



"The Learning to Learn School"

2016-2017 School Year Enrollment Information

Tuition for the 2016-2017 school year:

\$120.00 Registration/Supply Fee (Non-refundable)

Full Day: \$120.00 per week

Half Day: \$105.00 per week

10% Discount for families with multiple children

Completing the enrollment forms and paying $\frac{1}{2}$ (\$60.00) of the registration/supply fee will hold your child's spot for the 2016-2017 school year.

A current immunization record, the remaining balance of the registration/supply fee, and the first week's tuition will be due by Orientation which will be held the week before school starts.

The first day of classes will be Monday, August 22, 2016. We are looking forward to having your child at Kiddie Kollege this coming school year.





**"The Learning to Learn School"
2016-2017 Enrollment Form**

| | |
|----------------------------|-------|
| <i>For Office Use Only</i> | |
| Class | _____ |
| Days/Hours | _____ |
| Start Date | _____ |
| Withdrawal Date | _____ |

CHILD INFORMATION
(Please print all information)

Name _____ Sex Male Female

Name called _____ Age as of September 1, 2016 _____

Child living with Both Father Mother Other Birth Date / /
Month Day Year

Child's address _____
Street City Zip

Home Phone _____

PARENT INFORMATION

| | Father | Mother |
|--------------------------------------|--------|--------|
| First and Last Name | | |
| Address (if different from child) | | |
| Home Phone (if different from child) | | |
| Employer | | |
| Occupation | | |
| Work Phone | | |
| Cell Phone | | |
| Email Address | | |
| Driver's License Number | | |

Photography/Video/Web Permission

I hereby GIVE DO NOT GIVE my consent for my child to be photographed or videotaped.

I hereby GIVE DO NOT GIVE my consent for my child's name/picture to be posted on the Kiddie Kollege web site.

Parent/Guardian Signature _____ Date _____

KIDDIE KOLLEGE EMERGENCY INFORMATION 2016-2017

CHILD'S NAME _____ Sex: M F Date _____

Child's Address: _____

Mother's Name: _____ Phone # _____

Home Work Cell

Father's Name: _____ Phone # _____

Home Work Cell

Email Address: _____

PARENTS ARE ALWAYS CONTACTED FIRST IN AN EMERGENCY SITUATION

Texas Department of Protective and Regulatory Services and Kiddie Kollege Preschool policy requires the following information. A child may be released only to persons authorized by the parent. If you wish for your child to be released to anyone other than the parents, please list them below. **They must be at least 18 years of age.**

EMERGENCY CONTACTS/RELEASE TO (other than parents)

| Name | PHONE (LOCAL CONTACTS) | ADDRESS | RELATIONSHIP TO CHILD |
|------|------------------------|---------|-----------------------|
| | | | |
| | | | |
| | | | |
| | | | |

AUTHORIZATION FOR EMERGENCY MEDICAL ATTENTION: In the event I cannot be reached to make arrangements for emergency medical care, I authorize the person in charge to take my child to the following physician or hospital.

Physician

Address

Phone Number

Hospital or Clinic

Address of Hospital or Clinic

I give consent for the facility to secure any and all necessary emergency medical care for my child.

Signature- Parent or Legal Guardian

I acknowledge that I have received a copy of the Kiddie Kollege Preschool Parent Handbook which outlines this facility's operational policies. Handbook can also be downloaded at www.kiddiekollegeodessa.com.

Parent/Guardian Initial



"The Learning to Learn School"

1919 N. Lee

Odessa, Texas 79761

Phone: (432)332-6315 Fax: (432)332-6330

E-mail: kiddiekollege@mygrande.net

Health Statement

Child's Name

Birth Date

Admission Requirement: One of the following must be presented when your preschool age child is admitted to the child care facility. Check to indicate the option you select.

Doctor's Statement: I have examined the above name child within the past year and find that he/she is physically able to take part in the preschool program.

Physician's Signature

Date

A copy of the medical screening from the Early and Periodic Screening, Diagnosis and Treatment Program (EPSDT), if no referral for further diagnosis and treatment is indicated.

A form or written statement from a health service or clinic.

Parent's Statement: My child has been examined within the past year by a licensed physician and is able to participate in the preschool program.

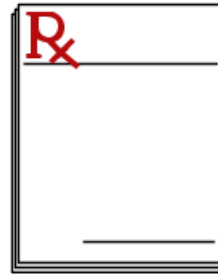
Name and Address of Physician: _____

Within the next 12 months, I will obtain a physician's statement, a copy of the medical screening form from the EPSDT Program, or a form or statement from a health service or clinic and will submit it to the child care facility.

Parent/Guardian Signature

Date

Child's Name _____



List any special problems or needs that your child may have, such as allergies, existing illness, previous serious illness, injuries and hospitalizations during the past 12 months, any medication prescribed for long-term continuous use, and any other information which caregiver's should be aware of:

Parent or Guardian Signature

Date



Discipline and Guidance Policy for Kiddie Kollege Preschool

- ❖ Discipline must be:
 - (1) Individualized and consistent for each child;
 - (2) Appropriate to the child's level of understanding
 - (3) Directed toward teaching the child acceptable behavior and self-control

- ❖ A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:
 - (1) Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior
 - (2) Reminding a child of behavior expectations daily by using clear, positive statements
 - (3) Redirecting behavior using positive statements
 - (4) Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

- ❖ There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:
 - (1) Corporal punishment or threats of corporal punishment;
 - (2) Punishment associated with food, naps, or toilet training;
 - (3) Pinching, shaking, or biting a child;
 - (4) Hitting a child with a hand or instrument;
 - (5) Putting anything in or on a child's mouth;
 - (6) Humiliating, ridiculing, rejecting, or yelling at a child;
 - (7) Subjecting a child to harsh, abusive, or profane language;
 - (8) Placing a child in a locked or dark room, bathroom, or closet with the door closed; and
 - (9) Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

Texas Administrative Code, Chapters 746 and 747, Subchapters L, Discipline and Guidance

My signature verifies I have read and received a copy of this discipline and guidance policy.

Signature

Date

Check one please:

parent

employee/caregiver

household member of child-care home



"The Learning to Learn School"

Late Payment Fee

I understand that tuition is due on Monday of each week. If tuition is not paid by closing on Friday, a late fee of \$10.00 will be added to my child's account.

Parent/Guardian Signature

Date

Late Pick-Up Fee

Kiddie Kollege hours are from 6:30 am until 6:00 pm. A late fee of \$5.00 will be charged for any part of the first 15 minutes you are late. After fifteen minutes, an additional \$1 per minute will be charged.

Parent/Guardian Signature

Date