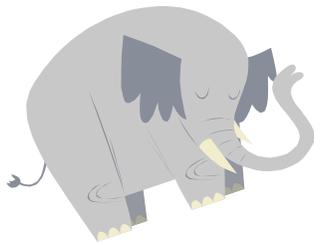
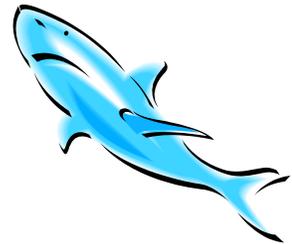


Children's Learning Center

Parent Handbook & Enrollment Packet

2018-2019



Children's Learning Center

@ Spirit of Hope United Methodist Church/Englewood United Methodist Church
3885 S. Broadway
Englewood, CO 80113

Phone: 303-781-3216
Fax: 303-783-5450



Website: <http://clcenglewood.com>
Email: clcenglewood@yahoo.com

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Children's Learning Center

Parent Handbook:

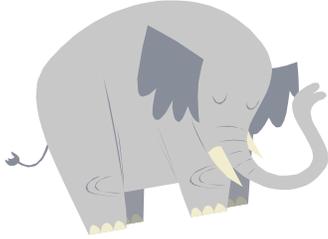
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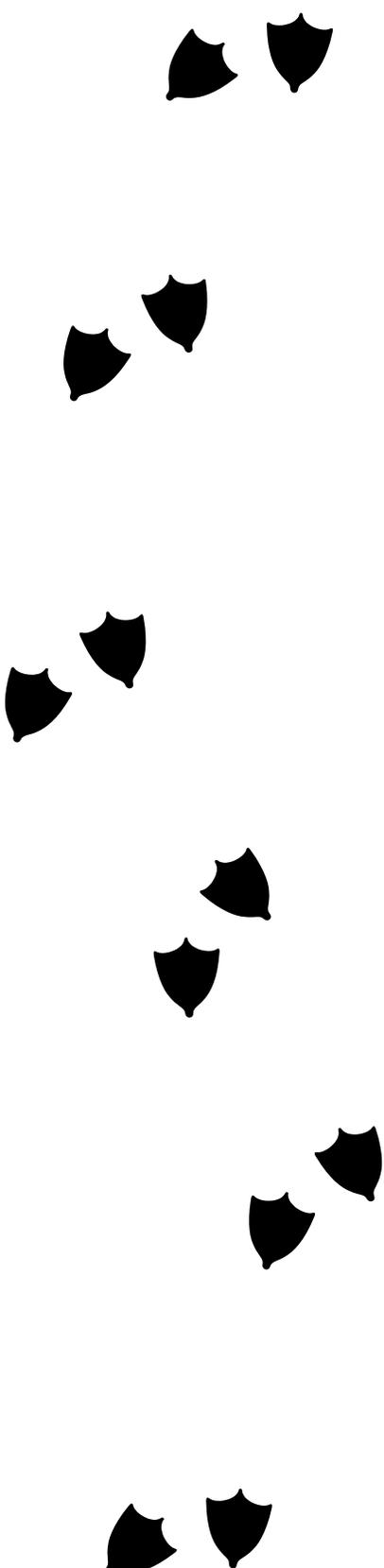
Dear Parents:

Welcome to Children's Learning Center! We are so excited to welcome you and your child to our Center.

CLC requires that all families must complete the Enrollment Packet and pay the Enrollment fee before your child may attend. We also need a copy of your child's updated immunizations record and a current health form signed and dated by your child's physician (they may fax them to us directly at 303-783-5450) within the first five days of enrollment. Enclosed in this packet, you will find all sorts of good information about CLC, including the school calendar, our policies and procedures, and pricing.

If you have any questions, please feel free to stop by anytime during the day, call us at 303-781-3216, or email clcenglewood@yahoo.com.

~Children's Learning Center



Philosophy of Children's Learning Center

Every Child, regardless of social or economic status, race or religious affiliation, has the right to be in an environment that provides growth socially, emotionally, intellectually, physically and, in our center, spiritually.

To attain our goals, we focus on age appropriate programs that foster social growth through interaction with other children and through experiences in play and working together.

Intellectual growth takes place in acquiring general knowledge through many hands-on activities. Examples are learning about weather, seasons, food, animals, origin of holidays, the environment and nature, dinosaurs, healthy living and other topics.

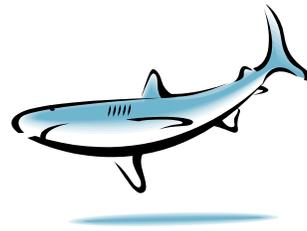
Physical development takes place through appropriate activities that promote healthy growth in the areas of large and small muscles, motor coordination, perceptual development, etc...

Emotional growth that provides and maintains feelings of self-worth takes place through many opportunities for success, as well as, those experiences that help develop coping skills. Also, it is important that each child feels secure and safe with their teachers and classmates.

Spiritual growth that teaches the children God's presence and abiding love.

