



ENROLLMENT FORM

530 E Douglas * Wichita, KS 67202 * 316-201-6777

Enrollment Date: _____ Start Date: _____

Child's Name: _____ Nickname: _____

Previous Childcare Location: _____

Age: _____ DOB: _____

Home Address: _____

City: _____ State: _____ Zip: _____

Home Phone Number: _____

Mother / Guardian: _____

Occupation: _____ Employer: _____

Business Phone: _____ Cell Phone: _____

Father / Guardian: _____

Occupation: _____ Employer: _____

Business Phone: _____ Cell Phone: _____

Person with legal custody of child: _____

Emergency Contact/Authorized Pick Up: _____

Relationship to Child: _____ Phone: _____

Address: _____

Additional information we should know: _____

To ensure that new parents/guardians clearly understand the procedures and policies of Little Explorers Learning Center, we ask that you read the policies enclosed with the enrollment packet and initial the following important items.

___ Parents / Guardians are responsible for payment of fees on time. Tuition is due **and payable on Monday of each week**, in advance. A late charge of \$5.00 is due if payment is received after the close of business on Monday. Enrollment can be terminated if payment (and applicable late fees) is not received by Friday of the same week. If tuition rolls over to the next week, a late fee of \$10 per day will be added until tuition is brought to a \$0 balance. A \$30.00 fee will be charged on returned checks or returned ACH withdrawals.

___ I must walk my child(ren) each day and make certain the teacher knows he / she is there.

___ Keep children home with the following: those with fever, diarrhea or vomiting in the previous 24-hour period. Children too sick to participate in a full program including outside play need to be kept at home.

___ All Children need two complete changes of clothing – replenished the day after soiled clothes are sent home.

___ Parents need to inform the provider of changes in addresses, telephone numbers, employment, emergency information or any changes in family situations.

___ Parents are expected to pick up children before closing time, 6:00 pm. Any pick-up after 6:00pm will incur an overtime charge of \$5.00 per minute payable at time of pick-up.

___ It is expected that your child be respectful of property, furnishings, and equipment. A certain amount of “wear and tear” is normal. If your child intentionally damages property, furnishings, and/or equipment through destructive behavior, you will be liable for 100% of the replacement costs.

___ I understand that no toys or food are to be brought from home and that Little Explorers Learning Center is not responsible for loss of any item brought from home.

___ The provider will be notified 2 weeks in advance before the child is to be withdrawn. Parents are required to pay for those two weeks regardless of when the child leaves. A 2-week notice is also required for children going from full time to part time status.

___ If after a reasonable period, it is found that a child is unable to adjust to Little Explorers Learning Center, the provider reserves the right to request withdrawal of the child. The decision is left to the discretion of the Director.

___ It is the parent’s responsibility to read the parent handbook and be knowledgeable of the rules and regulations in it.

___ I agree to abide by these rules and regulations.

Signature Parent or Guardian

Date Signed

Little Explorers Learning Center Authorized Signature

Date Signed