



## PRESCHOOL ENROLLMENT CHECKLIST

We are looking forward to embark on this new learning adventure with your child, please make sure that you have everything ready before the first day of school:

- Complete Preschool Enrollment Form.
- Read and sign Preschool Enrollment Contract.
- Bring original and bring copy of current Immunization Records.
  - The record must show the child's name, date of birth, the date that all doses were received and the name of the physician or health agency that administered the vaccine.
  - Verify that required immunizations are present.
- Complete **Emergency Contact** Information and **Consent for Medical Treatment**.
  - **Complete** names, addresses, and phone numbers for child and parents.
  - **Complete** names, addresses, and phone numbers for **AT LEAST** two authorized pick up contacts.
  - **Complete** names, addresses, and phone numbers for Doctor and Hospital.
  - Person Listed to call first in case of injury or sudden illness.
  - **Complete** Medical Information.
  - Parent/Guardian has printed, signed, and dated the form.
- Read and sign Sick Child Policy.
- Labeled change of clothes.
- Labeled diapers and wipes.
- Labeled snack and/or lunch box.



**FULL DAY PRESCHOOL REGISTRATION FORM**

Please submit this form with a \$100 non-refundable application fee to Universe of Colors.  
**License #414004238**

Student Information	
First Name: _____	Last Name: _____
Sex: M/F	DOB: ____/____/____ Age: _____
Medical condition or under medication (provide details)/special needs: _____	

Parent / Guardian Information	
First Name: _____	Last Name: _____
Home Phone:(_____) _____	Work Phone:(_____) _____
Cell Phone:(_____) _____	Email: _____
Address: _____	
City: _____	State: _____ Zip Code: _____

Emergency Contact
First Name: _____
Last Name: _____
Cell Phone:(_____) _____
Email: _____
Relationship to the child: _____

Day of the Week	Spanish	English	After Care hours 3-6pm
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Total Days			

Child Start Date  
 \_\_\_\_/\_\_\_\_/\_\_\_\_

Parent's signature  
 \_\_\_\_\_

Date  
 \_\_\_\_/\_\_\_\_/\_\_\_\_



## **PRESCHOOL ENROLLMENT CONTRACT**

**License #414004238**

Playgroups Unlimited – Universe of Colors LLC values your business. Please carefully review the following enrollment contract and sign it at the bottom.

### **Business Hours:**

- Playgroups Unlimited – Universe of Colors LLC is open Monday through Friday from 8 am to 6 pm.
- Sessions are full-day 8-3 pm and 8-6 pm.
- Attendance is Full time 5 days a week.
- Playgroups Unlimited – Universe of Colors LLC is closed for Federal Holidays. MLK, President’s Day, Memorial Day, 4th of July, Labor Day, Columbus Day, Veteran’s Day, Thanksgiving, Christmas and New Year’s Day, as well as days between December 26th and January 2nd, at our own discretion. Full tuition is expected during the days school is closed.

### **Rules and Procedures:**

- Please dress your child in comfortable clothes. Comfortable clothes that fit properly will ensure that your child is not distracted by what they are wearing, and can focus on playing and learning.
- Diaper changes and potty breaks are frequent and sometimes urgent. Make sure that your child’s outfit for the day will help avoid frustration for both your child and their teachers.
- Shoes should be safe. Footwear such as flip-flops or backless sandals are generally not appropriate for preschool. When running and playing, these shoes could increase the risk of injury.
- Label your child’s belongings. Preschool is a busy place, and items of clothing are often misplaced, forgotten, or accidentally put on a different child. Label your child’s clothing with their name, particularly items that will be removed such as sweaters, jackets, hats, etc.
- Send along an extra set of clothing. Outdoor activities, arts and crafts, and food can cause clothing to become soiled during your child’s day at preschool. Make sure to send along an extra set of clothing – including socks and underwear.
- Playgroups Unlimited – Universe of Colors is not responsible for any lost stolen clothing or any damage to clothing.
- We prefer that children do not bring any toys from home.
- Children must bring their snacks and lunch.
- Universe of Colors is a peanut-free school.
- Children must be signed in before drop off. Please make sure to write down your full name and phone number.
- Children must be signed out before pick up. Please make sure to write down your full name.

- If a child is going to be picked up by someone who is not on the authorized pick up contact form, please send written notification to the Office. Driver's license will be required at pick up time.

### **Enrollment & Deposit**

- A non-refundable \$100 Enrollment Fee is required to register.
- The enrollment fee is annual and is due on the anniversary of Registration.
- Registration is on a first-come-first-served basis.
- A non-refundable \$75 security deposit is required to reserve your child's space on any program.
- This deposit will be applied to the tuition once the child starts classes. If you break your contract, the security deposit may not be applied to tuition

### **Tuition Policies**

- Tuition is not refundable and must be paid in full.
- Tuition is based on monthly payments and it is due on the first of the month.
- Payments made after the fifth of the month will be overdue and will have a \$25.
- There is a \$25 fee for returned checks.
- Additional siblings receive a 3% discount.
- When signing this contract you commit to having your child enrolled with Playgroups Unlimited - Universe of Colors for 12 months.
- Parents must provide 30 days written notice prior to withdrawal to terminate the agreement. If you do not give proper notice, you agree to pay any fees that may be due as of the date that is 30 days after such notice, regardless of your child being in attendance or not. In the event that you break your contract, the security deposit may not be applied to tuition.
- If a child must be absent (due to illness, vacation or other reason) for 1 to 3 weeks and plans to come back to their spot, full tuition is due, no prorated rate or credit will be given.
- Universe of Colors does not offer "make up" classes.