Calendar 2018-2019

Children's Learning Center



Calendar for 2018:

Summer session begins June 4th

Sharks can continue through the Summer session until Kindergarten

Fall session begins August 20st

The following are the dates for the 2018 Calendar Year in which the Center will be closed. If the holiday lands on a Saturday, we will observe it on Friday and if it lands on a Sunday, we will observe it on a Monday.

January 15th

Martin Luther King Jr. Day

February 19th

Presidents' Day

May 28th – June 1rd

Memorial Day and In-Service Days for teachers

***CLC will re-open June 4, 2018**

July 4th

Independence Day

September 3rd

Labor Day

November 22nd and 23rd

Thanksgiving

December 24th - January 1st Christmas Break, In-Service and New Years

***CLC will re-open Tuesday, January 2, 2018**

Calendar for 2019:

Summer session begins June 3rd

Sharks can continue through the Summer session until Kindergarten

Fall session begins August 19th

The following are the dates for the 2019 Calendar Year in which the Center will be closed. If the holiday lands on a Saturday, we will observe it on Friday and if it lands on a Sunday, we will observe it on a Monday.

January 21st

Martin Luther King Jr. Day

February 18th

Presidents' Day

May 27th – May 31st

Memorial Day and In-Service Days for teachers

***CLC will re-open June 3, 2018**

July 4th

Independence Day

September 2nd

Labor Day

November 28th and 29th

Thanksgiving

December 23rd - January 1st Christmas Break, In-Service and New Years

***CLC will re-open Thursday, January 2, 2020**

(**Please note Christmas dates are pending Board approval, as of 4/18/18)**

Tuition & Rate Sheet 2017-2018

Children's Learning Center

Infants 6 weeks- 12 months: The Lambs

5 Days	\$259.00
4 Days	\$245.00
3 Days	\$198.00
2 Days	\$165.00
1 Day	\$89.00



One-year-old rate: The Ducks and Monkeys

Full day rate	1/2 day rate (7:30-12:30pm)
5 Days \$235.00	5 Days \$179.00
4 Days \$188.00	4 Days \$143.00
3 Days \$141.00	3 Days \$108.00
2 Days \$94.00	2 Days \$73.00
1 Day \$47.00	1 Day \$37.00

Two through Three year-old rate: The Tigers and Elephants

Full day rate	1/2 day rate (7:30-12:30pm)
5 Days \$224.00	5 Days \$177.00
4 Days \$179.00	4 Days \$141.00
3 Days \$134.00	3 Days \$106.00
2 Days \$90.00	2 Days \$71.00
1 Day \$45.00	1 Day \$35.00

Preschoolers (3 -5-year-olds) rate: The Sharks

Full day rate	1/2 day rate AM/PM
5 Days \$182.00	5 Days \$129.00
4 Days \$146.00	4 Days \$104.00
3 Days \$109.00	3 Days \$78.00
2 Days \$73.00	2 Days \$51.00
1 Day \$37.00	1 Day \$26.00

Yearly Enrollment Fee \$50.00 - Family Enrollment fee \$75.00 (multiple children)

Children's Learning Center

Policy and Procedures

HOURS OF OPERATION - CLC serves children ages 6 weeks- 5 years. Our business hours are Monday-Friday from 7:00am to 6:00pm. For any child left after 6:00pm, there will be a late charge of \$5.00 for every minute after 6p.m. Payment will need to be paid **before** your child can return to school. If any child is left at CLC after 6:30pm, Englewood police will be notified, and Human Services will be notified. In order to maintain proper staff-child ratios ALL children MUST be at the Center by 10A.M. If you child has an appoint that requires him/her to be late, please make arrangements with the Director.

CHILDREN'S SAFETY – This is our #1 concern. Parents are responsible for signing their child in/out every day. Every classroom does daily head count sheets to ensure that every child is accounted for during the day as well as when they arrive and depart from the center. All CLC staff members have background checks done, and are qualified in CPR, First Aid and Universal Precautions among other trainings before working in a classroom.

TRANSITIONS - CLC tries to make the transition from home to school as well as classroom to classroom as smooth as possible. We understand the importance of differentiation developmental age as well as the chronological age are taken into consideration before any transition between classrooms takes place.

Transitions from home to school - When a child arrives in the morning teachers will welcome you and your child, will direct your child to a play area, have a conversation with them, and will give comfort and reassurance if he/she is finding the separation difficult.

Transitions from classroom to classroom - When a child is getting ready to transitions from one classroom to another we start the process by having a conversation with the parents (holding a parent teacher conference). At that time, parents will be given a welcome letter to the next classroom as well as any other information they might need for the new classroom. Parents are also encouraged to visit the next classroom and have a meet and greet with the teachers. For the child, the week before they move up into the next class, we will have them visit the other classroom and gradually increase their visitation time thought out the week. i.e. spending a couple of hours, the first day and working up to a full day throughout the week.

