

Little Saints Child Care & Preschool Ministry
CHILD INFORMATION

Today's Date _____ Start Date _____

Enrolling For: **FULL TIME** **PART TIME** (circle one)

Child Care (I-3s) Preschool (3/4s) Pre-K (4/5's) School Age (Before/After) Drop-in Service

Attendance Days _____ **Drop Off** _____ **Pick Up** _____

Important: Part Time schedules must be followed. Please call at least 24 hours ahead for drop in service: drop in service is based upon if we have space available.

Child's Name: _____ Date of Birth _____

Mother's Name: _____ SS/Drivers lic # _____

Email: _____

Address: _____ City _____ Zip _____

Employed By: _____ City _____ Zip _____

Home/Cell Phone #: _____ Work Phone # _____

Father's Name: _____ SS/Driver lic # _____

Email: _____

Address: _____ City _____ Zip _____

Employed By: _____ City _____ Zip _____

Home/Cell Phone #: _____ Work Phone # _____

Pick-Up Permission & Emergency Contacts

I hereby give permission for my child to leave the center with the following persons named below. It is the responsibility of the parents to notify the center, in writing, of any change.

Person to contact in case of emergency: _____

Address: _____ City _____ Zip _____

Home & Cell Phone # _____ Work Phone # _____

Relationship to child _____

Person to contact in case of emergency: _____

Address: _____ City _____ Zip _____

Home & Cell Phone # _____ Work Phone # _____

Relationship to child _____

Person to contact in case of emergency: _____

Address: _____ City _____ Zip _____

Home & Cell Phone # _____ Work Phone # _____

Relationship to child _____

Do you have/attend a home church? Yes No

ATTENTION: *If additional contacts need to be listed, please ask for an additional form.*
Important medical (ex: allergies, medications) or other information: food allergies/medications must have a written/signed doctor's note for the child's file.

**Little Saints Child Care & Preschool Ministry
Full & Part Time Weekly Tuition Contract**

Child's Name: _____

Birthdate: _____

Full Time Child Care & All-Day Preschool/ Pre-K

| | | |
|--|---------------------------|----------------------------------|
| Full time rates will apply if a child attends four or five days per week. | Effective 7/1/2019 | Effective October 1, 2019 |
| _____ Infant (6 weeks to 12 months) | \$215.00 | \$225.00 |
| _____ Toddler (13 months to 24 months) | \$175.00 | |
| _____ Two-Three Years Old (not fully potty trained) | \$175.00 | |
| _____ Three-Four Years Old (fully potty trained) | \$165.00 | |
| _____ Five Years Old | \$165.00 | |
| _____ Multi-Child Discount- 10 % for 2 children/15% for 3 or more children | | |

Part Time child/ren for children ages 6 weeks to 5 years and not in school

Due to limited availability in the classrooms, parents must choose their part time days, either 2 or 3 days per week (ex: Monday/Friday etc). If an extra day is needed, arrangements must be made in advance and is based on availability, additional charges will apply. Please call 574-825-9683. Discounts will not be given for children attending part time.

| | |
|---|--------------|
| _____ Infant | \$50 per day |
| _____ Toddler | \$47 per day |
| _____ Two-three Years Old (not fully potty trained) | \$37 per day |
| _____ Three Years Old (fully potty trained) | \$35 per day |
| _____ Four/Five Years Old | \$32 per day |

Drop-in Service hourly rate is only available for drop in status, 5 hours or less a day, if over 5 hours, daily rate will apply.

| | |
|----------------------|---------------|
| _____ Infant/Toddler | \$ 6 per hour |
| _____ Two's to Fives | \$ 5 per hour |

I understand and agree to the following:

1. There is an initial, non-refundable enrollment fee of \$40 per child due with this contract. If I withdraw my child/ren, I understand that there will be a re-enrollment fee.
2. I understand there will be an annual supply fee of \$20 (\$30 for two or more children) charged on the first invoice.
3. Weekly tuition is due in advance per the above checked schedule.
4. A late fee will be added to my bill if weekly payment is not received by Friday at 5:30pm.
5. If my bill is more than one week past due my child/ren will not be able to attend until tuition and late charges are paid.
6. I will pay the agreed upon tuition whether my child/ren is/are present or not. This includes family vacations, medical leave, illness, school cancellations, etc.
7. I understand I will receive one free week per year. This is to be taken a full week at a time and my child/ren **will not attend during that week.**
8. A late charge of \$1.00 per minute per child will be charged for pick up **after closing time.**
9. I will be responsible for any and all fees, charges, or expenses that Little Saints would have to pay in order to collect any bad debt.
10. I must give at least two weeks' notice prior to withdrawing my child/ren.
11. If I am receiving CCDF (Vouchers), I understand that I am responsible to pay the amount that is not covered by CCDF. In the event that I do not bring my child the hours required by CCDF or if I lose CCDF I am responsible for the entire amount due.

