



Enrollment Information

Students Name _____ Date of Birth _____

Address _____

Home Phone _____ Gender M or F

Mothers Name _____ *Fathers Name* _____

Email Address _____ Email Address _____

Address _____ Address _____

City _____ Zip _____ City _____ Zip _____

Home Phone _____ Home Phone _____

Cell Phone _____ Cell Phone _____

Employers Name _____ Employers Name _____

Employers Address _____ Employers Address _____

Work Phone _____ Work Phone _____

Days & Hours Worked _____ Days & Hours Worked _____

Drivers License # _____ Drivers License # _____

Marital Status: single married divorced separated Marital Status: single married divorced separated

Which Parent has legal custody? Both Mother Father

Siblings & Ages _____

Emergency Contact & Release Persons:

1. Name _____ Physician's Name _____

Address _____ Address _____

Home Phone _____ Phone Number _____

Work / Cell Phone _____

2. Name _____ Others Authorized to pick up:

Address _____

Home Phone _____

Work / Cell Phone _____

General Information and Policies: *(Please refer to parent handbook for a complete list of policies)*

- In order to insure the welfare and safety of all of the students, customary and socially acceptable levels of behavior are required of all students. These expectations include but are not limited to the behaviors outlined in the behavior code for students given to you at time of registration.
- Peppermint stick staff will administer medication as laid down in our medication policies and procedures given to you at the time of registration.
- Peppermint Stick reserves the right to practice standard medical procedures, get emergency treatment, regardless of child's religious background, in case of emergency.
- I give my permission for my child/children to ride in the center van/bus to or from Peppermint Stick.
- Peppermint Stick has my permission to take my child/children on fieldtrips. Parents will be notified of such trips in advance. I further give permission to Peppermint Stick to use any photographs of my child for display or publicity such photos and video will remain the property of Peppermint Stick.
- Days of attendance are established at the time of enrollment. Any changes including withdrawal from the program, requires a two week notice.
- I affirm that I/we agree to the policies in the parent handbook, policies such as guidance & discipline, tuition payments, centers pesticide policy etc. The Parent handbook is available on line at www.peppermintstickcc.com or you can request a paper copy.

Schedule of Attendance:

Please check service desired and circle days needed:

_____	Preschool	M	T	W	Th	F
_____	Kindergarten	M	T	W	Th	F
_____	Before School	M	T	W	Th	F
_____	After School	M	T	W	Th	F
_____	Before & After School	M	T	W	Th	F
_____	Summer Camp	M	T	W	Th	F
_____	Other _____	M	T	W	Th	F

I have read and agree to abide by the policies of Peppermint Stick Children's Center and hereby apply for admission.

Parents/Guardian Signature

Date

Please Print Name

A parent/legal guardian must fill out the registration form. If you are not a parent, proof of legal guardianship is required in writing.

Tuition Agreement

In order to provide your child with a quality program, we need a well-planned financial and budgetary policy. Our budget for food, supplies, equipment and staff is planned for the specific number of enrolled children. When you enroll your child in a state licensed facility, you are reserving space as well as food, supplies and staff for your child. Childcare cost will escalate needlessly, if parents do not inform us of their plans or changes in plans. In fairness to other parents who are in need of childcare, we ask you to be responsible about following the terms of this tuition agreement.

1. Days of attendance must be established at the time of registration. Requests for schedule changes require two-week notice and approval of the Director.
2. **All tuition is payable in advance by the week, on the first day of attendance each week.** A late charge is automatically added if payment is not received by closing on Friday (6:00 p.m.). Service will be terminated if payment is more than two weeks past due. Late charges will be added each week that an account remains past due. Receipts will be given for tuition payments made by cash. All cash payments must be handed directly to an employee of Peppermint Stick. If you want a receipt for payments made by check, contact a Director.
3. Both parents or legal guardians are required to sign a Tuition Agreement prior to enrollment of their child in Peppermint Stick. Parents are required to indicate who will be the primary recipient of bills and correspondence. However, both parents are responsible for any unpaid balances. Tax statements for currently enrolled families are provided by request in January. A \$10 fee will be charged for all tax statements for families no longer enrolled at Peppermint Stick.
4. A child will be dropped from the rolls if the child is absent for one week without notice or prior arrangements having been made with the Director. We require at least two weeks notice if you plan to withdraw your child. Failure to notify us in a timely manner will add an additional fee of two weeks tuition to the final bill. No records will be released until the final balance is paid in full.
5. After one year's continuous enrollment, you are entitled to one week of "free days". After two years, you are entitled to two weeks of "free days". (Number of free days contingent upon your regular schedule).
6. If you are entitled to "free days" for vacation etc., we need at least a 7 days written notice prior to their use, otherwise regular charges will be levied. "Free days" are not prorated, but are charged according to our posted rates.
7. A non-refundable registration fee one time per family is due at the time of registration plus half of the last week's tuition fee.