LUNCHES & SNACKS - Parents are responsible for providing a well-balanced Lunch, an AM snack and PM snack for their child. All lunches are kept in the refrigerators in the classrooms, which limits our space daily; therefore, we will not store food overnight. Please make sure that you are sending your child with a complete and balanced lunch, as well as, snacks that align with the Choose my Plate components. Your child needs to have two components for both the am/pm snacks. For lunch, they need to have all five components from Choose my Plate (CLC provides milk for lunch only). Please prepare all lunch and snack items, such as Ramon, mac & cheese, soup, oranges and apples (cut up or peeled), at home. If you forget your child's lunch or snack at home, one can be provided for an additional cost: lunches for \$6.00 and \$2.00 per snack. CLC will supplement food for children who do not have enough food or are missing any components from the food pyramid for an additional cost of \$2.00 per item.

FAMILY SUPPLIED TREATS- Food for classroom parties or celebrations that are brought by families, **must be prepackaged or prepared at a commercial store** (for example, muffins from a grocery store bakery). Unfortunately, due to concerns regarding allergies, **no homemade or home baked foods** may be served or shared at CLC.

FORMULA – This must be provided by the parents. Bottles are to be premade or made at school. Parents are responsible for supplying all baby food and diapering needs. If you are nursing, frozen breast milk needs to be labeled with your child’s first and last name and the date it was pumped. It also needs to be placed in a gallon size bag with your child’s first and last name. If you are bringing fresh milk you must follow the same procedure as frozen milk.

SAFE SLEEP- Providing infants with a safe place to grow and learn is very important. For this reason, CLC practices safe sleep. ALL infants will be placed in their crib on their back as sleeping occurs. If an alternate sleeping position is required, or swaddling is necessary a doctor’s note as well as a health form need to be filled out and returned to the director. CLC is a tobacco free school. Smoking is not allowed on the premises during business hours. To prevent 2nd and 3rd hand smoke, if any individuals that come in contact with children smoke on their lunch hour will need to take the following steps prior to entering the building/center

- They must wash their hands thoroughly
- Remove any clothing that was worn and replaced with clothing in compliance with CLC dress code.
- No perfumes may be applied to prevent reactions

NAP TIME-

CLC has a rest period from 1:00 p.m.-3:00 p.m. We do not force children to sleep however, we encourage that they rest their bodies for at least 30 minutes. If they are not asleep after that time they are given a quiet activity and allowed to move to another quiet area in the classroom. Parents must provide a crib sheet as well as a blanket that can be left here for nap time. Bedding is washed Weekly.

TUITION POLICY - Tuition is billed before or at the beginning of the month for the entire month. We require that one-half of the tuition be paid on or before the 3rd of the month with the complete balance being paid by the 15th. Accounts not paid by the 3rd of the month will be assessed a \$25.00 late fee. Accounts not paid in full by the 15th of the month are assessed a \$50.00 late fee. Payment is required for days your child is absent from CLC. CCAP Parental fees are also due by the 3rd of every month.

SECOND LANGAUAGE - To meet the needs of our Spanish speaking students and families, we have multiple bilingual teachers who are fluent in Spanish (speaking, reading and writing) who can be placed in classrooms where the need is required.

VISITORS - All visitors must buzz in at the North door, state their name and who there are here to see. They are also required to sign in/out in CLCs Visitor Log and present proper identification.

PICKUP - When someone other than the parent/guardian is picking up your child, we require that they be on the authorized list, and they must present a photo ID to compare to your child’s file. If a person is not on the pick-up list CLC will not release any child until the parent has been notified and has given a one-time verbal authorization.

PLASTIC FREE ZONE - CLC is a plastic free zone. This includes zip-lock baggies and grocery bags. They are choking and suffocation hazards, as well as, against Colorado State licensing.

ALLERGIES – Upon enrollment please notify us if your child has an allergy of any kind. Proper medical forms to be filled out and turned in with the enrollment packet. (i.e. EPI pen, Benadryl etc.) All staff will be informed as well as allergy notices in the specified classrooms.

MEDICATION POLICY – If your child/ren requires any medication to be administered at school including over the counter and pedialyte a doctor’s note and parent permission is required. Only a qualified staff member can administer medication. **All medication must come in its original container/box.** All medication is kept in the Director’s office in a locked cabinet. A medication log is also kept to document doses.

DISCIPLINE POLICY - CLC uses positive redirection at all times; Each classroom has a Cozy/Quiet area to be utilized if the child needs quiet/cool down time. If the cozy and quiet areas are not successful, the child will be removed from the classroom/situation and be brought into the office with the director to allow them to decompress and become calm enough to return to the classroom.

LOST OR STOLEN ITEMS - CLC is not responsible for ANY lost or stolen items. **We strongly discourage children bringing toys from home,** as we try to distinguish the difference between toys we can share and toys that belong specifically to one child.

PERSONAL BELONGINGS - All belongings must be labeled with your Child’s first and last name. There are hooks outside of every classroom as well as cubbies inside the classrooms where your child’s things may be kept.

EXTRA CLOTHES - Please bring three sets of extra clothes for your child in case of an accident or spill. Extra clothes will be kept in your child’s cubby, or classroom.

LAUNDRY - Each classroom does laundry once a week. This includes your child’s bedding and other classroom washable items. If you wish to take your child’s bedding home, please speak with your child’s teacher. We ask that it comes back the next day/week to ensure we have it here for your child’s rest time.

