



PROGRAM REGISTRATION

- | <u>Program</u> | <u>School</u> |
|--|--|
| <input type="checkbox"/> Infant/Toddler Program
➤ Available at <u>Davisburg Elementary Only</u> | <input type="checkbox"/> Davisburg Elementary |
| <input type="checkbox"/> Preschool Half Day AM (9AM-12PM) | <input type="checkbox"/> Holly Elementary |
| <input type="checkbox"/> Preschool Full Day | <input type="checkbox"/> Patterson Elementary |
| <input type="checkbox"/> AM Latchkey | <input type="checkbox"/> Rose Pioneer Elementary |
| <input type="checkbox"/> PM Latchkey | |

Program availability may change based on enrollment.

Child's Name _____ **Date of Birth** _____

Home Address _____

Mother/Legal Guardian _____

Address (if different from child) _____

Phone _____ **Email** _____

Father/Legal Guardian _____

Address (if different from child) _____

Phone _____ **Email** _____

Does your child have any medical conditions or allergies? _____

Do you have any other children attending our programs? If yes, please include child's name and the program they attend: _____

AM & PM Latchkey Days and times needed _____

Parent/ Legal Guardian Signature

Date

*Please provide court documents related to custody, guardianship, or foster care placement. *We must have legal documentation to restrict the release of a child to either parent.

PROGRAM POLICIES

The following policies are in place to best support our partnership. Please review the policies and **initial** each section.

Tuition Policy

- Your tuition pays for the operational cost of our programs.
- Non-refundable \$50 registration fee applies yearly.
- Flat rate tuition payments for Preschool and Infant/ Toddler Instructional programs are due on the 1st of every month. Please see the tuition information for your child's program for cost information.
 - o **Pay in full for a 5% discount! Tuition paid in full is due by August 22, 2022**
- Latchkey payments are due Monday for the previous week of care.
- If the child is not picked up by their class' end time, additional aftercare latchkey rates will be assessed.
- We are unable to reimburse or credit your account for non-attendance, emergency closure, or any day the district cancels.
- We do not offer discounts for a child leaving the program early. Once the monthly tuition payment is received there will not be reimbursement. (See Parent Handbook regarding program withdrawal.)
- DHS payments are accepted. You are responsible for any fees assessed while awaiting approval.
- **If payments are not received, the child will be unable to attend the following week.**

ProCare

- Invoices will be paid via credit card, debit card, or automatic deduction from your bank account.
- Cash and Checks will not be accepted by Staff at the school

Late Pick Up Policy and Fees

The fees for picking up children after closing time are as follows:

- 1st offense: \$15 fee, +\$1 per minute late
- 2nd offense: \$30, +\$2 per minute late
- 3rd offense: \$30, +\$2 per minute late AND exclusion from the program for the remainder of the school year.

Late Payment Fee

If payment is not made by the due date on the invoice, a fee of \$10 will be automatically assessed.

Potty Training Policy

Children must be potty trained to enter preschool programs and latchkey services. The child should be able to perform most bathroom activities independently.

Good Health Statement

I, the parent/guardian of _____, certify that they are in good health and able to participate in age appropriate physical activities.

Please list any physical limitations that may prevent your child from participating in activities. _____

Photo Release

Photos may be taken at special events throughout the school year. The photos may be displayed on bulletin boards, in the classroom or submitted for the school yearbook. Please indicate your preference below:

- ☐ Yes, you may photograph my child.
- ☐ No, do not photograph my child.

Illness Policy

Please note the following are symptoms of communicable disease:

- A temperature over 100.4 degrees
- Persistent and/or productive cough
- Discharge from the eyes or nose
- Diarrhea
- Jaundice
- Nausea and Vomiting
- Swelling and/or tenderness of glands
- Any skin eruption, sore, or rash

Children must be free of fever, diarrhea, and/or vomiting for at least 24 hours without medication before returning to school. If there is a communicable disease diagnosis, a doctor's note will be required to return to school.

Food Statement

The Holly Area Schools Early Childhood Programs do not provide meal services. Families have two options:

- ☐ Pack and send meals from home on a daily basis
- ☐ Purchase lunch from the school cafeteria
 - o You may apply for free/reduced lunch based on qualification by income

Release of Information

- ☐ I give permission for the Holly Area Schools Early Childhood Programs to pull my child's immunization records from the Michigan Care Improvement Registry.
- ☐ I decline consent and will provide a complete immunization record or an immunization waiver from the health department before my child attends the program.

Parent Handbook Agreement

I acknowledge that I have received the current parent handbook containing important information regarding rules and regulations of this program.

I have reviewed the program policies and agree to abide by these policies while my child is participating in any of the Holly Area Schools Early Childhood Programs.

Parent/ Legal Guardian Signature

Date