



## **Registration Packet**

(For New and Returning Families)

---

### **Welcome to iCare Youniversity!**

We are excited to have you join our community. Our mission is to provide high-quality early education in a safe, nurturing, and stimulating environment. This packet includes all the necessary forms to complete your child's registration.

---

#### **1. Child Enrollment Form**

Please complete the following information about your child.

- **Child's Full Name:** \_\_\_\_\_
- **Date of Birth:** \_\_\_\_\_
- **Gender:** \_\_\_\_\_
- **Address:** \_\_\_\_\_
- **Parent/Guardian Name(s):** \_\_\_\_\_
- **Phone Number(s):** \_\_\_\_\_
- **Email Address:** \_\_\_\_\_
- **Emergency Contact (Name, Relationship, Phone Number):** \_\_\_\_\_

○ Name: \_\_\_\_\_

○ Relationship: \_\_\_\_\_

○ Phone: \_\_\_\_\_

● **Emergency Contact (Name, Relationship, Phone Number):**

○ Name: \_\_\_\_\_

○ Relationship: \_\_\_\_\_

○ Phone: \_\_\_\_\_

---

## 2. Medical Information

Please provide us with any important medical information about your child, including allergies, medications, or any medical conditions.

● **Physician's Name:** \_\_\_\_\_

● **Physician's Contact Info:** \_\_\_\_\_

● **Does your child have any allergies?** \_\_\_\_\_ (Yes / No)

○ If yes, please specify:

\_\_\_\_\_

● **Medications (If applicable):** \_\_\_\_\_

● **Special Needs or Considerations:** \_\_\_\_\_

● **Social/Emotional or Behavioral Concerns:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### 3. Emergency Medical Authorization

In the event of an emergency, we may need to contact your child's physician or take other emergency measures. Please provide your consent.

- **I authorize iCare Youniversity to seek medical treatment for my child in case of an emergency.**

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### 4. Parent/Guardian Agreement

Please review and sign below to confirm your understanding and agreement with the following policies:

- **Hours of Operation:** 6am to 6pm (Monday through Friday)
- **Tuition & Payment Schedule:**

#### **Infant Care (6 Weeks to 12 Months)**

- **Weekly Tuition:** \$325
- **Daily Rate (if applicable):** \$65 per day

**Reasoning:** Infant care typically costs more due to the higher ratio of caregivers to children (often 1:4). Infants require more individualized care, including feedings, diaper changes, and naps.

#### **Toddler Care (12 Months to 2 Years)**

- **Weekly Tuition:** \$275
- **Daily Rate (if applicable):** \$55 per day

**Reasoning:** Toddler care generally costs less than infant care but still requires a high level of attention, with a ratio of about 1:4 or 1:5.

#### **Preschool Care (2 to 3 Years)**

- **Weekly Tuition:** \$250
- **Daily Rate (if applicable):** \$50 per day

**Reasoning:** At this age, children are more independent, but still require substantial supervision and structured activities. Caregiver-to-child ratios may range from 1:5 to 1:8.

### **Pre-Kindergarten Care (4 to 5 Years)**

- **Weekly Tuition:** \$200
- **Daily Rate (if applicable):** \$40 per day

**Reasoning:** Children in this age group are often more independent and ready for learning activities, allowing for slightly lower tuition compared to younger age groups. The caregiver-to-child ratio could range from 1:8 to 1:12.

### **School Age Care (5 to 12 Years)**

- **Weekly Tuition:** \$175
- **Daily Rate (if applicable):** \$35 per day

#### **Discounts/Additional Fees:**

- **Registration Fees:** \$75, which is non-refundable.
- **Supply Fees:** Our center charges additional fees for supplies like diapers, wipes, and educational materials. This can range from \$25 - \$75 per year.
- **Field Trip Fees:** Depending on the center, field trips for older age groups may have additional costs. Cost of tshirt for outings will be due at registration time.
- **Late Pickup Policy:** A \$20 fee will apply for late pickups beyond 5:30pm. Additional fees will be charged if students are picked up after 5:45pm.
- **Health & Safety:** Children should not be brought to the center if they are ill.
- **Vacation and Sick Days:** At iCare Youniversity Early Learning Center, we understand that both vacation time and sick days are an important part of family life. We strive to be flexible while ensuring that the center maintains a safe and healthy environment for all children.

**Sick Child Policy:** For the health and safety of all children and staff, children who are experiencing any of the following symptoms **must stay home**:

- Fever (100°F or higher)
- Vomiting or diarrhea
- Severe cold symptoms (runny nose, persistent cough)
- Conjunctivitis (pink eye)
- Any other contagious illnesses

**Return to School:** Children may return to daycare when they are free of symptoms for at least **24 hours** without the aid of medication (fever, vomiting, etc.).

**Doctor's Note:** For more serious illnesses or after being absent for more than **3 consecutive days**, a doctor's note may be required to return to daycare.

### **Vacation Days:**

**Vacation Time:** Families are encouraged to take vacation time throughout the year. We request that you notify the center at least **2 weeks in advance** if your child will be absent for an extended period of time.

**Vacation and Tuition:** Tuition is **not adjusted for vacation days** or absences due to illness. The center holds your child's spot regardless of attendance. This ensures the continuity of care and the availability of a spot in our program.

### **Extended Absences:**

If you know in advance that your child will be absent for an extended period, such as for family vacations or travel, please let the center know so we can plan accordingly.

- **Termination of Enrollment:** At iCare Youniversity Early Learning Center, we strive to create a positive and nurturing environment for all children. However, we understand that situations may arise where childcare services may need to be terminated. This policy outlines the procedures for both voluntary and involuntary termination of services.