INCLEMENT WEATHER - The children go outside twice a day, weather permitting. If the temperature is below 20 degrees or above 90 degrees, the children will remain inside and engage in gross motor play. Please make sure that you are dressing your child appropriately for weather conditions, as well as, sending them with proper necessities, i.e., coat, gloves, hat, and boots.

SUNSCREEN POLICY - CLC will apply sunscreen daily during the summer months of May-September to children six months and older with a signed permission form from a parent/guardian. Sunscreen is provided to the center by the parent/guardian.

SWITCHING DAYS - CLC does not allow “switching days” due to illness or absence. **We Do not do Drop-In days.** If you need to add an additional day, please speak with the Director/Assistant Director about availability. Advance notice is required if an additional day is required.

CHILD ABUSE REPORTING - All CLC staff members are Mandatory Reporters. They are required to report any suspicion of child abuse or neglect immediately to the Department of Human Services. Parents may utilize 1-844-CO-4-KIDS to report child abuse or neglect.

QUALITY - CLC is very proud of the quality of child care you will be receiving. However, if you have any questions or concerns about Children’s Learning Center or the standards set by the Department of Human Services, you may contact them at 303-866-5944.

RESPONDING TO EMERGENCIES - It is the parent’s responsibility to escort their child into their classrooms/teachers and sign them in. In case of a lost or missing child, CLC will immediately go into a lock-down, with the assistance of the church and staff the building; and grounds will be searched immediately. While

the school and church are being searched, the Director/Assistant Director will call 911 and then each child's parents.

TORNADO - Drills are done on a monthly basis during tornado season. Teachers will escort the children to the basement of the church and will remain there until the warning has been lifted. Headcounts and attendance will be taken throughout the process. Parents will be notified by the center director in the event of this drill happening.

FIRE - Drills are done on a monthly basis. Teachers will escort the children outside to the designated areas. The designated area on the North side of the building is at the far side of the parking lot against the large garage. The designated area on the South side of the building is across the grass by the tall trees. Headcounts and attendance will be taken throughout the process. Parents will be notified by the center director in the event of this drill happening.

MOVIE POLICY – This is a very special privilege at CLC. All movies are planned ahead of time and are incorporated into the lesson plans and will be shown in no longer than 20 minutes per week. All movies are rated G and are age appropriate for your child.

PARENT/TEACHER CONFERENCES - Parent/teacher conferences will be held twice a year (fall session and summer session). Conferences outside of these times can be arranged at the parent's request.

REFERRALS/SERVICES - CLC believes that parents are best able to choose the child care that meets their particular family situation. It is our goal to provide parents with information and referrals on a full range of child care services in the Englewood community. Assessments will be taken of each child as they enter our program and three other times throughout the year. Parent teacher conferences will be held twice a year (fall session and summer session). Referrals/information will be given to the parents on an as needed basis. If we suspect a child is delayed in any area CLC directors will ask for a meeting/parent teacher conference with the family to discuss any concerns, at that time they will receive referral information. CLC will document on the referral log when the meeting was held and what referral agency was referred to the family. CLC offers services for special needs children and is in compliance with the American with Disabilities Act.

DIAPERING/POTTY TRAINING – Parents of children six weeks too three-years-old must provide their diapers and wipes. CLC will supplement diapers for a child who does not have diapers for an additional cost of \$2.00 per diaper and wipes for \$5.00 per pack. CLC will start working with you and your child on potty training when they are ready and able to communicate potty needs. Tigers and Elephants are our potty training rooms, each classroom has a potty contract and is dedicated to making the process and transition as smooth as possible.

SNOWDAYS - CLC operates in conjunction with the Englewood Public Schools for weather closers. If Englewood schools are closed due to weather conditions, we will be as well. However, if Englewood has a delayed start, we will open on time. You can check school closures on Fox 31 Denver news. CLC does charge for snow days; if your day happens to land on one, you will be charged. Notices of Snow closures will be sent out via email, and sign postings.

HOLIDAYS – CLC charges for the Holidays (only the holiday, not the days before or after). If your day happens to land on a holiday, you will be charged. If the holiday lands on a weekend, we will be closed either Friday or Monday to observe the holiday (you will be charged for the day we are closed). During the weeks we are closed, CLC does not charge.

FIELD TRIPS - When transporting your child on field trips, parents must provide their own car seat/booster

seats. Children must also have a signed permission slip; verbal authorizations will not be accepted. CLC's bus drivers are ECT, first aid and CPR certified, and have also completed the CLC safety training course. If your child has not arrived before the field trip and the bus leaves, your child will be welcomed to visit another classroom until their classroom returns.

SUPERVISING CHILDREN DURING FIELDTRIPS- There will always be two teachers on every fieldtrip, one group leader and one teacher assistant/aide. Teachers will conduct headcounts every 10 minutes to ensure that all children are accounted for. There will be on staff member assigned to a group of children that meets their ratio at all times. Staff and Children are required to wear matching CLC shirts.

EMERGENCY PROCEDURES ON THE ROAD - In the event of an emergency, the driver will pull to the side of the road and away from traffic and call 911. The other staff members, will immediately start assisting the children in un-buckling their seatbelts and escorting them off the vehicle to a safe, designated area. Once off the bus the staff members will take head counts, contact the director and wait for help to arrive.

