



Student Enrollment Information

Admission Date _____ Withdrawal Date _____

Please Fill out all information completely, including all addresses.

Child Information

Date of child's 1st day (approx.) _____

Child's Last Name _____ First Name _____ Middle Name _____

Sex _____ Age _____ Date of Birth _____

Social Security Number _____

Living Arrangement: () Both Parents () Mother () Father () Other _____

Home Address _____

Home Phone _____

Legal Guardian(s): () Both Parents () Mother () Father () Other _____

If your child is under 5, are they () Potty Trained () In Pull-ups (if over 2) () In Diapers (if under 2)

If your child is over 5 and attends school, please specify school name _____

Parent Information

Parent 1

() Mother () Father () Other _____

Last Name _____ First Name _____

Home Address _____

Social Security Number (optional) _____

Home Phone _____ Cell Phone _____ Work Phone _____

Employer _____ Work Address _____

E-Mail Address _____

Parent 2

() Mother () Father () Other _____

Last Name _____ First Name _____

Home Address _____

Social Security Number (optional) _____

Home Phone _____ Cell Phone _____ Work Phone _____

Employer _____ Work Address _____

E-Mail Address _____

Emergency Information (Must have doctor's name and phone number)

Family Doctor

Name _____ Address _____

Phone Number _____ Office Hours _____

Family Dentist

Name _____ Address _____

Phone Number _____ Office Hours _____

Emergency Contacts (list at least 3 not including parents)

1. Name _____ Relationship _____

Address _____

Home Phone _____ Work Phone _____ Cell Phone _____

2. Name _____ Relationship _____

Address _____

Home Phone _____ Work Phone _____ Cell Phone _____

3. Name _____ Relationship _____

Address _____

Home Phone _____ Work Phone _____ Cell Phone _____

4. Name _____ Relationship _____

Address _____

Home Phone _____ Work Phone _____ Cell Phone _____

Authorized Pick-Ups (must have complete addresses)

Only the people listed will be allowed to pick up your child. Include parents!

1. Name _____ Relationship _____

Address _____

Home Phone _____ Work Phone _____ Cell Phone _____

2. Name _____ Relationship _____

Address _____

Home Phone _____ Work Phone _____ Cell Phone _____

3. Name _____ Relationship _____

Address _____

Home Phone _____ Work Phone _____ Cell Phone _____

4. Name _____ Relationship _____

Address _____

Home Phone _____ Work Phone _____ Cell Phone _____

Child's Medical Information

Does your child have any physical limitations, mental health disorders, developmental disabilities, or behavior disorders which could limit or challenge the child's participation in the center's programs and activities? () Yes () No

If yes, specify: _____

Are there any special instructions in caring for your child? () Yes () No

If yes, specify: _____

Allergies

Does your child have allergies (insect, seasonal, medications, foods, etc.)?

() Yes () No If yes, specify: _____

Please list any foods that your child may be allergic or sensitive to as our center nutritionist uses this information. Please note that a doctor's note and/or allergy form will be required. Parents may be required to bring in meals from home depending on the allergy and severity.

Child's Name _____ Food List: _____

Allergic reaction that occurs when ingested: _____

Does your child have an epipen? () Yes () No

If there are any special instructions concerning your child's allergies or allergic reactions, please specify

Your child's health, welfare, and safety are the primary concerns of the staff members at Ready, Set, Grow ECE. The information requested is very important to ensure that your child receives the necessary care required for them.

Vehicle Emergency Medical Information

We realize that the information requested below has been given on previous pages, however it is important that you complete this form in its entirety. This form is to be removed and given to paramedics in the unlikely event of a medical emergency.

Child's Name _____ Date of Birth _____

Address _____

Father's Name _____ Home Phone _____

Work Phone _____ Cell Phone _____

Mother's Name _____ Home Phone _____

Work Phone _____ Cell Phone _____

In case of an emergency and parents cannot be reached, contact:

Name _____ Relationship to Child _____

Cell Phone _____ Work Phone _____

Child's Doctor Name _____ Phone _____

Child's Allergies _____

Current Prescribed Medication _____

Child's Special Needs and Conditions _____

In the event of an emergency involving my child, and if Ready, Set, Grow ECE is unable to contact me (us) immediately, it shall be authorized to secure such medical attention and care for the child as may be necessary. I (we) shall assume responsibility for payment for services.

I (we) agree to keep the facility informed of any incidents requiring professional medical attention involving my child.

