

Enrollment Application



CHILD'S INFORMATION

Last Name	First Name	Middle Initial	Nickname	Date of Enrollment
Date of Birth	Age at Enrollment	Gender		
Street Address				Apt/Lot #
City			State	Zip
Home Phone		Cell Phone		
Who will be responsible for the child's tuition?				

MOTHER'S INFORMATION

Last Name	First Name	Phone		
Employer		Work Phone		
Employer Address				Apt/Lot #
City			State	Zip
Email				

FATHER'S INFORMATION

Last Name	First Name	Phone		
Employer		Work Phone		
Employer Address				Apt/Lot #
City			State	Zip
Email				

HOUSEHOLD INFORMATION

Child lives with both Parents and Siblings	Mother and Siblings		Father and Siblings	
Sibling Name	Age	Sibling Name	Age	
Sibling Name	Age	Sibling Name	Age	
Sibling Name	Age	Sibling Name	Age	

DESCRIBE ANY MEDICAL PROBLEMS OR INFORMATION WE SHOULD KNOW

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Parent/Provider Contract



Child's Name	Date
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For staffing purposes, please fill in the times you are requesting child care. Please note these are the days and hours that will be reserved for your child.

Monday	Tuesday	Wednesday	Thursday	Friday

If your child will not be attending on a particular day, or will be later than scheduled time please notify the Learning Center Office before 9:00 am. We turn in our lunch count at 10:00am and schedule our staff according to ratio. Knowledge of attendance if your child will be arriving after this time is helpful.

Little Life Early Learning is open from 6:30 am until 5:30 pm. If lateness is unavoidable, notify the center immediately and arrange for your child to be picked up by another adult. If child is picked up after hours (between the hours of 5:30pm - 5:45pm) a \$15 late fee will be added to your weekly tuition. After 5:45pm an additional dollar per minute will be added.

It is important for you to keep in mind that we will be reserving the above time for your child and we schedule our staff according to your child's schedule.

If you are receiving government subsidy through CCDF we are unable to accept your children during hours that you are not at work or school. This is a regulation established by the State Subsidy Program. You will be responsible for the unpaid balance if CCDF does not pay the full tuition. Failure to do so will result in dis-enrollment.

Little Life Early Learning will be closed in recognition of the following holidays, you will NOT be charged for these days:

Good Friday
4th of July
Memorial Day
Labor Day
Thanksgiving and the Friday after
Christmas Eve
New Year's Day

Let's Get Acquainted



Child Name	Nickname		Today's Date
His/Her special interests include:			
What opportunities does your child have to play with others the same age?			
List Food Allergies			
Any difficulties with eating?			
Nightly Bedtime	Wake-up Time	Does child take naps?	How long?
Does child have a special toy to nap with?			
What is your child's routine in preparation for sleep?			
Is your child toilet trained?	Is assistance needed?	Does he/she need to be reminded?	
Does he/she give hints to indicate needs? Please list:			
Does your child have any fears we should be aware of?			
Does your child take medication regularly? Please list:			
Does your child have any special needs we should be aware of? Please list:			
Any other information we should know in order for us to provide a better care for your child?			

Parent Authorization Form



RELEASE FOR PHOTOGRAPHS

I understand that Little Life Early Learning may take photographs of the children at different times for use of crafts and bulletin board displays. I give Little Life Early Learning /Little Life Preschool permission to take pictures of my child/ children.

Parent Signature

Date

MEDICAL RELEASE FORM

I give my permission for Little Life Early Learning /Little Life Preschool staff to seek medical treatment for my child/ children. I understand that I am completely responsible for any bill that is incurred for this treatment. This includes but is not limited to ambulance, emergency room, doctor's fees, and any test that are performed.

The following are the full names and dates of birth for the children I am giving permission for:

Child's Name	Birth Date	Child's Name	Birth Date
Child's Name	Birth Date	Child's Name	Birth Date

Parent Signature

Date

VEHICLE TRANSPORTATION FOR LITTLE LIFE DAYCARE

I realize all Field Trips for Little life Daycare will be taken by motorized vehicle. I give my child permission to ride in a motorized vehicle under the care of Little Life Daycare. I will be notified and a parent permission slip will be required before every field trip.

Parent Signature

Date

EMERGENCY CONTACT FORM

Child's Name		
Contact Name		Relationship
Cell Phone	Work Phone	Home Phone
Contact Name		Relationship
Cell Phone	Work Phone	Home Phone
Contact Name		Relationship
Cell Phone	Work Phone	Home Phone
Contact Name		Relationship
Cell Phone	Work Phone	Home Phone
Physician Name		Phone
Address		

CHILD PICK-UP AUTHORIZATION FORM

I give permission to the staff of Little Life Early Learning to release my child, _____, to the following individuals without having any other form of permission other than this sheet and a photo I.D. I understand it is my responsibility to complete a new form if I choose to have a name removed.

