

ENROLLMENT

Criteria

The criteria for enrollment include the child's ability to benefit from the program. In the best interest of the child, the staff will decide whether the program is developmentally appropriate for the child.

Enrollment Procedures

1. The forms required by the State of Illinois and the Angels' Center shall be completed. (Among others, the following forms would need to be completed and/or signed by the parent(s) or guardian: Application and History, Parent Consent for Activities, Tuition Policy Form, Behavior Management Form, Acknowledgement of Receipt of the Parent Handbook, Attendance/Exclusion Policy, etc.). Additional forms will need to be completed for children under two years of age.
2. The enrollment application shall be signed by the enrolling parents.
3. Parents shall sign the Parent Consent for Emergencies Form. With their signature they give permission to the teachers and/or staff of the Center to handle medical emergencies when parents cannot be reached or are delayed in arriving after being called. If necessary, the child will be taken to the Emergency Room of a nearby hospital and a teacher or staff will accompany the child until the parent(s) arrive.
4. The parent will need to sign additional forms that are included in the Enrollment Package.
5. The Center will keep a daily attendance log which includes times of arrival and departure.
6. Children should be given only to persons authorized by the parents. The authorization shall be in writing, dated and signed by the parent.

Health Requirements for Enrollment

1. The initial medical report shall be dated less than six months prior to the enrollment of infants, toddlers, and pre-school and School-age children.
2. Immunizations are required in accordance with the Illinois Department of Public Health.
3. The medical records shall be dated and signed by the physician. A completed original form is needed by the Center for Infants, Toddlers and Pre-school applicants. A copy is accepted in the case of School-age children, because they already have an original at

the school they attend. Documents are needed by the Center before the child starts attending the program.

4. Minor illnesses will not exclude children from the Center, unless they cannot participate comfortably in the program activities. (See the list of illnesses and conditions that do require the child to be sent home or to stay home. They are enumerated in the section entitled Attendance/Exclusion Policy.)
5. Completion of dental examination form is also required.