



Early Learning Center

Childcare Services Application:

Parent(s) / Guardian(s):

Name: _____ Social Security Number*: _____

Cell Phone: _____ Work Number: _____

Email: _____

Name: _____ Social Security Number*: _____

Cell Phone: _____ Work Number: _____

Email: _____

Address: _____
(Street) (City) (State) (Zip)

(A verifiable Social Security Number must be given at time of enrollment. You may choose NOT to provide this number. However, a TWO WEEKS FULL TUITION deposit will be necessary in the form of a Money Order or Personal Check.*

Reference Information: (Please provide two personal references.)

Name: _____ Phone: _____ Relationship: _____

Name: _____ Phone: _____ Relationship: _____

Child's Information:

Child's Name: _____ D.O.B.: _____

Child's Name: _____ D.O.B.: _____

Child's Name: _____ D.O.B.: _____

Child's Name: _____ D.O.B.: _____

Hours of Service Requested:

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
IN						CLOSED	CLOSED
OUT						CLOSED	CLOSED

NOTE: 10 hrs. is the maximum time your child may remain under our care, this is considered FULL-TIME. Anything over that time will incur in a \$30.00 per hour OT-charge. Any time under 6 hrs. per day is considered PART-TIME. If you are on a PART-TIME rate and you exceed your daily 6 hrs. you will incur in a \$30.00 per hour OT-charge. In both cases, your OT-charge will be prorated if under one hour of additional care.

General Information:

- Tuition is due on Monday.
- At two weeks of NON-Payment your services will be SUSPENDED.
- A \$25.00 late fee will apply to your account if not paid by end of the week. If you decide to pay bi-weekly then you must pay two weeks at time of enrollment.
- We close at 6:00 PM. If your child is not picked up by this time a \$1.00 per minute per child will apply to your account.
- Registration is \$25.00 or \$50.00 for three children or more.
- Returned items from your banking institution will incur in a \$45.00 fee.
- NO REFUNDS. AT ANY TIME.
- ABSOLUTELY NO OUTSIDE FOOD OR DRINK PERMITTED.
- No open toe shoes. Dress according to current weather conditions.
- We CANNOT APPLY sunblock. Please do so yourself at drop off.
- If your child is potty trained your child will need: *Small child size blanket, extra set of clothes.* If your child is not potty trained please also include: *Diapers, wipes and rash cream.*
- We CANNOT administer medication without proper authorization. Please see Facility Director for the FORM you MUST complete before we administer meds.
- We CANNOT allow your child picked up by anyone other than Parent/Guardian without prior authorization by YOU. Whomever you authorize to pick up your child they must have a valid ID upon pick up.
- Your child must be signed IN at drop off. If you fail to do so you will be called and asked to return to the facility and sign your child IN or remove him/her from our care.
- If you are receiving a subsidy thru DES or a Scholarship thru United Way/First Things First you will have a portion of TUITION that will be your responsibility.

Allergies:

Please list all foods and medication your child is allergic too:

*(If **NO** Allergies exist, please write "NONE" above and initial)*

Medical Conditions:

Please list all medical conditions that exist or any medication your child is taking:

*(If **NO** Medical Conditions exist, please write "NONE" above and initial)*

Potty Trained: (Circle One)

YES NO

Special Instructions / Comments:

Acknowledgement

I acknowledge and accept all TERMS/CONDITIONS described in this application for Childcare Services with KidzCo Early Learning Center. I understand all information on this application is strictly confidential. KidzCo is equal opportunity service provider.

Parent/Guardian #1

Date

Parent/Guardian #1

Date