Name	Relationship	Phone
Name	Relationship	Phone
Name	Relationship	Phone
Name	Relationship	Phone
Name	Relationship	Phone
Name	Relationship	Phone
Name	Relationship	Phone
Parent Signature		Date

Policies



TRANSPORTATION POLICY

Little Life Early Learning occasionally provides transportation for field trips throughout the year. We will only transport children with a signed permission slip from the parent or guardian. Only qualified adults that are licensed with the State of Indiana will transport the children. The driver will be over 25 years of age and have a clean driving record.

Drivers will follow all pertinent Indiana laws and will not use cell phones at any time while in the vehicle. Children will always be restrained in the proper seats and seat belts and at no time will the vehicle exceed the recommended capacity. Children will not be left unattended at any time. Upon returning from each trip, the van will be inspected to ensure that no children are still on the vehicle.

We have automobile insurance that covers transportation of children for our child care business. All vehicles used for transportation will be maintained in a safe condition and serviced regularly.

All field trips will be announced, planned and additional parental consents will be sent home for signatures.

SAFE CONDITIONS POLICY

The following steps will be taken to ensure that your child is safe while at Little Life Early Learning.

Children will be actively supervised with the required number of qualified adults. All teachers and staff have completed a comprehensive criminal history check, drug screen, and negative TB test and have completed all required training required by childcare providers in the state of Indiana.

The director is responsible to inform Little Life maintenance staff regarding the maintenance of all interior and exterior surfaces, including walls, floors, ceilings. Little Life director and staff are responsible for keeping toys, furnishings, and cribs in a safe condition, free of sharp points or jagged edges, splinters, protruding nails or wires, loose parts, rusty parts, or materials containing poisonous substances.

Little Life will take the following steps to maintain the child care facility:

- (1) Clean the facility daily
- (2) Sanitize toys, furniture, and other equipment used by the children daily, and deep cleaning weekly.
- (3) Wash all soiled items prior to sanitation.

Parent Signature

Date

Discipline

ACCEPTABLE DISCIPLINE

At Little Life we approach discipline with positive intent for each child. Our goal is to teach children the skill of self regulation through “conscious discipline” practices.

1. Positive intent: Always see the best in others
2. Assertiveness: What you focus on you get more of
3. Empathy: The moment is as it is
4. Consequences: Mistakes are opportunities to learn
5. Composure: No one can make you angry without your permission
6. Encouragement: We are all in this together
7. Choices: The only person you can “make” change is yourself

UNACCEPTABLE DISCIPLINE

1. Never tell or allow a child to reciprocate in the same manner.
2. Professional conversation with a child should always be used. Never use demeaning names or remarks.
3. Never speak about a child’s misbehavior to others in the presence of that child or any other children.
4. No teasing, embarrassing, humiliating, harassing, or provoking children.
5. Never use demeaning remarks or names in a teasing manner.
6. Never yell or raise your voice at a child.
7. Never use physical discipline (i.e. spanking, biting, slapping, hitting etc.) even with a parent’s permission.
8. Use of inappropriate discipline may result in termination.

If your child’s behavior is very disruptive or harmful to himself or other children, we will discuss with you privately. If the situation can be resolved, the child may remain enrolled. If we are unable to resolve the issue, you may be asked to make other child care arrangements.

Child's Name	
Parent Signature	

Notice Concerning Fire Safety Protection

Little Life Early Learning Ministry
7900 Wabash Avenue
Terre Haute, IN 47803
812-917-2200

_____ 20_____

Dear Parent(s) or Legal Guardian(s)

Under Indiana law, a child care ministry may choose not to provide certain fire safety protections if the parent(s) or legal guardian(s) of each child is notified about the absence of the fire safety protections. The purpose of this notice is to advise you that this child care ministry does not have the same level of fire safety protections as a licensed child care center. As you have already been notified, the child care ministry does not have to comply with the same sanitation, life and fire safety rules as a licensed day care center. The reason you are being given this notice is that this child care ministry has chosen not to provide any fire alarms, as required for a licensed day care center.

Little Life does have ample smoke detectors for our building. There is a smoke detector in each classroom, bathroom and three in the main area of the Little Life Early Learning.

I/we, the parent(s) or legal guardian(s) of _____,
acknowledge that I/we have read and understand the above notice concerning fire safety protection.

Date

Signature