



3534 S. Highland Dr. Salt Lake City, Utah 84106 801.486.6363

REGISTRATION FORM

Childs Name	Sex	Birth date	Enrollment Date	Pin Number
Street		City		Home Phone
Guardianship or Marital status of parents (as applicable)			Mother's Social Sec. #	Father's Social Sec. #
Mother or Guardian's Name		Cell Phone	Email	
Employer	Work Address			Work Phone
Father or Guardian's Name		Cell Phone	Email	
Employer	Work Address			Work Phone

Persons who may be contacted in the event of illness or emergency and parent or guardian can not be reached.

Name	Relationship	Address	Telephone

Persons who are authorized to pick up child(ren)

Name	Relationship	Address	Telephone

Emergency out of area contact		
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HEALTH INFORMATION

Child's Physician	Name	Address	Phone
Child's Dentist	Name	Address	Phone

Please describe any pertinent social information or special needs of the child: _____

Please give instructions for the care of the above mentioned problems or conditions: _____

We (I) _____, authorize employees of Children's Corner Preschool and Child Care Center to administer first aid as may be appropriate in your sole discretion, to arrange for transportation, and to give any consent required by the emergency facility or hospital in my stead as parent that may be required in the event my child or children are injured. As parents or legal guardian, I understand that the above named child will periodically leave the school grounds to participate in field trips and other activities. I hereby give my consent that the above named child may attend and participate in such activities and I further release Children's Corner Preschool and Child Care Center, its officers, employees and volunteers from any and all claims or liability of any nature whatsoever for injuries, accidents or damage of any nature whatsoever sustained by said child while participating in these activities, I also give my consent to Children's Corner to provide emergency transportation in case of evacuation or relocation.

Signature of Parent or Guardian _____ Date _____

Signature of Parent or Guardian _____ Date _____

Signature of Director _____ Date _____

CHILDREN'S CORNER PROGRAMS

Two/Three Year Old Class: Autonomy, self-awareness, and trust are goals for the 2-3 year Olds classes. Children are introduced to concepts of limits, responsibility for self and belongings, and social skills with others. Concept development includes color recognition, number identification, counting skills, shapes & sizes, and pre-reading and language development. The morning activities are structured with story time, music, physical development, and small muscle development.

Four/Five Year Old Class: Pre-kindergarten skills are explored in areas of small muscle development, Use of art media with success, response to concept development (under, over, between, next, ECT) and language development with the use of puppets, housekeeping, store keeping, and office play.

Kindergarten: Kindergarten reinforcement, wind down activities.

After School: Quiet time for homework and/or wind down activities.

Summer Camp: Movies, field trips, art's & crafts, swimming, cookouts, roller skating, waterslide.

Field Trips: Notices of field trips may be made verbally by staff or written and posted on the board. It is the parent's responsibility to dress the child warmly or appropriately for the activity.

Show & Share Friday Mornings!

ITEMS TO BRING FOR YOUR CHILD

We have a special locker/ cubby for each individual preschool child. Please locate the one with your child's name on it, and put the items listed below in it on the first enrollment day. Please check the locker/cubby everyday for wet or soiled clothes and check the project folders for art projects to take home. If blankets or clothing are taken home one night, please replace them the next morning in case of another accident. Please mark your child's name on everything he/she brings to school with permanent mark, in a visible place, and make it legible. Every Friday please take the child's blanket home for washing.

Two Years

Diapers

3-4 training pants (when toilet training)

2 complete change of clothes

1 favorite blanket (please no pillows)

Three Years- Five years

1 complete change of clothes

1 favorite blanket (please no pillows)

SCHOOL POLICIES

OUR PHILOSOPHY: We have a developmental approach, which takes into account, individual growth patterns, socialization, emotional development and cognitive learning program. The child's particular interests and abilities are encouraged, and the teachers foster the development of new interests and abilities, through careful planning and individual evaluations. Flexibility in programming, balancing of activities, and a variety of cognitive experience, is considered in giving optimal interaction the environment and in helping the child achieve a positive self-concept and a feeling of worth. We are happy to have your child as part of our center.

ENROLLMENT: Parents are invited to visit the school for a tour and information before they enroll their child. To enroll a child, the school must have on file the first day the childcare registration form, the school policies, a copy of the immunization records and a health assessment form filled out. You must pay for the first thirty days in advance with the following payments made on or before the first day of each month. We reserve the right to exclude a child from our center for aggressive or disruptive behavior.

TUITION: Tuition is due on or before the first day of each month. After the 5th a late charge of \$25.00 will be added, and if there is still a balance after the 20th of the month another \$25.00 late charge will be added. We WILL NOT accept CHILDREN UNLESS they follow THE ABOVE POLICY. Also we will assess a \$25.00 charge for each returned check and for any stop payment or closed account checks. If tuition is not paid by the 20th your child cannot return to school. Parents agree to pay 35% collection fee and court costs if collection is necessary. All accounts 30 days past due will be charged interest at 1.8% per month.

ABSENCES: No deductions or refunds can be made for absences. If you obtain written verification from a physician after one week of consecutive absences, the school will split the remainder of time with the parent. DAYS MAY NOT BE EXCHANGED OR SWITCHED FOR DAYS MISSED (the school must comply with all State staffing regulations).

