

Please complete and return these forms

The Village Preschool Enrollment Form

Child's Name _____ Primary Language _____

Date of Birth _____ Place of Birth _____

Parent or Guardian's Information:

Parent or Guardian's Information:

Name _____

Name _____

Address _____

Address _____

Home Phone _____

Home Phone _____

Cell Phone _____

Cell Phone _____

Employer Name _____

Employer Name _____

Employer Address _____

Employer Address _____

Employer Phone _____

Employer Phone _____

Working Hours _____

Working Hours _____

E-mail _____

E-mail _____

Emergency Contact #1:

Emergency Contact #2:

Contact Name _____

Contact Name _____

Address _____

Address _____

Telephone _____

Telephone _____

Relationship _____

Relationship _____

Other Adults Authorized to pick up your child(ren):

Name _____ Relationship _____ Phone _____

Name _____ Relationship _____ Phone _____

Is there anyone who has a legal restraining order prohibiting or limiting contact with your child?

Yes No If yes please list his/her name and attach the required documentation.

Name _____ Relationship to child _____

Are there any custody or visiting arrangements we need to be aware of? _____

Medical Provider _____ Phone _____

Insurance Information if applicable _____

Parent Signature: _____ Date: _____

The Village Preschool

Emergency Care—Authorization and Consent Form

I understand that every effort will be made to contact me in the event of an emergency requiring medical attention for my child (name) _____ however, if I cannot be reached, I hereby authorize The Village Preschool to transport my child to the hospital and to secure for my child the necessary treatment. I understand the teachers at the preschool are trained in the basics of first aid and I authorize them to give my child first aid and CPR when appropriate.

Parent/Guardian's Signature _____ Date _____

The Village Preschool

Emergency Evacuation Information Sheet

Child's name: _____ Date of Birth: _____

Parent/Guardian: _____ Parent/Guardian: _____

Contact Number: _____ Contact Number: _____

Back up/ emergency people and phone numbers who are authorized to pick up your child in case of an emergency if parents/guardians cant be reached:

Name: _____ Relationship: _____

Phone Number: _____

Name: _____ Relationship: _____

Phone Number: _____

If emergency medical care is necessary, I give The Village Preschool, it's staff, and/or it's management permission for any treatment deemed necessary.

I hereby warrant to The Village Preschool that I am entitled to legal custody and possession of my child and accordingly am authorized to place my child in your care and custody, and further am authorized to sign this emergency evacuation information form.

Parent/Guardian Signature: _____ Date: _____

The Village Preschool

Permission/Consent Form

I hereby give my permission for my child to be cared for by The Village Preschool and for my child to use all of the play equipment and participate in all activities of the school.

Parent/Guardian Signature: _____ Date: _____

My child may be taken on field trips or excursions by bus, private motor vehicle, and on neighborhood walks under required supervision. My child may participate in swimming or other water activities under required supervision.

Parent/Guardian Signature: _____ Date: _____

I hereby release and hold harmless The Village Preschool, it's staff and agents, from any loss or damage to toys, clothes, or any other personal items or articles. I relieve the school of all responsibility for accidents and injuries, claims, damages, or other liabilities for injuries to or damage by my child both on and off the premises, which are not a result of gross negligence by the school, it's staff or agents.

Parent/Guardian Signature: _____ Date: _____

I grant permission for my child to be included in evaluations and pictures connected with the Preschool program. My child may be photographed for publicity or news purposes.
_____ on site _____ off site.

Parent/Guardian Signature: _____ Date: _____

Please list any restrictions to permission:

My child may be given non-prescribed medication as indicated on the container, including sun-screen, children's pain reliever, antibacterial first aid cream, and diapering ointment. Syrup of ipecac may be administered if deemed necessary by the poison control operator

Parent/Guardian Signature: _____ Date: _____

The Village Preschool

Notice of Available Information

Per the State of Oregon child care licensing requirements the following is available for parent to review at any time.

The following items shall be posted where they may be viewed by parents (Bulletin Board):

- 1) The child care certification document.
- 2) Notification of a communicable disease outbreak at the home.
- 3) The evacuation plan.

The following items are available for the parents to review:

- A) the guidance/discipline policy.
- B) The current week's menu with substitutions recorded.
- C) The description of the general routine.
- D) Information on how to report a complaint to CCD regarding certification requirements.
- E) The most recent CCD and sanitation inspection reports and if applicable fire life safety self evaluation (or fire marshal inspection report if completed).

I have reviewed this form and understand that the information listed above is available at The Village Preschool for my review.

Parent/Guardian Signature: _____ Date: _____

The Village Preschool

Schedule Information

Anticipated start date: _____ . Please mark the dates you would like care. AM program ends at 12 PM. PM Program Begins at 1:30PM. Once enrollment is accepted for your anticipated start date, your space is reserved for you.

Monday	Tuesday	Wednesday	Thursday	Friday
<input type="radio"/> Full Day	<input type="radio"/> Full Day	<input type="radio"/> Full Day	<input type="radio"/> Full Day	<input type="radio"/> Full Day
<input type="radio"/> AM Program	<input type="radio"/> AM Program	<input type="radio"/> AM Program	<input type="radio"/> AM Program	<input type="radio"/> AM Program
<input type="radio"/> PM Program	<input type="radio"/> PM Program	<input type="radio"/> PM Program	<input type="radio"/> PM Program	<input type="radio"/> PM Program

Drop off time: _____ Pick up time: _____

Fee schedule:

Full Time: \$ 675

Part Time: \$ 35per day

Half Days: \$22 per day

Non-refundable Enrollment Fee: \$75

Monthly Tuition: _____

I agree to pay _____ per month for my child to attend The Village Preschool Program on the days listed above.

Parent/Guardian Signature: _____ Date: _____

The Village Preschool

Tuition Agreement

Payment due: Payment for contract time is due, on or before the 25th day of the Month. There is no credit given for holidays or days absent due to illness, vacation, or otherwise.

Late Payments: Please make arrangements ahead of time if payment will be late. Otherwise, Payments after the 30th will be considered late and will be charged a \$5.00 per day late fee.

Returned Checks: Are subject to bank fees. Returned checks must be redeemed with cash or a cashier's check within 24 hours of notification, or arrangements will be made immediately to reprocess your check.

All tuition payment are to be made to **The Village Preschool** and give to the director or placed in the tuition box in the sign in area.

If a child is picked up late the late pick up fee is \$15.00 for the first 15 minutes after 6:00pm and \$15.00 there after for each 15 minutes of time. This payment must be made at the time of pick up or it will be added to my preschool bill.

A minimum of 30 days written notification must be given for withdrawal from the program. Tuition will accrue for 30 days from the date written notice is received. Any change of program schedule requires written notice on the 1st of the month with changes effective on the 1st of the following month.

I understand that my child may be withdrawn from the program for non-payment of my preschool bill. I understand and accept that there is no credit for absences and days that the center is closed and that the registration fee is non-refundable. All fees and polices are subject to change without notice. Whenever possible 30 days written notice will be given

I have read and accept the conditions outlined in the Parent Handbook, the Enrollment Packet, and the Tuition Agreement. This contract is effective for the duration of my child's enrollment at The Village Preschool.

Parent/Guardian Signature: _____ Date: _____