child most upset?				
How do you comfort or reassure your child?				
What does your child do to self soothe?				
Do you have any concerns with your child's sight? Hearing? Behaviors? Sensory stimulation?				
Any specific fears we should know about?				
What behavior management techniques do you use at home?				
What experience with other children of the same age does your child have?				
Reaction to strangers?				
Please describe routines you have at home that you would like us to try in school.				
What would you like your child to gain from this experience?				

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DAH		7		1	u Kili

Please describe your child's schedule on a typical day. Please include: awakening, eating, time out of crib/bed, napping, toilet habits, fussy time, bathing, where they sleep, bedtime routines, etc.

EARLY EDUCATION & CHILD CARE EXPERIENCE				
	Please describe, or indicate "yes," "no," or "N/A"			
Previous centers in which the child has been in care?				
Child's experience with their care?				
Please describe how you feel your child will benefit from enrollment at the program.				



# DEVELOPMENTAL HISTORY AND BACKGROUND INFORMATION (2 of 3)

DEVELOPMENTAL HISTOR	RY						
Does your child			Please describ	e or indicate	"yes," "no," or "N/A	,,	
Did your child have any prenatal or birth complications? Have a history of colic?							
Did your child ever have any ser history of hospitalization?	rious illne	ss or					
Tell us about your child as an <b>infant</b> . Temperant? Specific sleep or eating routine? Pacificer Use? Formula or breastfed? <i>Note: The program follows Infant Sleep Safe Guidelines and a Back-to-Sleep policy for all infants under 12 months.</i>							
Tell us about your child as a <b>toddler</b> . Speech difficulties? Aggression issues? Mobilility (walking, climbing, stairs, etc.)? Self-help skills? Anything else?							
Tell us about your child as a <b>pre kindergartener</b> (if applicable): interest? Signs of learning or atto Capacity for friendship? Anythin	Topics of ention stru	•					
Does your child have a particularly fussy time of the day? When? How do you handle this time?							
If applicable, at what ages did yo	our child	start:	Sitting?		Crawling?		Walking?
Talking? Potty Training?		Dressing self?		Reco	Recognizing own name?		
EATING HABITS							
Does your child	_	Please o	describe or indic	eate "yes," "	no," or "N/A"		
Have any special characteristics difficulties related to eating?	e any special characteristics or						
Eat in a high-chair or lap? Eat w hands or utensils? Drink from a bottle/cup? Other?	ith						
SLEEPING HABITS		D1	1 '1 '1	. (( ))	( ) (0.1/4.2)		
•		describe, or indi	cate "yes,"	'no,'' or "N/A''			
Sleep in a crib or bed?							
Become tired or nap during the (When? And for how long?)	day?						
Have any special needs when going to bed or waking up? (e.g. stuffed animal, story, mood upon waking, etc.)							
When does your child go to bed at night? Wake up in the morning?							



# DEVELOPMENTAL HISTORY AND BACKGROUND INFORMATION (3 of 3)

TOILET HABITS						
Is your child	Please describe, or indicate "yes," "no," or "N/A"					
☐ In Diapers	If so, what kind of diapers? Is there any concern with diaper rash? Any specific instructions?					
Potty Training	If so, how does your child indicate bathroom needs? What methods are you trying at home? Are you still putting on diapers during parts of the day?					
Potty Trained	If so, does your child have accidents? Any specific care instructions we should be aware of?					
	Does your child have regular or irregular bowel movements? (How many per day?)					
FAMILY INFORMATION (OPTIONAL)  No information provided will be used in a discriminatory manner. All questions below are optional and will be used only for us to best serve your family and your child. We celebrate diversity and strongly practice an Anti-Bias policy. Knowing more about your family dynamics help us honor all family structures and traditions.  Child's Siblings:						
Name:			Birth Date:		Lives with Child	
Name:			Birth Date:		Lives with Child	
Name:			Birth Date:		Lives with Child	
Name:			Birth Date:		Lives with Child	
Other Household M	embers:		<u> </u>		<u> </u>	
How would you des	scribe your child's					
Racial or Ethnic Ide	entity					
Cultural Identity						
National Origin						
Religious Identity						
Which languages ar	e spoken in your home?					
OTHER (OPTION	IAL)					
Is there anything else you'd like us to know about your child that will help us best serve them and your family?						
My signature below indicates I have read and completed ALL of the information above.  Parent /Guardian Signature:  Date (mm/dd/yy):						









# ELECTRONIC FUNDS TRANSFER AUTHORIZATION For Automatic Checking/Savings Deductions through ACH

Automatic checking/savings account deductions are the preferred tuition payment method.