### **Voluntary Termination by Parents/Guardians:**

- **Notice of Withdrawal:** If you wish to withdraw your child from the center, we require a **two-week notice** in writing. This allows us to plan for staffing and enrollment changes.
- **Tuition Fees:** If the child is withdrawn before the end of the month, tuition for that month will still be due in full. Any prepaid tuition for future weeks will be refunded on a prorated basis.
- **Final Day:** The final day of care will be the last day for which payment has been made or the last day of the two-week notice period.

### **Involuntary Termination by iCare Youniversity:**

In certain circumstances, the center may need to terminate childcare services. This may occur if any of the following conditions apply:

- **Failure to Pay Tuition:** If tuition payments are not received on time and no payment arrangements have been made, the center reserves the right to terminate services.
- **Health and Safety Concerns:** If a child's behavior or health condition is detrimental to the safety, well-being, or health of others, the center may terminate services.
- **Behavioral Issues:** If a child's behavior is consistently disruptive and unable to be managed by staff or if it poses a threat to the safety or well-being of themselves or others, the center reserves the right to terminate services.
  - Parents/Guardians will be given the opportunity to meet with staff to discuss any behavioral issues and determine a resolution before termination.
- **Failure to Follow Policies:** If the parent or guardian consistently fails to adhere to the center's policies (e.g., late pick-ups, failure to notify about absences), this may result in termination of services.
- **Severe Illness or Medical Needs:** In some cases, if a child's medical condition requires specialized care that the center is unable to provide, or if the child has a prolonged absence due to health reasons, services may be terminated.

In cases of involuntary termination, the center will provide a **two-week notice**, except in situations where a child's immediate health or safety is at risk. In urgent cases, a shorter notice period may apply.

### **Refunds:**

- **Prepaid Tuition:** If services are terminated involuntarily or by the parents/guardians with appropriate notice, any prepaid tuition or fees will be refunded on a pro-rated basis, excluding registration and supply fees, which are non-refundable.

### **Re-Enrollments:**

- If a child is voluntarily withdrawn or terminated from care and the family wishes to re-enroll at a later date, the child will be placed on the waiting list (if applicable). Re-enrollment is not guaranteed and will depend on space availability.
-

## 5. Tuition and Fees

Please note the following tuition and fee structure:

- **Registration Fee:** \$75\_\_ (non-refundable)
  - **Weekly Tuition:** \$ 200-\$325\_\_ (based on age group)
  - **Additional Fees:** (e.g., field trips, supplies, etc.)
- 

## 6. Payment Method Authorization

Please indicate your preferred payment method:

- Credit Card
  - Cash
  - Child Care Subsidy
- 

## 7. Photo/Video Release Consent

From time to time, we may take photos or videos of children for educational purposes, marketing materials, or social media. Please indicate your consent below:

- I consent to the use of my child's photo/video.
  - I do not consent to the use of my child's photo/video.
- 

## 8. Additional Information

If you have any other information you feel is important for us to know about your child, please provide it here:\_\_\_\_\_

---

---

## **Child Care Registration: Social, Emotional & Behavioral Concerns Questionnaire**

### **Section 1: Social Development**

1. How does your child usually interact with other children?

- ☐ Plays well and cooperatively
- ☐ Prefers to play alone
- ☐ Has difficulty sharing or taking turns
- ☐ Often argues or fights with other children
- ☐ Other (please describe): \_\_\_\_\_

2. Does your child form friendships easily?

- ☐ Yes   ☐ No   ☐ Sometimes

3. Are there any concerns about how your child communicates with others (e.g., language delays, difficulty expressing feelings)?

- ☐ Yes (please describe): \_\_\_\_\_ ☐ No

### **Section 2: Emotional Well-being**

4. How does your child typically express their feelings (e.g., happiness, anger, sadness)?

- ☐ Verbally
- ☐ Through actions (e.g., hitting, withdrawing)
- ☐ Through body language
- ☐ Has difficulty expressing emotions

5. Does your child seem unusually anxious, worried, or fearful?

- ☐ Frequently   ☐ Occasionally   ☐ Rarely   ☐ Never

6. Has your child experienced any recent changes or stressors (e.g., family separation, loss, move)?

- ☐ Yes (please explain): \_\_\_\_\_ ☐ No



### Section 3: Behavioral Patterns

7. How would you describe your child's general behavior?

- ☐ Calm and cooperative
- ☐ Energetic but manageable
- ☐ Frequently defiant or resistant to instructions
- ☐ Aggressive or impulsive
- ☐ Withdrawn or very quiet

8. Are there any behavioral concerns you would like staff to be aware of?

- ☐ Yes (please explain): \_\_\_\_\_ ☐ No

9. Has your child ever been assessed or diagnosed with a behavioral or emotional condition?

- ☐ Yes (please describe): \_\_\_\_\_ ☐ No

### Section 4: Additional Support

10. Is your child currently receiving any services (e.g., speech therapy, counseling, behavioral support)?

- ☐ Yes (please list): \_\_\_\_\_ ☐ No

11. Are there specific strategies or techniques that work well when your child is upset or having a hard time?

- ☐ Yes (please describe): \_\_\_\_\_ ☐ Not sure

Additional Comments or Concerns:

---

---

---

**Thank you for choosing iCare Youniversity!**

We look forward to partnering with you to provide the best early learning experience for your child. If you have any questions or need assistance, please contact us at 717-680-7395 or [icareyouniversity@gmail.com](mailto:icareyouniversity@gmail.com).

## Parent Handbook Acknowledgment

The Parent Handbook contains important information about the policies, procedures, and expectations for iCare Youniversity Early Learning Center. Please review the handbook online or request a copy from the office. By signing below, you acknowledge receipt and understanding of the handbook. By signing this form, you agree to follow the rules and regulations outlined above.

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_