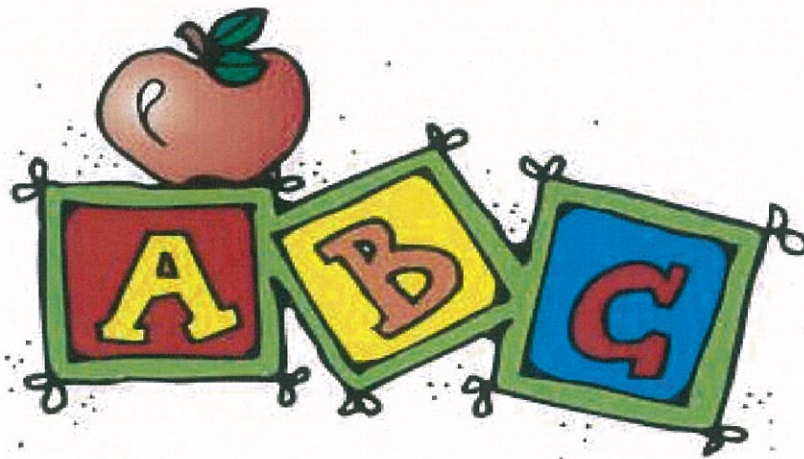


Hilltop School Enrollment Packet



218 Ohio Street
Bangor, Maine 04401
(207) 945-3705

<http://www.bangorhilltopschool.com>
Like us on Facebook @bangorhilltopschool

Hilltop School, 218 Ohio Street, Bangor, Maine 04401
ENROLLMENT SHEET



All sections must be complete and accurate. If something is not applicable please write n/a.

Name of Child: _____
Date of Birth: _____ Nickname: _____
Street Address: _____
Mailing Address: _____
Siblings: _____

Parent #1 Information

Name: _____
Street Address: _____
Mailing Address: _____
Home Phone: _____
Place of Employment: _____
Street Address: _____
Mailing Address: _____
Work Phone: _____ Cell Phone: _____
E-Mail: _____ Do you want to be added to the family email list? Yes No

Parent #2 Information-

Name: _____
Street Address: _____
Mailing Address: _____
Home Phone: _____
Place of Employment: _____
Street Address: _____
Mailing Address: _____
Work Phone: _____ Cell Phone: _____
E-Mail: _____ Do you want to be added to the family email list? Yes No

Desired Schedule Full time Part Time If part time, list desired days: _____
Projected drop off/pick up time: (We understand there will be variations) Drop off: _____ Pick up: _____

Known Allergies-health conditions: _____
Is your child fully potty trained? Yes No Notes: _____
Would you like to receive correspondence (newsletter, letters from office, etc..) by: Paper only Electronic only Both

Child's Physician and Dentist:

Physician: _____ Address: _____ Phone #: _____
Dentist: _____ Address: _____ Phone #: _____

.....
Office Use Only

Enrollment Date: _____ Date Admitted: _____ Teacher: _____
Registration Fee Paid: Date _____ Cash Check # _____
Date Withdrew: _____ Reason: _____

Child Security Plan

- At Hilltop School, pupils must be turned over to a teacher upon their arrival (children cannot be left at the door or at the gate outside)
- Children may be dismissed during the day if they are picked up by a parent, legal guardian, or designated person over 18 years of age.
- HILLTOP MUST BE NOTIFIED BY THE PARENT OR LEGAL GUARDIAN WHEN REGULAR TRANSPORTATION OR PICK-UP METHODS WILL VARY. You may write a pick up change in the “notes of the day log”, or telephone to inform us of change in pick-up. Otherwise, if someone comes to pick up your child and is not on the list, you will be called before your child is allowed to leave. (Please make sure telephone numbers are up to date.)
- Should an emergency arise and it becomes necessary for a person not on the list below to pick up the child, a parent or legal guardian must call to advise the school. Anyone picking up a child at Hilltop School will be asked for identification in the form of a picture I.D.
- In the event your child is sick or there is an emergency and we cannot contact the parent or guardian, we would contact the designated authorized pick up people in the order listed below.
- **Note:** In the event that one of the parents or legal guardians are NOT to pick up your child (by court order), a copy of the court order must be placed in the child’s folder. If that person attempts or succeeds in picking up your child, the police department will be notified immediately.

Authorized Person List (for pick up and drop off)

Emergency Contact
Authorized Pick-Up #1

Name	Relationship	Address	Home/Cell #	Work phone

Authorized Pick-Up #2

Name	Relationship	Address	Home/Cell #	Work phone

Authorized Pick-Up #3

Name	Relationship	Address	Home/Cell #	Work phone

Authorized Pick-Up #4

Name	Relationship	Address	Home/Cell #	Work phone

Authorized Pick-Up #5

Name	Relationship	Address	Home/Cell #	Work phone

Hilltop School
218 Ohio Street
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(207) 945-3705

Child's Name _____ Birthdate _____

Emergency Transportation Permission Agreement

I hereby give permission for Hilltop School to transport my child to their emergency relocation site for staff, teachers, and children when it is unsafe to remain at the childcare facility. I understand that normal safety rules will be followed, as much as possible, but that the highest priority is to relocate to a safe location.