8. A fee of \$20.00 is charged for each check returned from the bank. If checks are returned for Non sufficient funds (NSF), subsequent tuition payments must be made in cash or by money order.
9. Elementary school children's schedules change frequently. It's the parent's responsibility to keep us informed of any changes. We have to plan food and staffing for days off. Holidays, vacations etc. If we do not hear from you about a schedule change (at least 7 days in advance) we will assume that your child will attend and you will be charged for that time.
10. We are *closed* for the following major holidays: *New Years Day, Presidents Day, Memorial Day, 4th of July, Labor Day, Thanksgiving Day, the Friday after Thanksgiving and Christmas*. We do charge for holidays. You will be charged for a holiday if it falls on your regularly scheduled day. We *close early* on *Christmas Eve and New Years Eve*. Our closing time is 4:00 p.m. on these two days.
11. Should the center need to close for any reason, tuition will not be refunded or reduced for closures of less than 10 school days. If the closure extends beyond 10 school days, parents will have their tuition refunded within 30 days.
12. Our *hours of operation* are *6:30 a.m. until 6:00 p.m.* in Grayslake and *6:00 a.m. until 6:00 p.m.* in Round Lake Beach. We close at 6:00 p.m. sharp! We are licensed by the state and our license requires us to close by 6:00 p.m. if you fail to pick up your child by closing, you will receive a warning. The second time this occurs, enrollment will be terminated. If you are delayed it is your responsibility to send someone else to pick up your child by 6:00.

I have read this agreement carefully and understand and agree to follow Peppermint Sticks policies. I agree to pay an advance tuition fee of \$_____ on the first day of attendance each week, with no deductions for absences, holidays, vacation, except as outlined above. My child _____ will be attending on M T W TH F (Please circle days) from _____ until _____.

1. _____
Signature of parent or legal guardian Date

2. _____
Signature of parent or legal guardian Date

Name _____

PARENT QUESTIONNAIRE

1. Please describe the persons or programs that have cared for your child until now.

2. Does your child have disabilities, allergy, or problems that we should know about in planning for your child? If so please describe:

3. Most small children are afraid of some things. Please state your child's fears, if any (i.e. darkness, animals, sirens, being left some place without family, etc.)

4. Please describe your child's favorite activities, favorite food and favorite hobbies.

5. Would you say your child is exceptionally withdrawn, shy, overactive, and or hard to manage? If so, please describe the problems and what is usually done about it. This information will be very helpful for us in planning for your child.

6. Does your child have habits, needs, schedules, or areas you think we should know about in attempting to personalize our approach?

7. Naps: Does your Child nap regularly? _____ Occasionally? _____ Do you try to make him/her? _____
Do you let him/her decide? _____

8. Does your child have a tensional outlet such as thumb sucking, nail biting, head banging, hair pulling, biting etc.? Please describe:

9. Is your child right or left-handed? _____ If not does he/she show a preference for either hand _____?

10. Is your child toilet trained? _____ Day & night _____

Does he or she ever use diapers? _____

How does he/she reacts to accidents? _____

If he or she is not trained yet are you still working on it? _____

How do you feel about toilet training accidents? _____

How do you deal with accidents? _____

What does your child say when he/she wants to go to the bathroom? _____

For urinating? _____ Bowel movements? _____

11. How do you feel your child usually reacts to new situations?

12. What do you hope to gain for yourself or your child from this childcare program?

13. Is there anything else we should know about your child? Please describe your child as you see him/her.

14. Have you given us more than one emergency number? _____ yes _____ No

Is the person likely to be there if called? _____ Do they know we have been given their number for this use? _____