

# Enrollment Agreement

# Little Lamb Nursery School

## Enrollment Information

Date: \_\_\_\_\_

Completion of this Agreement is required for enrollment. This information is necessary for Little Lamb Nursery School of Epler's United Church of Christ to enable us to better understand your child and meet his or her needs.

CHILD INFORMATION		
Child's last name	Child's first name	Child's middle name
Nickname:	DOB:	Age
Child's home address:		
City:	State:	ZIP Code:
Home phone number	Cell phone number:	Email:
Number of family members that resides in the home:		
Mother's name	Father's name	Sibling name
Sibling name	Sibling name	Pets
PRIMARY CONTACT AND RELEASE PERSONS Include parents and guardians		
PRIMARY PARENT/GUARDIAN		
Name:		
Home address	Relationship to child	
Phone:	Home e-mail:	Cell phone
Occupation/Employer	Work e-mail	Work number
Driver's (DL) number	DL State	DL Expiration date

CONTACT AND RELEASE PERSONS			
<b>OTHER PARENT/GUARDIAN</b>		<b>Child's name</b>	
Name: _____			
Home address: _____		Relationship to child: _____	
Occupation	Home e-mail	Cell	Phone:
Employer and address		Work email	
		Work number	
<b>Parent/Guardian Identification Information</b>			
<b>(2 items required)</b>			
Question _____		Answer _____	
Question _____		Answer _____	
Note: Personal questions will be used to verify parent/guardian identity if a pick-up authorization is called into the preschool			
EMERGENCY CONTACT AND RELEASE PERSONS			
<b>NAME #1</b>			
Home address	Relationship to child	Home Phone	Cell
Employer and address		Work number	
<b>NAME #2</b>			
Home address	Relationship to child	Home phone	Cell
Employer address:		Work number	

- **The persons designated in this section will be contacted by Little Lamb Nursery and are authorized to pick up my child if there is a medical or other emergency and I cannot be reached.**
- Staff will release your child only to you or to those persons you have listed above. **For the safety of your child, we will request all authorized Release Persons with whom staff are not familiar to provide Government issued photo ID at time of pick up.** If you want a person who is not identified above to pick up your child, you must notify center management in advance. **Your child will not be released without prior authorization.** In the event you call a pick-up authorization into the school the Parent/Guardian Identification Information questions will be used to verify your identity and to authorize the release of your child.

# Tuition and Field Trip Policy

I have registered my child \_\_\_\_\_ in  
Little Lamb Nursery School of Epler's United Church of Christ. I will pay nine (9) monthly  
installments of \_\_\_\_\_ total tuition payment of \_\_\_\_\_

Tuition is to be paid one (1) month in advance. Tuition schedule is the following:

August 1: September tuition due September 1: October tuition due October 1: November tuition due November 1: December tuition due December 1: January tuition due
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January 1: February tuition due February 1: March tuition due March 1: April tuition due April 1: May tuition due
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1. TUITION PAYMENT: checks made payable to **Little Lamb Nursery School**  
Check can be submitted to the director or mailed to the church office:  
**Epler's U.C.C.**  
1151 West Leesport Road  
Leesport, PA 19533
2. I understand that if payment is not submitted/received by the **first (1st) of each month**, I will be subject to a **late payment fee of \$20.00**. Sick days, snow days or school holidays are no exception to tuition payment.
3. I will be responsible for any bank service charges that Little Lamb Nursery School may incur due to delinquent funds, stopped payment or returned checks.
4. Delinquent accounts will be subject to the Little Lamb Nursery School Tuition policy.
5. Delinquent accounts may be referred to a collection agency. In the event an account is sent to collections, I will be responsible for the balance of my account and any reasonable collection and attorney fees and costs associated with the collection of the account. In the event that an account is delinquent or shared payment of an account is in dispute any part of the payment not paid will be the responsibility of the parent/guardian.
6. A tuition coupon book will be provided for your convenience. Payment stub should be included when making your tuition payment.
7. Failure to pay the tuition may result in the removal of your child from the program.
8. My child may have the opportunity to participate in special programs or field trips. Field trips may result in an additional field trip fee and may require completion of a specific permission slip from the educational venue.

# Other Terms

1. I will, promptly, update any information provided for in this Agreement if such information changes.
2. I consent to LLNS communicating with me by telephone, e-mail, or other means. Written communication may be sent home with emergency contact and release persons when necessary.
3. LLNS reserves the right to alter its policies and program at any time. The pre-school does not have the authority to alter or modify the terms of this Agreement (other than inserting information where required) either verbally or in writing.

# Approval:

## Transportation

LLNS student will be transported only by their parent or family member for a field trip. It is the parents responsibility to provide a car seat for their child transportation. If the parent or family member is unable to provide transportation for the field trip the student will remain at home the day of the field trip.

Parent/Guardian

Signature \_\_\_\_\_

Date: \_\_\_\_\_

I certify that I have read, understand and accept all of the terms and conditions described in this Agreement.

This Agreement will be effective on \_\_\_\_\_.

PRIMARY PARENT/GUARDIAN SIGNATURE	DATE
LLNS DIRECTOR SIGNATURE	DATE

- FOR OFFICE USE ONLY**
- Application for Admission
  - Enrollment Agreement
  - Tuition Policy Agreement
  - Getting To Know Your Child
  - Emergency Contact Information
  - Physician's Certificate Form
  - Injury Release Form
  - Photo Release Form
  - Parent Handbook Release Form