EMERGENCY AND DISASTER- If there is an emergency that encompasses a larger area such as the neighborhood due to an environmental threat, e.g. flood, and the children cannot remain in the immediate area, they will be transported to Immanuel Lutheran Church 3695 S. Acoma Englewood, CO 80110. The children and staff will remain at this location while you or your emergency contact is notified of the situation and until all children are picked up.

COMMUNITY RESOURCE CENTER - CLC has a Community Resource Center that can be utilized by families to help locate resources that meets their needs in and around the Denver Metro area.

PRIMARY CARE - CLC values the importance of having consistency in the classrooms; we understand that reflective and responsive relationships are formed through trust and attachment between caregivers and children. Therefore, we practice primary care throughout the center. Which means that each child is consistently care for by the same group of teachers and we encourage team teaching in every classroom.

VISION AND HEARING SCREENING - CLC partners with the Englewood Lions Club to provide vision and hearing screening at the beginning of our fall sessions.

MEDICAL HOME - CLC understands the importance of families having a medical home (primary care provider), as well as, having health insurance for yourself and your family. Please refer to the Enrollment Packet page 2 for further information.

DISENROLLMENT- CLC reserves the right to dis-enroll a family for inappropriate behavior, lack of payment, or lack of current physical exam or immunization records on file. CLC requires that you give a two-week notice regarding changes in enrollment and/or withdrawal from CLC. You will be charged for two weeks from the date of notice. CLC will hold on to any personal belongings for a period of 2 weeks, if they are not retrieved by the end of the 2 weeks CLC will donate them to the clothing bank.

BEHAVIOUR DISENROLLMENT- CLC makes every attempt to accommodate every child's individual need/s. CLC considers challenging behavior as follows; hurtful to self or other teachers and children, persistent, disruptive, destructive or interference with others learning. The follow steps will be taken prior to disenrollment.

1. Documentation of behavior will be kept by teachers for 1 week. Date and time of behavior, description of the incident and action taken by the teachers.

2. A meeting with parents and director and a discussion of what we can do to improve the behavior.
 - a. Parents will also receive a referral to All health network, to obtain additional resources and services outside of CLC.
3. If behavior persists another meeting will be had with parents and Director. The child will be placed on 3 occurrence contract signed by both parents and director.
 - a. 1st occurrence a call is made to parents.
 - b. 2nd occurrence the child will be sent home for the day
 - c. 3rd occurrence the parents will be called for the final time, they will need to pick up and make any final payments owed to the center. If tuition has been paid in full no refunds will be given.

Some examples of such instances include:

Child's Actions:

- Child unable to adjust to the program after a reasonable amount of time
- Ongoing physical or verbal abuse to staff or other children
- Ongoing uncontrollable tantrums/angry outbursts
- Excessive biting

Parent Actions:

- A parent/guardian fails to abide by Center policies or requirements imposed by the appropriate licensing agency.
- Non-payment of tuition
- A parent/guardian demands special services that are not provided to other children and cannot reasonably be delivered by the program. This includes requests that depart from the philosophy of CLC.

Immediate Causes for Disenrollment:

- A parent/guardian is physically or verbally abusive or intimidating to CLC staff, children, or anyone else at the center.
- Potentially dangerous behavior by a parent or child.

Working Towards a Positive Solution:

The decision to disenroll a child from CLC is a difficult one for both the Center and the family. In all cases, CLC's goal is to act quickly, thoughtfully and thoroughly to communicate, address and resolve concerns relating to the children in our care. Center personnel will attempt to work with a family to take constructive steps to finding a solution that resolves the problem(s), before a disenrollment occurs.

Illness Policy

When to keep your Child at Home

If a child or staff member has a temperature of 101 degrees or above (before any medication), green and or stuffy eyes or nose, pink eye, or is lethargic please keep them home from school. If they have vomited or had a fever within the past 24 hours, they may not attend school/work. **A child or staff member sent home ill from school with a fever or any of the above may not attend school/work the next day** (the child/staff must be 24 hours' symptoms free without medication before they may return to school).