Parent/Guardian Signature Date

Authorization for Emergency Medical Treatment

I, _____ parent/guardian of _____, date of birth being _____, do hereby give permission to Hilltop School, to secure and authorize such emergency medical care and/or treatment as above-named child might require while under the supervision of said Childcare Provider. I further authorize said childcare provider to administer emergency care/treatment as required, until medical assistance is available. I also agree to pay all costs and fees contingent of any emergency medical care and/or treatment for said child as secured or authorized under this consent.

I hereby give authorization to the Hilltop School/Bangor Children's Home to obtain emergency medical treatment for my child in case of sudden illness or accident.

Hospital preference, if any _____

Allergies that emergency medical personnel should be aware of _____

Parent/Guardian Signature Date

Still Photographs and Commercial Video Authorization

A picture is worth a thousand words, and occasionally, we will be taking pictures of your child. The photos will be used for bulletin boards, cubbies, projects to be sent home, special events, and sometimes just for fun! We do have a website and Facebook page that we will post photos on occasionally however; all photographs posted will not show any of the children's faces or names. Teachers may photograph children on the playground or while they are on field trips as well. Now and then newspaper photographers may ask permission to photograph or a commercial television station will ask permission to film some of our children during special events such as our Mystery Reader Week.

Please note, your child's privacy is a priority and photographs/video will not be sold or distributed for any reason.

Please indicate whether or not you give Hilltop School/local newspapers or tv stations to photograph/video your child for the following purposes:

Photographs only, no video (Faces will be shown)

Bulletin Boards within Hilltop School Yes No

My child's cubby Yes No

Special projects to be sent home or portfolios Yes No

Special events Yes No

Within the classroom Yes No

Photographs only, no video

Public Facebook page Yes No Is it ok to use photos that show your child's face? Yes No

Children's names will not be used with photos; faces will only be shown if you authorize us to do so above. If you don't mind if we use photos but do not want your child's face shown we will only use photos that show them from behind.

Public Website Yes No Is it ok to use photos that show your child's face? Yes No

Children's names will not be used with photos; faces will only be shown if you authorize us to do so above. If you don't mind if we use photos but do not want your child's face shown we will only use photos that show them from behind.

Local Newspapers (No names will be given but may show faces) Yes No

Video

TV stations- WLBZ 2, WABI 5, WVII 7 (No names will be given but may show faces) Yes No

Public Facebook Page-from time to time we may take videos of special activities to share Yes No
(No names will be given but may show faces)

Child's Name _____

D.O.B. _____

Parent/Guardian Signature

Date

Bangor Children's Home d.b.a. Hilltop School



218 Ohio Street Bangor, Maine 04401
Phone: (207) 945-3705 Fax: (207) 945-3690
bangorhilltopschool@gmail.com

*Thank you for choosing Hilltop School for your child
Please fill out the following information*

Child's Name _____

For staffing reasons, what will your child's typical schedule be? (We understand that there will be variations at times)

Approximate drop off time _____

Approximate pick up time _____

Are you interested in being on our family email list? We will send out announcements, and reminders throughout the year and any information about school closings should the need arise in the winter time. E-mails are all BCC so nobody else can see your email address and it will never be shared with anyone else. If you would like us to add you to the list please list e-mail(s) below.

Name _____ E-Mail _____

Name _____ E-Mail _____

Would you like to receive our monthly Hilltop Happenings newsletter and letters electronically via email or would you like to receive a paper copy in your child's mailbox?

_____ I would like to receive the newsletter and letters electronically only. Please list email address below.

E-mail address _____

_____ I would like to receive paper copies of the newsletter and letters only.

_____ I would like to receive both electronic and paper copies of all correspondence. Please list email address.

E-mail address _____

Are you interested in serving on our Board of Managers? They meet bi-monthly throughout the year.

_____ I am interested in serving on the Hilltop School Board of Managers. (We will be in touch soon)

_____ I am not interested in serving on the Hilltop School Board of Managers.

All about your child

What days will your child be attending Hilltop School?

Day of the Week	Morning Only	Full Day
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

Has your child ever been in care before?

- Yes
 No

Type of Care: (Please check all that apply)

- Family Member
 Family Childcare
 Center Based Childcare

Was it a positive experience? Yes No

Comments _____

Is your child potty trained?

- Yes
 No

If your child is not potty trained, what are some techniques that you are using at home? What works well?

What are some of your child's favorite things? (activities, toys, books, etc...)

Please tell us about your child's personality_____

Please describe your child's home life.(single parent, separate homes, family members, etc.)

Please tell us where you feel your child is developmentally. Do you have any concerns?_____

When your child is upset what helps to comfort him/her?

Is your child allergic to any food items?

- Yes
- No

If yes, please explain severity/reaction and any other pertinent information we should have_____

Does your child have any habits you would like us to be aware of?

- Yes
- No

Comments:_____

Are there any recent events that have occurred in your child's life that we should be aware of such as a death in the family, divorce, new sibling, etc.)

Yes

No

Comments _____

Cultural Information/Holidays

What special days/holidays do you celebrate in your family? _____

Do you have any concerns about holiday activities?

Yes

No

Comments _____

If your family does not celebrate holidays, how would you prefer us to work with you and your child when we have holiday activities in our program?

What language does your family speak at home? _____

Are there any translations that you feel would be important for us to have? If yes please list below.

_____	_____
_____	_____
_____	_____
_____	_____

How did you hear about Hilltop School? _____

Thank you! We look forward to working with you and your child!