We are pleased to offer you the convenience of automatic tuition payments through Tuition Express. Your payment will be safely and securely processed automatically from your bank account. Tuition Express offers peace of mind that your tuition will be paid on time. To learn more about Tuition Express, receive automatic payment notifications, or review your payment history, please visit <a href="https://www.tuitionexpress.com">www.tuitionexpress.com</a>.

### **ELECTRONIC FUNDS TRANSFER AUTHORIZATION**

I (we) hereby authorize Little Sprouts, LLC, Building Blocks Early Learning Center, or Heartworks (called "SCHOOL" in this Authorization) to initiate debit entries to my (our) Checking or Savings Account indicated below at the depository financial institution indicated below (called "DEPOSITORY" in this Authorization). I (we) authorize the SCHOOL to withdraw sufficient funds to pay my (our) regular childcare tuition and/or other childcare related fees that are due and payable. I (we) authorize the SCHOOL to use the third party sender, Tuition Express to process all payments. I (we) acknowledge that the origination of Automated Clearing House (ACH) transactions to my (our) account must comply with the provisions of United States Law. Credit Union Members: Please contact your Credit Union to verify account and routing numbers for automatic payments.

ACCOUNT INFORMATION							
Account Holder							
First Name:	Last Name: Phone:						
Home Address:							
City:	State:			ZIP Code:			
Bank							
Bank or Credit Union Name:							
Branch Address:							
City:	State:		ZIP Code:				
Phone:							
Account							
Routing Number:	Account Number:			Checking	Savings		
This authorization will remain in full force and effect until I (we) notify the SCHOOL in writing of its termination in such time and in such manner as to afford Tuition Express and DEPOSITORY a reasonable opportunity to act upon it. Notices must be received at a minimum of 5 business days in advance of the termination date.							
Account-Holder Signature:			Date (	mm/dd/yy):			

Record Retention Notice: The child care provider shall retain all parent (client) authorization forms in a secure location for a period of two years from the date of client withdrawal from the program.

PLEASE ATTACH A COPY OF A VOIDED CHECK









### **FAMILY TRADITIONS SHARE SHEET**

Our school is part of the global Babilou network of 1,100 early education centers, serving over 50,000 families in 12 countries. Here in the United States, we operate in New England as:

- Building Blocks Early Learning Center (Connecticut)
- Heartworks Preschool, STEAMworks Preschool, & Loveworks Child Care Centers (Vermont)
- Little Sprouts Early Education & Child Care (Massachusetts & New Hampshire)

We often draw upon best practices from our global partners throughout the year; however, we also strive to celebrate and recognize the hyperlocal vibrancy represented in each community we serve. Families and staff are invited to use this Family Tradition Share Sheet to identify important days, events, food, stories, and practices they would welcome sharing with others.

### IMPORTANT DAYS RECOGNIZED IN YOUR FAMILY

While there are multiple ways to list your Family Traditions, please know these are merely suggestions and everything on this sheet is invitational; there are no expectations nor obligations to answer all or any.

Examples: Jan 17: Stephanie's Birthday (youngest sister of the child), 3rd Week in Feb: Annual Family Snowmaking Contest, 2nd Wednesday of the month: Kids Choose the Dinner Night, June 19: Juneteeth BBQ, Dec 25: Christmas with Cousins.

# ANNUAL / MONTHLY TRADITIONS JANUARY JULY AUGUST MARCH SEPTEMBER OCTOBER MAY NOVEMBER JUNE DECEMBER



WEEKLY TRADITIONS







# MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY **FAVORITE FAMILY FOODS / RECIPES / SPICES** Does your family have any particular foods/recipes/spices they would welcome sharing with children and staff at school? If so, please describe in a few sentences how and when these foods come to your table and ideas for sharing at school. FAVORITE STORIES / BOOKS / SONGS / ART Does your family have any specific stories, books, songs, or art that are of special significance? This could be content created by someone in your family or content created by others that your family treasures. Please select the ways in which you would be comfortable working with the school's Executive Director and/or Assistant Director to develop a plan on how/when to share your Family Traditions: In School Online/Virtually Both None Child's Name Parent's Name Parent's Signature Date