THESE ARE EXAMPLES WHEN EXCLUSION IS NECESSARY

Illness	Kept home?
DIARRHEA - frequent, loose or watery stools compared to child's normal ones that are not caused by food or medicine	Yes - if child looks or acts sick; if child has diarrhea with fever and isn't acting normally; if child has diarrhea with vomiting; if child has diarrhea that overflows the diaper or the toilet
FEVER - with behavior change or other illness A fever of 100°F or above in babies 4 months or younger needs immediate medical attention. 101 for all other children.	Yes - when the child also has a rash, sore throat, vomiting, diarrhea, behavior changes, stiff neck, difficulty breathing, etc.
Mild RESPIRATORY OR COLD SYMPTOMS stuffy nose with clear drainage, sneezing, mild cough	No - may attend if able to take part in school activities Keep home if symptoms are severe. This includes fever and the child is not acting normally and/or has trouble breathing.
VOMITING - Throwing up two or more times in the past 24 hrs.	Yes - until vomiting stops or a doctor says it is not contagious. If the child has a recent head injury watch for other signs of illness and for dehydration
CHICKEN POX	Yes - until blisters have dried and crusted (usually 6 days)
CONJUNCTIVITIS (PINK EYE) - pink color of eye and thick yellow/green discharge	No (bacterial or viral) – children don't need to stay home unless the child has a fever or behavioral changes. Call the doctor for diagnosis and possible treatment.
FIFTH'S DISEASE	No - child is no longer contagious once rash appears
HAND FOOT AND MOUTH DISEASE (Coxsackie virus)	No - unless the child has mouth sores, is drooling and isn't able to take part in usual activities
HEAD LICE OR SCABIES	Yes - from end of the school day until after first treatment.
IMPETIGO	Yes - for 24 hours after starting antibiotics
RINGWORM	Yes - from end of school until after starting treatment Keep area covered for the first 2 days
ROSEOLA	Yes – if the child has a fever and rash, call the doctor
RSV (Respiratory Syncytial Virus)	Staying home isn't necessary but is recommended when a child is not well enough to take part in usual activities and/or is experiencing acute respiratory symptoms. Call the doctor. RSV spreads quickly through classrooms
STREP THROAT	Yes - for 24 hours after starting antibiotics and the child is able to take part in usual activities

Sample

Late Fee Notice

Name: _____

Date: _____

On _____ our records indicate that you were _____ minutes late picking up your child.

Your late fee is \$ _____. This needs to be paid in cash at pick-up or drop off the next business day before your child is allowed to stay at school.

Our Policy is as follows:

CLC business hours are Monday-Friday 7:00 am to 6:00 pm. Children that are not picked up at 6:00pm sharp, will be charged a late fee of \$5.00 per minute after 6:00pm. Payment is due at pick-up or at drop off the next business day. If any child is left at CLC after 6:30pm Englewood Police and Social Services will be called.

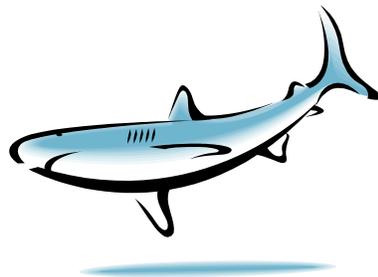
These fees may be steep, but we do this in an effort to have ALL parents be on time. We, also understand that tardiness does happen, but it is the parent's responsibility to make appropriate pick-up arrangements for their child. As much as CLC teachers love your little ones, they also have families and commitments that they need to be on time for.

Thank you



Enrollment Packet

Papers from this point on need to be filled out and returned by the first day of enrollment.



Enrollment Packet

Children's Learning Center

Enrollment Date: _____

Child's Name _____ Nickname _____

Date of Birth _____ Age _____

Dietary Restrictions or Allergies _____
Instructions _____

Mother's Name _____ Birth Date _____

Home Address _____ City _____ Zip _____

Home Phone _____ Cell Phone _____

Employer _____ Work Phone _____

Work Address _____ City _____ Zip _____

Email & other Info _____

Father's Name _____ Birth Date _____

Home Address _____ City _____ Zip _____

Home Phone _____ Cell Phone _____

Employer _____ Work Phone _____

Work Address _____ City _____ Zip _____

Email & other Info _____

Legal Guardian (if other than parent) _____ Birth Date _____

Home Address _____ City _____ Zip _____

Home Phone _____ Cell Phone _____

Employer _____ Work Phone _____

Work Address _____ City _____ Zip _____

Email & other Info _____

The State of Colorado, Department of Human Services, requires that you list two people other than the parents to be notified in an emergency. They will only be notified when the parents cannot be reached.

Name _____	Address _____	Phone _____
Name _____	Address _____	Phone _____

Person(s) Authorized to pick up your child (other than parent)

Name _____	Relationship _____	Phone _____
Address _____	City _____	Zip _____
Name _____	Relationship _____	Phone _____
Address _____	City _____	Zip _____
Name _____	Relationship _____	Phone _____
Address _____	City _____	Zip _____

The State of Colorado, Human Services, requires that you list both a physician and dentist for our Records.

Physician _____	Address _____	Phone _____
Dentist _____	Address _____	Phone _____

Medical insurance: please circle: YES NO Provider name: _____

Do you have a medical home (primary care provider): YES NO?

Do you need resources or help finding one: YES NO?

Giving us the following information will help us to understand your child and his/her interests. Any Special Holiday Observances _____

Special Interests or Hobbies _____

Other members of the household, including siblings:

Name _____	Relationship _____	Age _____
Name _____	Relationship _____	Age _____
Name _____	Relationship _____	Age _____
Name _____	Relationship _____	Age _____

What do you hope your child will gain from this program?