Parent signature: _____

Date: _____

Authorized Little Saints Representative: _____

Date: _____

Rates are effective July 1st, 2019

Little Saints Child Care & Preschool Ministry
Half-Day Only- Preschool & Pre-K Tuition Contract
(Program begins August 14th, 2019)

Child's Name _____ Birthdate _____

I will pay tuition as follows:

Half Day 3's/4's Class - Tuesdays and Thursdays 8:30-10:30am

_____ **One Annual Payment** of \$648.00 (\$720 - \$72.00) Payment due by August 8, 2019.

_____ **Three Quarterly Payments** of \$228.00 (\$240 - \$12.00) Payments are due August 8, 2019, November 1, 2019, & February 4, 2020.

_____ **Nine Equal Payments** of \$80 Payments due at the end of each month: August 8, 2019 - May 1, 2020.

Half-Day Pre-K 4's/5's Class - Mondays, Wednesdays, and Fridays 8:30-12:30pm

_____ **One Annual Payment** of \$1093.00 (\$1215-\$122) Payment due by August 8, 2019.

_____ **Three Quarterly Payments** of \$385.00 (\$405-\$20.00) Payments are due August 8, 2019, November 1, 2018, & February 4, 2020.

_____ **Nine Equal Payments** of \$135 Payments due at the end of each month August 8, 2019 May 1, 2020.

I understand and agree to the following:

1. There is an initial, non-refundable \$40 enrollment fee due to guarantee a spot for my child in preschool. If I should withdraw my child, I understand that there will be a re-enrollment fee.
2. If I should withdraw my child and re-enroll the child within two weeks, I will pay back charges for the time the child was not enrolled.
3. I understand there will a supply fee of \$20 charged on the first invoice.
4. Tuition is due per the above checked schedule.
5. A late fee will be added to my bill beginning the first day my payment is past due.
6. If my bill is more than one week past due my child will not be able to attend until tuition and late charges have been paid.
7. I will pay the agreed upon tuition whether my child is present or not. This includes family vacations, medical leave, illness, school cancellations, etc.
8. A late charge of \$1.00 per minute for three year olds picked up after 10:45 am and for Pre-K children picked up after 12:45 pm will be charged.
9. I will be responsible for any and all fees, charges, or expenses that Little Saints Child Care and Preschool Ministry would have to pay in order to collect any bad debt.
10. I will give at least two weeks' notice prior to withdrawing my child.

Parent Signature _____ Date _____

Authorized Preschool Representative _____ Date _____

Half-Day Preschool Tuition Rates for 2019/2020 School Year

Registration Fee - \$40

Annual Supply Fee - \$20

Registration Fee is required at time of registration to secure spot in Half-Day Preschool. A spot is not guaranteed until the registration fee is paid. Annual Supply Fee will be charged on the first preschool tuition invoice.

Half-Day Preschool Class – Meets Tuesdays and Thursdays from 8:30am – 10:30 am
\$80 per month, August through May

Half-Day Pre-K Class– Meets Mondays, Wednesdays, and Fridays from 8:30am – 12:30 pm
\$135 per month, August through May

Full Day Preschool or Pre-K- Must fill out full time weekly tuition contract

Tuition payments for the half-day program may be made annually, quarterly, or monthly. Annual payments are due before preschool starts; quarterly and monthly payments are due before the first day of the quarter or month the payment is for. There is a 10% discount for those paying annually and a 5% discount for those paying quarterly.

Please fill out the enclosed tuition contract, check the payment plan you are going to use, sign and date it and give to the Child Care Director or Preschool teacher. When paying monthly, remember that there will be nine equal monthly payments regardless of the number of days children attend school during that month. If you are choosing one annual payment that payment is due no later than August 8, 2019.

Classes will begin August 14, 2019 for the Half-Day 4/5's Pre-K and August 15, 2019 for the Half-Day 3/4's Preschool Class. Classes will end the week of May 18-22, 2020, respectively. The make-up day schedule will be determined and parents will be notified as soon as possible. Preschool Graduation will occur during the last week of May. Please see the Preschool Parent Handbook for additional information.

Please contact the Little Saints Child Care office with any questions or concerns 574/825-9683.

Thank you and God Bless!

