

## Enrollment Packet Instructions Infant, Toddler, Preschool and Pre-K

Thank you for choosing the Early Learning Center as your child(ren)'s educational program. Enclosed, you will find the enrollment packet. This insert should help with any questions you may have about the paperwork. If you have any questions, please don't hesitate to call us at 231-591-2390.

**Item 1: Parent Handbook;** this contains all the information regarding the center, classrooms and general policies. After you read the handbook, please print out the "Statement of Understanding" (last page), sign and turn in with your completed paperwork.

**Item 2: Child Information Record;** This is in a fillable PDF format and needs to be typed. **This is a state licensing form and must be filled out completely per their instructions.** Please note if the information is not known or does not apply, "unknown" or "none" is the required answer. **A blank field, a line through a field, or N/A are not acceptable.** We also need at least one emergency contact person within 30 miles of Big Rapids.

**Item 3: Family Information Form;** This is a short questionnaire the classrooms use to get to know your child and family background before they participate in our program.

**Item 4: Key Developmental Indicators(KDI's)** This is a summary of the KDI's for your child's classroom from High Scope. The teaching staff use these to guide planning for individual children as well as the entire class. KDI's are provided for informational purposes only.

**Item 5: Daily Schedule;** This is a copy of the daily schedule for your child's classroom. As you will see the teacher and children are engaged in learning experiences throughout the day. Attention to the daily activities when dropping of your child is important to promote smooth transitions into the classroom for all children. Please adhere to the daily drop off schedules in the contract.

**Item 6: Health Appraisal;** On the first page we ask that you fill out the **Personal section**, the **Health History section** and **sign it at the bottom.** On front and back page, your child's physician needs to fill out section II and IV and sign at the bottom. Some Physicians may have their own form. This is acceptable, but we do still need the front side of the sheet filled out. **This form (or notice of an appointment set up) is due back within 30 days of the first day of the contract. If the form (or notice of appointment) is not turned in, your child may not attend until the form is complete.**

**Item 7: Food Program Forms.** Please fill out the applicable sections on both sides as appropriate. Keep in mind that the time section is a general statement, and does not reflect the times you can bring or pick up your child. ELC offers: Breakfast, Lunch and a PM Snack. For Infants, please also complete a Formula Statement.

The Menu board is located in the hallway, just past the double doors. We have the written menu posted, along with pictures so the children can see what is on the menu for the day. Any menu changes are also posted on that board.

**Item 8: Payment Option Agreement.** Please choose the option that best meets your family's needs. If you need to change your payment option, just stop in the front office and we can switch it.

**Item 9: DHHS Co-pay Explanation** (if applicable). If you receive and or anticipate receiving benefits from the Department of Health and Human Services, please read through the information to gain an understanding of how the billing process works. Sign and return the second page.

**Item 10: Parking & Security Door Agreement.** Please read through this; sign the bottom and fill in the license plate numbers for the vehicle(s) that will primarily use the parking passes.

**Item 11: LifeCubby Information Sheet & Family Use Agreement.** This explains how to download the free app for our parent communication tool. Please review, sign, and return the agreement.

**Item 12: COR Advantage Family Engagement Agreement.** COR Advantage is the online assessment program used to enhance the High Scope curriculum. After the agreement is signed families can access their child's portfolio.

**Item 13: Contract;** Contracts are not available through the website. If necessary, a contract can be emailed to eligible families who have been accepted for enrollment. Please fill out the top portion, including the cell phone carrier (i.e. Verizon, AT&T etc.), read through all the contract dates, charges and legal verbiage. Please click on the contract desired, sign and date the bottom. Keep in mind that this contract is legal and binding when signed and submitted.

**Checklist of items that need to be turned in at least 24 hours prior to enrollment \***

- \_\_\_ Copy of your child's current immunization record.
- \_\_\_ Copy of your child's legal birth certificate.
- \_\_\_ Last page of the Parent Handbook (Statement of Understanding.)
- \_\_\_ Child Information Record
- \_\_\_ Family Information Form
- \_\_\_ Health Appraisal filled out by parent
- \_\_\_ \*Health Appraisal (filled out by a physician within 30 days of enrollment)
- \_\_\_ Food Program Sheet filled out as applicable.
  - \_\_\_ For Infants, the Formula Statement
- \_\_\_ Payment Option Agreement
- \_\_\_ DHHS explanation form (if applicable)
- \_\_\_ Parking/Security door agreement
- \_\_\_ LifeCubby agreement
- \_\_\_ High Scope COR agreement
- \_\_\_ Signed contract
- \_\_\_ Registration fee