Emergency Information

Child's Name _____ Nickname _____
Date of Birth _____ Age _____

Lives with _____ Mother _____ Father _____ Guardian _____ Other (specify) _____

Mother's Name (Guardian) _____ Birth Date _____

Home Address _____ City _____ Zip _____

Home Phone _____ Cell Phone _____

Employer _____ Work Phone _____

Work Address _____ City _____ Zip _____

Email & other Info _____

Fathers Name _____ Birth Date _____

Home Address _____ City _____ Zip _____

Home Phone _____ Cell Phone _____

Employer _____ Work Phone _____

Work Address _____ City _____ Zip _____

Email & other Info _____

Name and Phone numbers of two adults we may call if you are not available
_____ Relationship _____

_____ Relationship _____

Child's Doctor _____ Address _____ Phone _____

Child's Dentist _____ Address _____ Phone _____

Health Concerns: Specify and explain fully, (include chronic conditions, limitations, medications, special needs, etc) _____

Any special instructions if child is injured or ill _____

Medical Release:

I _____ hereby give my permission to the Children's Learning Center to call a doctor for medical or surgical care for my child should an emergency arise. It is understood that a conscientious effort will be made to locate me, the other parent or emergency contact before any action will be accepted by me.

Signature _____ Date _____

Permission and Authorization

Permission Verification

I hereby give my permission for the center to contact the physician listed on this enrollment for medical or surgical care for my child,

Should a serious emergency arise, I understand that every effort will be made to locate the parent(s) or persons listed for emergency contact before any action is taken. If this is not possible, the decision of the staff will be accepted.

Signature of Parent/Guardian _____ Date _____

Authorization to take part in scheduled field trips

I give my consent for _____ to take part in field trips by bus/Van or walking under proper supervision as part of the Children's Learning Center programs.

Signature of Parent/Guardian _____ Date _____

Authorization to Launder School Laundry

I give the staff of the Children's Learning Center permission to my wash my child's bedding

Signature of Parent/Guardian _____ Date _____

Authorization to use Sunscreen

I give the staff of the Children's Learning Center permission to apply sunscreen to my child. I will provide this to the center.

Signature of Parent/Guardian _____ Date _____

Authorization to Photograph

I give permission for Children's Learning Center to take pictures of my child throughout the school year. I understand that these pictures will be used only with the center unless I authorize otherwise. I also understand that CLC will host Picture day twice throughout the year through an authorized photographer Notices will be sent out and posted.

Signature of Parent/Guardian _____ Date _____

T.V/Video Watching

Video watching is a special privilege at CLC. I give my child _____ permission to watch movies that are rated G and are age appropriate for my child.

Signature of Parent/Guardian _____ Date _____

Nap Time Procedure

I give permission for the teachers in my child's classroom to rub my child's back and help cover them with their blanket. I understand that they are not required to nap but encouraged to their rest their bodies.

Signature of Parent/Guardian _____ Date _____

Medical Release

Children's Learning Center

Medical Release

I, _____ hereby give my permission to the Children's Learning Center to call a doctor for medical or surgical care for my child _____ should an emergency arise. It is understood that every effort will be made to locate me, the other parent or _____ before any action is taken. However, if it is not possible to locate us, this expense will be accepted by me.

Signature of Parent/Guardian _____ Date: _____

Health concerns:

Specify and explain fully, and include chronic conditions, limitations, medications, special needs, etc.

Any special instructions if a child is injured or ill:

Any additional instructions on how you or your spouse can be reached during the day in case of an emergency:

Hospital of Choice:

Name: _____

Address: _____

Phone: _____

Other comments:

Infant & Toddler Supplemental Information

Please fill out for children 6 weeks-2 years old.

Child's Name: _____ Birthday: _____

Parents/Guardian's Names _____

Eating Behavior

Feeding Schedule: _____

Drinks from a cup: _____ Cup with lid: _____ Bottle: _____ Breast fed: _____

Uses spoon: _____ Hands: _____ Bottle: _____ Eats baby food: _____ Eats table food: _____

Please specify limitations: _____

Any food allergies or special needs: _____

Sleeping Behavior

Nap time(s): _____ Sleeps in a crib: _____

What does he/she take to bed (blanket, bottle, pacifier)? _____

Nap time procedures: _____

What is their mood upon awakening? _____

If under 2, is the child permitted to sleep on a cot at our center?

Yes: _____ No: _____ Parents Initials: _____

Toilet Habits

Wears disposable diapers: _____ Cloth: _____

Do you use: A&D: _____ Desitin: _____ Powder: _____ Special wipes: _____ Other: _____

Is diaper rash a problem? _____ If so, how do you treat it? _____

Is your child toilet training? _____ If so, does child indicate bathroom needs? _____

Does your child wear a diaper at nap time? _____ Sit on the toilet? _____

How often? _____

Miscellaneous

Does your child have a fussy time? _____ When? _____

What do you do? _____

How does your child relate to strangers? _____

What if anything do you do for teething? _____

Any other additional information you would like to share: _____

Volunteer Information

YES, I/we would be willing to volunteer for Children's Learning Center!

I/we would be willing to share my skills in the areas of:

1 _____

2 _____

3 _____

Name(s): _____

Email: _____

Phone: _____

Address: _____

Thank you for your willingness to volunteer.

Statement of Child Health Status for Enrollment

Children who enroll in child care programs must submit a signed and dated statement of the child's current health status which indicates the child's abilities and /or limitations to participate in a regularly scheduled program of play in a group of young children. This report is to be filled out by a licensed physician or a licensed nurse practitioner who has seen the child in the last twelve months.