**Matthew 18:4-5 Therefore, whoever humbles himself like this child is the greatest in the kingdom of heaven.
And whoever welcomes a little child like this in my name welcomes me.**

Little Saints Child Care & Preschool Ministry
708 West Wayne Street
Middlebury, IN 46540
574-825-9683

Ministry Waiver

I understand that this day care ministry is not licensed under the laws of Indiana. However, I understand that this day care ministry complies with the State rules concerning sanitation & fire safety for the primary use of the structure in which it is conducted. I understand that it is my responsibility to ensure that the nutritional and health needs of my child are met while my child is at the day care ministry. This notice does not absolve a day care ministry from liability for injury to a child while the child is at the day care ministry if the cause of the injury is negligence or intentional wrongdoing on the part of the day care ministry or an employee of the day care ministry. This waiver is updated annually.

Notice Concerning Fire Safety Protection

Under Indiana Law, a child care ministry may choose not to provide certain fire safety protections if the parent(s) or legal guardian(s) of each child is notified about the absence of the fire protection safety protections. The purpose of this notice is to advise you that this child care ministry does not have the same level of fire safety protection as a licensed center. As you have already been notified, the child care ministry does not comply with the same sanitation, life and fire safety rules as a licensed center. The reason you are given this notice is that the child care ministry has chosen not to provide a fire warning system, such as fire alarms, as is required for a licensed day care center. However, we do use active smoke detectors, have fire extinguishers if needed, and conduct monthly fire drills (as of March 2005).

Discipline/Guidance Policy

It is very important that a child's development is nurtured through caring, patience and understanding. However, while caring for your children, I may have to respond to your child's misbehavior. Hitting, kicking, spitting, hostile verbal and other behaviors which will hurt other children are not permitted.

In response to these behaviors, I will NOT use the following:

- Threats or bribes
- Physical punishment, even if requested by the parent
- Deprive your child of food or other basic needs
- Humiliation or isolation

In response to misbehavior, I WILL use the following:

- Respect for the child
- Establish clear rules
- Be consistent in enforcing rules
- Use positive language to explain desired behavior
- Speak calmly while bending down to your child's eye level
- Give clear choices
- Redirect your child to a safe area for a "time out" no longer than one minute per year of the child's age. If your child's behavior is very disruptive or harmful to himself or other children, I will discuss the issue with you privately. If the situation can be resolved, the child may remain enrolled in the program. If we are unable to resolve the issue, you may be asked to make other child care arrangements.

I, the parent or legal guardian of _____, acknowledge that I have read and understood the above notice concerning the Ministry, Fire Safety Protection, and Discipline/Guidance Policy. I have received a full copy of the discipline policy.

Parent/Guardian Signature _____ Date _____

Little Saints Child Care & Preschool Ministry
708 West Wayne Street
Middlebury, IN 46540
574-825-9683

Permission To Participate In Little Saints Child Care Activities
(please initial each one)

_____ I hereby grant permission for my child to use all of the play equipment and participation in all of the (initial) daily activities of the day care.

_____ I hereby grant permission for my child to leave the day care premises under the supervision of a (initial) Little Saints staff member for neighborhood walks.

_____ I hereby grant permission for the Director, or any authorized staff member to take whatever steps (initial) that may be necessary to obtain emergency medical care if warranted.

_____ I understand that in case of an accident in which a student requires medical attention, Little Saints (initial) will not be held liable for any medical expenses incurred to the family as a result of the accident.

Photo Release

I understand that Little Saints Child Care Ministry and Preschool may take pictures of the children playing from time to time for use on their cubbies or for use with a project. I understand that pictures are sometimes used to help show parents what their children are doing during the day. I acknowledge that photos may be displayed in the room from time to time and could possibly include my child. I also acknowledge that it is possible that a particular picture that includes my child might be sent home with another child to show their parent(s) what they are doing. I agree to give permission for Little Saints Child Care Ministry to take photographs or video images of my child. I agree to allow these photographs to be displayed in my child's room, on room or center bulletin boards, or to be used as mentioned above. I further agree to allow the center to use these photographs or video images in limited promotional or training applications.

Please initial (2) applicable boxes below:

_____ **I DO** grant permission to use photos/videos of my child within the facility.

_____ **I DO** grant permission to use images on Little Saints/St. Paul's Website/Facebook page.

_____ **I DO NOT** grant permission to use photos/videos of my child within the facility.

_____ **I DO NOT** grant permission use images on Little Saints/ St. Paul's Website/Facebook page.

Child's Name _____

By signing below and initialing above, I grant permission/do not grant permission for my child to participate in activities and to be photographed during care at Little Saints Child Care & Preschool Ministry.

Parent/Guardian Signature _____ Date _____