

ADELANTE LEARNING CENTER, LLC

Enrollment Application

Registration fee \$50.00 per family

This fee is non-refundable

Registration/Start Date ____/____/____

Last Day ____/____/____

Child (ren)'s Names (last name, first name):

1) _____ Grade _____ DOB ____/____/____ M___ F___

2) _____ Grade _____ DOB ____/____/____ M___ F___

3) _____ Grade _____ DOB ____/____/____ M___ F___

Full Time ____ or Part Time ____

Father/Mother/Guardian information (last name, first name):

1) _____

Home Address: Street/City/State/Zip _____

Mailing Address (if different): Street/City/State/Zip _____

Cell/Home phone No.: ____ - ____ - _____

E-mail: _____@_____

Employer _____

Employer Address: Street/City/State/Zip _____

Work phone No. ____ - ____ - _____

2) _____

Home Address: Street/City/State/Zip _____

Mailing Address (if different): Street/City/State/Zip _____

Cell/Home phone No.: ____ - ____ - _____

E-mail: _____@_____

Employer _____

Employer Address: Street/City/State/Zip _____

Work phone No. ____ - ____ - _____

Emergency Contact Name and Phone Numbers:

Name _____

Phone No. ____ - ____ - _____

Name _____

Phone No. ____ - ____ - _____

Authorized Alternate Pick up Persons:

Name _____

Phone No. ____ - ____ - _____

Name _____

Phone No. ____ - ____ - _____

Physician: _____

Physician's Phone No. ____ - ____ - _____

Food Allergies or Dietary precautions or alerts:

REQUIRED LEGAL INFORMATION

Where applicable, parents or legal guardians shall provide the Program necessary copies of documentation, court or restraining orders relating to their registered child or children.

ADDITIONAL INFORMATION

Does this child have a chronic illness or medical condition? Yes ____ No ____

If yes, please explain _____

Who made the diagnoses? _____

Receiving services by TRESKO, MECA, Aprendamos, other? _____

Are there any foods your child should not eat and/or any items they should not come in contact with?

Yes ____ No ____

If yes, please explain: _____

ACCIDENT/INJURY

Program staff is CPR and First Aid certified. Attention requiring first aid will be tended to by staff and they will fill out an Incident Report and notify parents.

In the event a child requires emergency care, parents or guardians will be contacted and Program staff will call 911 for emergency transport to an emergency facility.

Acknowledge _____ **Initial of parent or guardian**

Educational Media:

ADELANTE LEARNING CENTER will view media that is curriculum related and for reward. Media rated G and PG will be used.

Supply List for Adelante Learning Center will be provided

LOCATION, HOURS AND DAYS OF OPERATION

ADELANTE LEARNING CENTER

406 W. Griggs

Barbara Bencomo-Director, Diana Rodriguez-Co-Director, Sandra Provencio-Administrator

- Monday thru Friday 7:30AM - 5:30PM excluding holidays (see yearly calendar)
- Dismissal time is 5:15 and children should be picked up by 5:30

CHARGES FOR ADELANTE LEARNING CENTER

Fee schedule:

- \$160 per week for full time attendance from 7:30AM to 5:30PM
- \$120 per week for part time sessions (morning session 7:30-12:30 or afternoon session 12:30-5:30) up to four (4) hours daily.
- Late Pick-up: A late fee of \$1.00 per minute will be assessed when a child is not picked up by 5:30 PM. The late fee will be included in your monthly billing.
- The service provided for child care and supervision will not be prorated

Weekly payments for services are **due every Monday**

Monthly payments are **due the 1st of the month**

Weekly payments paid after Monday or monthly payments made after the 5th of the month will be assessed a late fee of \$15.00

If child (ren) is/are in custody of both parents, the parent or guardian picking up your child (ren) when the weekly or drop-in charges are due, is responsible for payment

Checks returned for insufficient funds will have a \$30.00 charge added to the account for processing and handling fees. An account incurring two returned checks for insufficient funds will only be settled by cash or money order.

If your account is past due for two weeks, your child will not be allowed into the Program until past due amounts are settled.

While enrolled at ALC you are responsible for payment every week. If your child is absent, payment is still required in order to hold your child's place.

TERMINATION FROM PROGRAM

Unsafe and disruptive behavior shall not be allowed and shall be documented and will be followed up with parents. Continued unsafe or disruptive behavior will result in expulsion from the Program.

Discipline measures and procedures the Center does employ to ensure a safe and secure environment are:

- 1) **Rough play, fighting or inappropriate language and behavior will not be tolerated and will be disciplined with a written warning and consultation with parents or guardians.**
- 2) **A second event involving rough play, fighting or inappropriate language and behavior will result in suspension from the Center for one (1) day.**
- 3) **A third event involving rough play, fighting or inappropriate language and behavior will result in expulsion from the Center for the rest of the school term or summer session.**
- 4) **A two-week advance notice is required when dis-enrolling your child. If the required notice is not provided, payment for services is still due.**