VACATIONS: No allowances for vacation for the first year. After that time the school will work out a week for vacation time with the parents.

SCHOOL CLOSED: The school will be closed for New Years, Martin Luther King Day, President's Day, Memorial Day, July 4th, July 24th, Labor Day, Thanksgiving, day after Thanksgiving, and Christmas Day. We will close at 1:00 P.M. on Christmas eve and New Years eve.

WITHDRAWAL: The first thirty days of enrollment, tuition is not refundable under any circumstances. If a child must be withdrawn, the preschool owner or director must be notified within fifteen days before the last day of attendance, or we will charge your account for that time!

HOURS OF OPERATION: All children must be signed in and out each day. The school is open for preschool from 8:30 A.M. to 12:30 P.M. and operates before and aftercare from 6:30 A.M. to 8:30 A.M. and from 12:30 P.M. to 6:30 P.M.. After 6:35 P.M. we will assess a late charge of \$1.00 per minute to 7:30 P.M.. This amount must be paid that night to the staff members on duty. After 7:30 if we are unable to contact you, we reserve the right to contact protective services for the child's custody. The maximum a child can be in the center is ten hours.

ILLNESS & EMERGENCIES: It is the parent's responsibly to keep an updated child care register on file with the school. We will accept children only if they are healthy. If a child is ill during the day, we will notify and ask the parent to pick up the child. In case of an accident the staff will treat the injury and if a life-threatening situation occurs, we will take the child directly to St. Marks Emergency. If we cannot reach the parent and if the situation is not determined to be life threatening, the Doctor listed on the form will be contacted.

PARENT PARTICIPATION: The parent may request conferences with the director or other staff members by written note. Usually we schedule conferences after 6:15 P.M.. If you have a problem with the school program and/or staff please contact the director immediately. We would like your input and suggestions. Unless we have feedback, we are unable to change, grow or develop our program and facility. We want to make this experience rewarding for both you and your child. Parents are always welcome to volunteer for field trips and to help in the classroom and after hours or from home. If you would like to volunteer please talk to the director.

CONFLICT RESOLUTION: At any time you feel like there is a conflict of interest with the program, please come to the director so we can resolve any issue you may have.

Communicating and addressing concerns regarding developmental delays and/or behavioral issues: Every month the teachers do accident and incident log, at the end of the month they look for patterns. If the teacher feels like there is a delay or a behavioral issue they will discuss it with the parent to see if this is happening at home and how we can work together to find the best resolution for the child.

Anti-Discrimination Notice: The American Policy is Our Policy. It is illegal to discriminate against any individual (other than an alien not authorized to work in the U.S.) In hiring, discharging, or recruiting or referring for a fee because of that individual's national origin or citizenship status. Employers CANNOT specify which documents they will accept from an employee. The refusal to hire an individual because of future expiration date may also constitute illegal discrimination.

CLOTHING: Children engage in active, busy play, explore the environment outdoors and indoors and experiment with many materials. Comfortable, sturdy, washable clothes permit children necessary freedom to participate in all activities without undue concern for spills, spots, rips and tears. PLEASE MARK each article of clothing. Without markings, initials or name, we CANNOT keep track of individuals' belongings. Clothing that is easy to manage encourages independence and self-help. Many toilet accidents are prevented if children can unbutton or unbuckle pants or belts without a struggle.

MISCELLANEOUS: Candy and gum are not allowed at school. Toys and/or special things should not be brought to school unless it is a "show and tell" day (check with your child's teacher). The school cannot accept responsibility for items misplaced or lost.

PRESCHOOL PARKING LOT: The school has contracted snow removal from the lot, but on occasion, it may not be plowed until later in the day. Please use your best judgment in entering on days where you might get stuck.

We, the undersigned, have read all the above policies, and understand all its terms. I (we) execute it voluntarily and with full knowledge of its importance.

Signature of Parent or Guardian

Date

Signature of Parent or Guardian

Date

RELEASE OF ALL CLAIMS FOR SCHOOL BUS

This release made this _____ day of _____ 20____ by _____ as parent/guardian of _____ I hereby give my consent that the above named child may attend and participate in the below described activities and that I further release *Children's Corner Preschool* and its officers and employees from any and all claims or liability of any nature whatsoever for injuries, accidents or damage of any nature whatsoever sustained by said child while participating in these activities. I am aware that there are risks in any activity undertaken where young children participate, but consider the benefits which will be gained by the child to be such a nature to justify the risk. I also give consent to *Children's Corner Preschool* to provide emergency transportation in case of evacuation or relocation.

Activities: Transportation to and from William Penn and _____ Activity.

Legal Guardian/Parent

Transitioning to public school for kindergarten children:

Practice bus run where bus safety and rules are explained and an evacuation demonstration is performed. We will take them on a field trip to the public school where we will show them where they will find their classroom, the area in which they will be dropped off before school, and where they will be picked up after school. During the first week of school our older children will guide the new kindergartners to the playground and then to where they line up for classes. (A teacher will go the first week as well.)