Child's Name _____

Parent or Legal Guardian Signature _____

Date _____

Parental Agreements with Ready, Set, Grow ECE

Enrollment Information: My child is normally in attendance at the facility between the hours of _____ am/pm to _____ am/pm on the following days: (Circle all that apply)

Monday Tuesday Wednesday Thursday Friday

My child will normally receive the following meals while in care: (Circle all that apply)

Breakfast Lunch PM Snack

1. Ready, Set, Grow agrees to provide childcare for _____ (child's name) on Monday through Friday, 6:00 AM to 6:00 PM. My child will be allowed to participate in the following meal plans: Breakfast (served until 8:00 am), Lunch (11:30 am), and Afternoon snack (2:30 pm).
2. Before any medication is dispensed to my child, I will provide written authorization, which includes date, name of child, name of medication, prescription number, if any, dosage, and date and time medication is to be given. Medication will be in original container with my child's name marked on it.
3. My child will not be allowed to enter or leave the facility without being escorted by myself, the parent, person authorized by the parent, or facility personnel.
4. I acknowledge that it is my responsibility to keep my child's records current to reflect any significant changes as they occur, (telephone numbers, work location, emergency contacts, child physician, child's health status, infant feeding plans, immunization records, etc.)
5. The facility agrees to keep me informed of any incidents, including illnesses, any injury, adverse reaction to medications, etc. that involve my child.
6. The facility agrees to obtain written authorization from me before my child participates in special activities and water related activities occurring in water that is more than two (2) feet deep.
7. I acknowledge that it is my responsibility to follow all policies & procedures. I acknowledge that Ready, Set, Grow ECE has the right to terminate my child care contract at any time, for any reason, including but not limited to: the parent regularly breaks the rules, the parent is disruptive or difficult to deal with, the child is disruptive or difficult to manage (Ready, Set, Grow ECE does not discriminate against the parent's or child's race, sex, religion, ethnic background, national origin or disability).
8. I have received a copy, read, and agree to abide by the policies and procedures for Ready, Set, Grow ECE.

Signed _____ Date _____
(Parent or Legal Guardian)

Authorization to Dispense External Preparations

590-1-.20(1)

Parental Authorization: Except for first aid, personnel shall not dispense prescription or non-prescription medications to a child without specific written authorization from the child's physician or parent. Such authorization will include, when applicable, date; full name of the child; name of the medication; prescription number, if any; dosage; dates to be given; the time of day to be dispensed; and signature of parent.

I give _____ permission to apply one or more of the following topical ointments/preparations to my child in accordance with the directions on the label of the container.

_____ Baby Wipes

_____ Band-aids

_____ Neosporin or similar ointment

_____ Bactine or similar first aid spray

_____ Sunscreen

_____ Insect Repellent

_____ Non-Prescription ointment (such as A & D, Desitin, Vaseline)

_____ Baby Powder

Other (please specify) _____

Child's Name _____

Parent/Guardian Signature _____ Date _____

Ready, Set, Grow ECE

Liability Release Form

In consideration for being accepted by Ready, Set, Grow ECE for participation in the Ready, Set, Grow ECE Daycare & Afterschool program, we (I), being 21 years of age or older, do for ourselves (myself) (and for and on behalf of my child participant if said child is not 21 years of age or older) do hereby release, forever discharge and agree to hold harmless Ready, Set, Grow ECE and the owners/directors/staff members thereof from any and all liability, claims or demands for personal injury, sickness and death, as well as property damage and expenses, of any nature whatsoever which may be incurred by the undersigned and the child-participant that occur while said child is participating in the Ready, Set, Grow ECE Daycare program.

Furthermore, we (I) (and on behalf of our (my) child-participant if under the age of 21 years) hereby assume all risk of personal injury, sickness, death, damage, and expense as a result of participation in recreation and program activities involved therein. The undersigned further hereby agrees to hold harmless and indemnify said daycare, its owners, directors, employees, and agents, from any liability sustained by said daycare as the result of the negligent, willful or intentional acts of said participant, including expenses incurred attendant thereto. We (I) are the parent(s) or legal guardian(s) of this participant, and hereby grant our (my) permission for him (her) to participate fully in said program, and thereby give our (my) permission to take said participant to a doctor or hospital in the case of an emergency if we (I) cannot be reached and hereby authorize medical treatment, including but not in limitation to emergency surgery or medical treatment, and assume the responsibility of all medical bills, if any.

Child's Name (please print) : _____

We (I) have read, understood, and agree to the above liability release statement for the Ready, Set, Grow ECE Daycare & Afterschool Program at Ready, Set, Grow ECE and we (I) agree to adhere to its policies and procedures.

Father's Signature and Date: _____

Mother's Signature and Date: _____

Legal Guardian's Signature and Date: _____

Media Consent and Release Form

Please complete this consent form for Ready, Set, Grow ECE to photograph and/or record your child during special events or normal day-to-day activities.

If you do not wish to have your child(ren)'s photo/video taken, please indicate this in the section below.

As a parent of Ready, Set, Grow ECE, I agree to the following:

- I agree that my child(ren) at Ready, Set, Grow ECE may be photographed or recorded while attending daycare during normal business hours or special activities.
- I understand that these photos may be used on the Ready, Set, Grow ECE Facebook page, Band App, Slideshow presentation, and/or daycare newsletter.
- I give permission for my child(ren) to be photographed or recorded and their images uploaded on the Ready, Set, Grow ECE Facebook page, Band, Slideshow, newsletter, or other social media.
- I understand that it is my responsibility to update this form if I no longer wish to authorize the above uses.
- I agree that this form will remain in effect during the term of my child(ren)'s enrollment.
- I agree that there will be no payment for me or my child(ren)'s participation in the photos/videos.

