

BIG BLUE BIRD EARLY CHILDHOOD CENTER
ENROLLMENT RECORD

TODAY'S DATE: _____

DATE OF ENROLLMENT (ACTUAL START DATE): _____

1. CHILD'S NAME _____ BIRTHDAY _____
NAME BY WHICH CHILD IS OFTEN CALLED _____
HOME ADDRESS _____ PHONE _____
CITY _____ STATE _____ ZIP CODE _____
SOCIAL SECURITY NUMBER _____

2. MOTHER OR GUARDIANS NAME _____
ADDRESS (IF DIFFERENT FROM ABOVE) _____
EMPLOYER _____ BUSINESS PHONE _____
SOCIAL SECURITY NUMBER _____ BIRTHDAY _____
MOTHER'S MAIDEN NAME _____ (FOR SECURITY PURPOSES)

3. FATHER OR GUARDIANS NAME _____
ADDRESS (IF DIFFERENT FROM ABOVE) _____
EMPLOYER _____ BUSINESS PHONE _____
SOCIAL SECURITY NUMBER _____ BIRTHDAY _____

4. SPECIAL INSTRUCTIONS FOR CONTACTING PARENTS: _____

5. IF NEITHER PARENT OR GUARDIAN CAN BE REACHED, IN CASE OF EMERGENCY CALL:
_____ PHONE _____

6. CHILD'S DOCTOR _____ PHONE _____
CHILD'S DENTIST _____ PHONE _____

7. OTHER CHILDREN IN FAMILY (NAME AND AGE) _____

8. OTHER ADULTS IN FAMILY (NAME AND RELATIONSHIP) _____

9. PREVIOUS CHILD CARE ATTENDED (LOCATION AND DATES) _____

10. ADDITIONAL INFORMATION CONCERNING YOUR CHILD:
PLAY HABITS _____
EATING BEHAVIOR _____
LIKES AND DISLIKES _____
FEARS _____
ALLERGIES _____
ANYTHING ELSE YOU FEEL WE SHOULD KNOW _____

**BIG BLUE BIRD EARLY CHILDHOOD CENTER
STATEMENT OF AUTHORIZATION**

FILMING AND SCREENING

FROM TIME TO TIME, THE TV STATIONS WILL ASK PERMISSION TO FILM CHILDREN PARTICIPATING IN ACTIVITIES AT OUR CENTER. I _____ GIVE PERMISSION FOR MY CHILD _____ TO PARTICIPATE IN FILMING ACTIVITIES FOR SPECIAL OCCASIONS. I ALSO GIVE PERMISSION FOR MY CHILD TO PARTICIPATE IN SCREENINGS AND TESTS ADMINISTERED AT THE CENTER FOR DEVELOPMENTAL AND PHYSICAL PROGRESS.

SIGNATURE

DATE

SIGNATURE

DATE

CHILD RELEASE

I, _____ GIVE MY CONSENT FOR MY CHILD, _____ TO BE RELEASED TO THE FOLLOWING PERSONS ONLY, IN THE EVENT I AM UNABLE TO PICK MY CHILD UP PERSONALLY. (PLEASE LIST NAME AND RELATIONSHIP TO THE CHILD.)

1. _____

5. _____

2. _____

6. _____

3. _____

7. _____

4. _____

8. _____

SIGNATURE

DATE

SIGNATURE

DATE

**BIG BLUE BIRD EARLY CHILDHOOD CENTER
ENROLLMENT AGREEMENT**

In order to provide top quality care at a reasonable cost, Big Blue Bird enrollment consists of the purchase of a position. Tuition at this center is calculated on an annual basis. It is not to be considered as hourly, weekly, or even monthly care. However, we allow you to pay on a weekly basis. Attendance does not affect the cost of your position. Full tuition is to be paid every week, even if your child is absent. There is a nonrefundable registration fee of \$50.00 per child (6 weeks through preschool) and \$25 for school age, payable at date of enrollment.

Tuition is due before closing on Friday for the coming week. If your account is not paid by Tuesday morning, your children may not attend until the balance is paid in full. Accounts not paid by Tuesday morning, will be assessed a \$5.00 late fee. An additional \$5.00 per day will be assessed until payment in full has been made or other payment arrangements have been made. After the second week, your children will be automatically withdrawn and a re-enrollment fee must be paid for your child to return. We may also terminate childcare services if payment arrangements are not followed. All discounts will be forfeited if payment is not made by the end of the current week. If you are unable to pay the current weeks tuition on time, you must discuss alternate payment options with management Monday morning. Management may, at its discretion, allow an alternate payment schedule. Automatic withdrawal does not relieve you of any unpaid balance.

Hours of operation are from 6:30 AM to 6:00 PM, Monday through Friday, except for the holidays listed below. Any child not picked up by 6:00 PM may incur a late pick-up fee (per child) of \$1 per minute or part of a minute for the first 10 minutes and \$2 per minute after that. Any late pick-up fees assessed are due the following Monday. Habitually late pick-up may result in termination of child's enrollment.

Each child shall be considered an individual account. Parents who pay for 2 or more full-time positions are eligible for a \$10 multiple sibling discount per family.

Any account that has been paid by check and that check is returned to Big Blue Bird Early Childhood Center as nonpayment, will be assessed a \$40 fee plus late payment fees. Any account that tenders to Big Blue Bird Early Childhood Center 2 checks within 12 months that are returned as nonpayment shall be required, from that date forward, to make payment by cash, bank check or other certified funds. Such payment must be made on Monday of the week of services or risk the loss of their position.

Withdrawal of your position requires a 1 full week notice. Any account not submitting a 1 week withdrawal notice shall be charged for an additional week. Withdrawal notices are available in the office.

Any unpaid account balances more than 4 weeks old will be turned over to a collection agency. All costs of collection allowed by law will be added to the account balance.

This center will be closed in observance of the following 8 holidays; Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the Friday following Thanksgiving, Christmas Eve, Christmas Day, and New Years Day. Full tuition is due the weeks of these holidays, unless otherwise notified by Management.

Big Blue Bird Early Childhood Center is not responsible for lost or damaged items of clothing or toys. All items must be labeled.

The center will give a minimum of 30 calendar days notice before any tuition change. Please check the Parent Notice Board or monthly newsletter for this or other important information often.

PARENTAL AFFIRMATION

I have thoroughly received/read the Parent Handbook of Big Blue Bird Early Childhood Center and am in agreement with the policies regarding my child's enrollment in the center.

SIGNATURE

DATE

SIGNATURE

DATE