Health record for: Children's Learning Center
3885 S. Broadway Englewood CO, 80113
clcenglewood@yahoo.com

Must be returned within 5 days of enrollment. May be faxed to: 303.783.5450

Child's Name: _____ Sex: _____ Birth Date: _____
Address: _____

Past Illnesses: Check those that a child has had and please give approximate dates:

Chicken Pox: _____ Rubeola: _____ Rubella: _____
Rheumatic Fever: _____ Asthma: _____ Hay Fever: _____
Diabetes: _____ Mumps: _____ Epilepsy: _____
Whooping Cough: _____ Poliomyelitis: _____ Other: _____

This child is: _____ or is/is not: _____ physically or emotionally able to participate in the child care program named above.

Comments:

Surgery/ Accidents/ Illnesses/ Chronic or Handicapping
Problems: _____

Describe any physical conditions requiring special attention by center staff:

Medications prescribed: _____

Allergies that staff should be aware of: _____

Any prescribed routine: _____

If Tuberculin tests given Date: _____ results: _____

If chest X-ray taken: Date: _____ results: _____

Vision: _____ Hearing: _____

Please attach child's Immunization record to this form.

Signature of licensed physician or nurse practitioner: _____ Date: _____

Please print name and address: _____

Preschool Financial Contract

Parent/Guardian's Name: _____ Child's Name: _____

Address: _____ city: _____ zip: _____

Home phone: _____ cell: _____ work: _____

Circle Child's Age/Classroom

Circle Days Attending

Infant Toddler ½ Day Toddler Full Day Preschool ½ Day Preschool Full Day After School
Monday: Tuesday: Wednesday: Thursday: Friday: _____

Infants 6 weeks- 12 months: The Lambs

Full day rate

5 Days \$259.00
4 Days \$245.00
3 Days \$198.00
2 Days \$165.00
1 Day \$89.00

One-year-old rate: The Ducks and Monkeys

Full day rate

5 Days \$235.00
4 Days \$188.00
3 Days \$141.00
2 Days \$94.00
1 Day \$47.00

½ day rate (7:30am-12:30pm)

5 Days \$179.00
4 Days \$143.00
3 Days \$108.00
2 Days \$73.00
1 Day \$37.00

Two through Three year- old rate: Tigers & Elephants

Full day rate

5 Days \$224.00
4 Days \$179.00
3 Days \$134.00
2 Days \$90.00
1 Day \$45.00

½ day rate (7:30am-12:30pm)

5 Days \$177.00
4 Days \$141.00
3 Days \$106.00
2 Days \$71.00
1 Day \$35.00

Preschoolers (3 -5 year- olds) rate: The Sharks

Full day rate

5 Days \$182.00
4 Days \$146.00
3 Days \$109.00
2 Days \$73.00
1 Day \$37.00

½ day rate AM/PM

5 Days \$129.00
4 Days \$104.00
3 Days \$78.00
2 Days \$51.00
1 Day \$26.00

Individual (s) responsible for tuition: _____

Please initial the following:

_____ I (we) understand that we are responsible for all tuition charges for our child.

_____ I (we) understand that tuition is billed for all the days that my child is scheduled to attend, regardless of absences.

_____ I (we) understand that a two-week notice is required regarding changes in enrollment/or withdrawal: CLC will charge for two weeks from the date of notice

_____ Tuition payments are made in advance and I (we) agree to these terms.

_____ I (we) understand that the late fee will be assessed to my account if payments are not made by the 3rd and the 15th of each month. A late fee of \$25.00 per family will be charged if not paid on the 3rd and \$50.00 per family if not paid by the 15th.

_____ I (we) understand that CLC may not allow my child to attend if tuition payments are not current. I also understand that I will still be billed for the time that my child is not present.

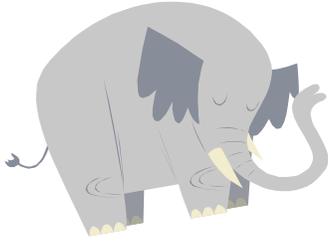
_____. A charge of \$5.00 for each minute after 6:00pm will be assessed for late pick up. Any late pick-up fees will be paid at pick-up or at drop off the next business day or my child will not be able to attend school

_____ I (we) understand that a \$25.00 fee will be assessed to my account for any bank returned checks.

Signature _____ Date _____

Signature _____ Date _____

Children's Learning Center
@ Spirit of Hope United Methodist Church/
Englewood United Methodist Church
3885 S. Broadway
Englewood, CO 80113



Website: <http://clcenglewood.com>
Email: clcenglewood@yahoo.com

Enrollment Agreement

I have read, I understand, and I agree to comply with all the policy and procedures of Children's Learning Center specified in the Enrollment Packet/Parent Handbook issued by CLC each school year.

I am aware of the school scheduled holidays as listed in the enclosed school calendar.

I have read the Enrollment Packet/Parent Handbook and the statement that the \$50.00 per child or \$75.00 per family registration fee is a non-refundable yearly fee and by signing this, agree to these terms.

Signature _____ Date _____

Signature _____ Date _____