The following are the names of my child(ren) attending Ready, Set, Grow ECE. Please print the full name.

_____	_____
_____	_____
_____	_____

____ Yes, I confirm that I have read and understood the above statement. I agree to have photographs or videos of my child(ren) uploaded to the Ready, Set, Grow ECE Website, Facebook page, or daycare newsletter.

____ No, I do not wish to have my child(ren) photographed or recorded.

Name (please print): _____ **Date:** _____

Signature: _____

Ready, Set, Grow ECE Child Care Contract

Child's Name: _____

DOB: _____

I/we agree to pay the following tuition and registration fees:

Weekly tuition of \$190 is due by Monday of each week, at the beginning of the service week. We understand that if weekly tuition is not paid by Monday, a \$15.00 late fee is due on Tuesday and \$5.00 each day afterwards. Children with a past due balance will not be able to attend daycare the following week if payment is not made by Friday.

Ready, Set, Grow does not carry tuition balances, and every account should have a \$0 balance each week.

A registration fee of \$150 is due before the start of care. Ready, Set, Grow does offer a family registration discount of \$25/child for 2 or more children. The annual registration fee of \$150 is due annually by March 31. If the registration fee is not paid by March 31, in full, Ready, Set, Grow reserves the right to dismiss attendance until the balance is paid.

A quarterly activity fee of \$25/child is due in October, January, April, and July. These fees are due by the 30th of the billing month.

Ready, Set, Grow accepts debit or credit cards, check, cash, Venmo, or Zelle. Payments can be made at the front office, over the phone, electronically, or via ACH payment.

Payments can be made bi-weekly or monthly, if the payment is made in advance.

If it is necessary for Ready, Set, Grow to employ a collection agency or law firm to collect unpaid fees the parent/guardian will be responsible for the unpaid balance plus any fees acquired to collect the unpaid balance.

Withdrawals

Ready, Set, Grow requests at least 2 weeks prior to a child's withdrawal. It is the parent's/guardian's responsibility to complete the "Withdrawal Form" and turn this into the center's administration. Withdrawal forms can be found at the front desk. All tuition and fees would be due until the withdrawal date. No refunds will be given to prepaid tuition or registration fees past the withdrawal date.

If you plan to temporarily withdraw your child for a short-term need, Ready, Set, Grow reserves the right to charge a registration fee. Re-enrollment will be based on space available and if all registration policies have been met. If the 2-week withdrawal notice has not been given or there are fees past due, your child/children cannot re-enroll until fees have been paid in full.

Parent Signature: _____

Date: _____



Items to Bring on the First Day of School

- Completed Enrollment Packet with all pages filled out
- 2-3 changes of clothes (shirt, shorts/pants, socks, underwear) - labeled with the child's name
- Copy of updated immunization Record
- Crib Sheet and Blanket for naptime
- Sleeve of Pull-ups or diapers, if needed
- Pack of Wipes, if needed
- Prepared bottles, if needed

***Please do not bring stuffed animals, toys, or personal belongings! ***

Ready, Set, Grow ~ Frequently Asked Questions

Q: What is the Drop-off and Pick-Up process?

A: Please enter the driveway at the beginning of the lot near the "Enter Here" sign. Pull ahead of the loop and bring your child in. If you plan to be inside for an extended period of time, please park in the gravel lot while you are at the center. Please do not block the driveway, as drop-off and pick-up times are very busy and the driveway can get congested. When you leave the daycare, please take an immediate right out of the driveway. The road will take you back to Washington Street next to the Board of Education.

Q: What time can I bring my child?

A: Our doors open at 6:00am and the drop-off cutoff time ends at 8:30am. The doors will be locked at 8:30am, as that is when the classroom schedule begins. If your child has a doctor's appointment or therapy, please notify the front office ahead of time and we can accommodate the change in schedule. Please note, we do not allow drop-off after 10:30am, as it affects the classroom routine and naptime for other children.

Q: If my child gets sent home sick, can they return the next day?

A: No. If your child is sent home due to any illness, they cannot attend school the next day regardless of whether symptoms persist through the night. This is to mitigate the risk of spreading illnesses throughout the center.

Q: How do I manage my child's tuition?

A: Ready, Set, Grow utilizes Procure to manage our tuition. Every Friday, tuition is sent out for the following service week and parents are required to pay tuition in full by COB on Monday. Tuition can be paid directly through Procure, or in the office via credit/debit card, cash, check, Venmo, or Zelle. Late fees will be applied by Tuesday if tuition has not been received. If tuition is not paid in full by Friday, your child cannot attend the following week.

Q: If my child does not attend daycare, do I still need to pay tuition?

A: Yes, you are responsible for paying tuition each week, regardless of attendance. Tuition is due by Monday at COB, at the beginning of the service week.

Q: What methods of communication does the center use?

A: Ready, Set, Grow utilizes various forms of communication with our families. At enrollment, all families will receive a Remind invite that will send text message notifications. We also post regular updates on Facebook, send written notifications and newsletters home, and post updates on both notification bulletin boards located in the center.