### **Late Pickup Policies**

- When parents are late to pick up their children it causes hardships for the teachers because they are unable to leave at the end of their scheduled shift. Many teachers have classes, families, and regular commitments for which they are responsible. It can also be distressing for children to be left at the center after hours.
- Late pick-up is not a normal program option and should be considered an exceptional occurrence.
- Please allow enough time at the end of the day to arrive at the Center, pick up your child (ren) and leave by closing time.
- Parents picking up children after 6:00 p.m. will be charged a late fee of \$1.00 per minute, per child with no cap.
- Late fees are payable in cash to the closing teacher upon pick up.
- Unpaid late pickup fees will be billed to the child's account balance.
- Upon three or more late pickups, a penalty of \$30 will be billed in addition to applicable per-minute fees.
- We appreciate your understanding and cooperation with this important pol

Playgroups Unlimited – Universe of Colors reserves the right to refuse applications.

**WAIVER**

Please check one box:

- I agree to allow Playgroups Unlimited – Universe of Colors to use pictures or footage of my child during school activities, in the Playgroups Unlimited – Universe of Colors website, blog, and advertisements.
- I do not agree to this waiver.

I understand and agree with the above terms and policies.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## **SICK CHILD POLICY**

The following illness policies will be strictly enforced, for the health, well being and safety of all concerned.

Under no circumstances may a parent bring a sick child to school, if the child shows any signs of illness, or is unable to participate in the normal routine and regular school program. Sick children will expose all children and staff members who they come in contact with. These people can in turn expose the other children. Sick children want care from their parents in the comfort of their own homes. If other children become ill due to exposure to your sick child, either because he/she was returned to school before full recovery or because he/she was not picked up promptly upon notice of becoming ill, other parents will be unnecessarily inconvenienced. Because this is disruptive to other children and their families, your cooperation on this issue is extremely important. Every effort is taken to reduce the spread of illness by encouraging hand washing and other sanitary practices.

Children will be visually screened when they arrive in the morning. In the event a child becomes ill and needs to be picked up, the parent(s) will be called and are expected to come pick the child up within one hour (60 minutes). If the parent(s) cannot be reached, or have not arrived within an hour, the emergency contact person will be called and asked to come pick the child up.

When a child does become unwell, the child will be made feels as comfortable as possible until the parent/guardian arrives to collect the child.

- Staff will maintain a routine of good hand washing and support children to do the same.
- Staff will establish a routine of cleanliness and good hygiene practice in all areas.
- Parents/guardians will provide a change of clothes for the event of an accident.
- The ill child will be cared for in a sensitive and professional manner.

- Staff will reassure and explain to the group any fear or concern they may have about the ill child.

For the benefit of our staff and other children in our care, a sick child will not be permitted to return to school for 24 hours after condition has returned to normal. The child may return 24 - 48 hours (depending upon the illness) after they have received the first dose of an antibiotic. If a child receives an antibiotic for an ear infection, he/she may return to school immediately if he/ she has been free of other symptoms mentioned for at least 24 hours. If you aren't sure about whether or not to bring your child to school, please call the office to discuss it.

Allergy related symptoms, and non-communicable illnesses do not require exclusion if you

have a note from your doctor.

**YOUR CHILD MUST STAY AT HOME IF HE/SHE PRESENTS THESE CONDITIONS:**

- **Fever:** Fever is defined as having a temperature of 100°F or higher taken under the arm, 101°F taken orally. A child needs to be fever free for a minimum of 24 hours before returning to school, that means the child is fever free without the aid of Tylenol®, or any other fever reducing substance.
- **Undiagnosed skin rash and rash with fever and or behavior change.**
- **Earache,** it's sometimes related to an ear infection. If the child has been free of symptoms, he/she may return to school, after 24 hours of starting on antibiotics.
- **Diarrhea:** runny, watery, bloody stools, or 2 or looser stools within last 4 hours.
- **Vomiting:** 2 or more times in a 24-hour period. Note: please do not bring your child if they have vomited in the night.
- **Breathing trouble, sore throat, continuous coughing, swollen glands, loss of voice, hacking.**
- **Heavy nose discharge (other than clear), draining eyes or ears.**
- **Conjunctivitis (pink eye),** the child may return to school after 24 of starting on antibiotics. If it's a viral conjunctivitis please bring a doctor's release/report before returning to school.
- **Frequent scratching of body or scalp, lice, rash, or any other spots that resemble childhood diseases, including ringworm.**
- **Child is irritable, unusually tired, continuously crying, or requires more attention than we can provide without hurting the health, safety or well being of the other children in our school. If you are not sure whether or not it is okay to bring your child, please call ahead to ask us. We may require a doctor's decision as to whether or not the child is contagious. We appreciate your cooperation in this matter. I understand and agree to follow the terms of the sick child policy.**

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Parent signature Date

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Program Director signature Date