

Old Mission Early Education Center

Child Enrollment Form



Child Information

First Name	Last Name	Nickname	Date of Birth
Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	Child's Home Address (Street, City, State, Zip)		
Family members your child lives with, including the names and ages of siblings:			

Child Schedule

Example	Monday	Tuesday	Wednesday	Thursday	Friday
Drop Off 8:30 AM	Pick Up 5:00 PM	Drop Off	Pick Up	Drop Off	Pick Up
For school-age children, when will they attend Old Mission EEC? <input type="checkbox"/> School Year <input type="checkbox"/> Summer		Elementary School (if applicable)			Grade in School

Parent / Guardian Information

All parents / guardians are permitted to visit during center hours and are allowed to pick up the child unless access is prohibited or restricted by a court order. Attach court order, if any.

Parent / Guardian 1 First Name	Parent / Guardian 1 Last Name	Relationship to Child
Home Address (Street, City, State, Zip)		Cell Phone
Email Address		Work Phone
Employer & Address (Street, City, State, Zip)		Occupation
Parent / Guardian 2 First Name	Parent / Guardian 2 Last Name	Relationship to Child
Home Address (Street, City, State, Zip)		Cell Phone
Email Address		Work Phone
Employer & Address (Street, City, State, Zip)		Occupation

Emergency Contacts / Authorized Persons

People named on this list are authorized to pick up your child. These people will also be notified in an emergency when the parent(s) / guardian(s) cannot be reached. The center must be notified on days when an authorized person is picking up your child. **At least 1 Emergency Contact is required.**

Required Contact	Contact #1 Full Name	Relationship to Child	Phone
	Address		
Optional Contact	Contact #2 Full Name	Relationship to Child	Phone
	Address		
Optional Contact	Contact #3 Full Name	Relationship to Child	Phone
	Address		

Enrollment Agreement

Tuition and Fees

- Schedule Changes and Withdrawal from Program.** For all programs you are required to give four weeks' written notice to withdraw your child from care. If less than the required notice is given, you will still be responsible for tuition for the required notice period (withdrawal period), starting from the date notice was given, even if your child does not attend those days.
- Registration Fee/Enrollment fee/Deposit.** A non-refundable registration fee of \$25 is due at the time of enrollment, in the form of a separate check from the enrollment and deposit fees, for all *Newly* enrolling students. This fee is waived for families *re-enrolling*. A non-refundable enrollment fee is due at the time of enrollment and annually thereafter. The initial enrollment fee will reserve your

Child's Name: _____

child's spot at Old Mission EEC. The fee is \$125 per child enrolled. Enrollment fees are subject to change. If your child withdraws from Old Mission EEC and later re-enrolls, a new enrollment fee will be due at that time. Deposits are due at time of enrollment and are not refundable for any reason.

Placement for Summer - May 30th – August 9th

Please check which class you are enrolling in and circle monthly or bi-monthly tuition.

Enrollment in a certain class depends on availability.

Summer 2024	Classroom	Monthly Tuition	Bi-Monthly Tuition	Deposit Amount/ Deposit covers	Field Trip/Swim Fee	Total due at enrollment
	Toddler Classes (12 months by 5/30/24 & walking)	\$1427	\$716	N/A	N/A	N/A
	2 year old Class (2 yrs by 8/14/24)	\$1324	\$664.5	N/A	N/A	N/A
	2 ½ year old Class (2 ½ by 8/14/24)	\$1324	\$664.5	N/A	\$70	\$70
	3, 4, 5 year old Classes (3, 4 or 5 by 8/14/24)	\$1133	\$569	N/A	\$145	\$145
	Entering Kindergarten 8/24	\$1000	\$502.5	\$483 Tuition 8/2 to 8/9	\$145	\$628
	Elementary (entering 1 st – 4 th grade)	\$1000	\$502.50	\$483 Tuition 8/2 to 8/9	\$145	\$628

Placement for Fall - August 15th – May 23rd tentatively

Please check which class you are enrolling in and circle monthly or bi-monthly tuition.

Enrollment in a certain class depends on availability.

Fall 2024	Classroom	Monthly Tuition	Bi-Monthly Tuition	Deposit Amount/ Deposit covers Due at enrollment	Classroom Supply Fee Due 8/14/23	Enrollment Fee Due at enrollment	Total due at enrollment
	Toddler Classes (12 months by 8/14/24 & walking)	\$1427	\$716	\$713.50 ½ of May 2025 Tuition	\$100	\$125	\$838.50
	2 year old Class (2 yrs by 8/14/24)	\$1324	\$664.50	\$662 ½ of May 2025 Tuition	\$100	\$125	\$787.00
	2 ½ year old Class (2 ½ by 8/14/24)	\$1324	\$664.50	\$662 ½ of May 2025 Tuition	\$100	\$125	\$787.00

	3, 4, 5 year old Classes (3, 4 or 5 by 8/14/24)	\$1133	\$569	\$566.5 ½ of May 2025 Tuition	\$100	\$125	\$691.50
	After School Classes (K-4 th grade)	\$417	NA	\$417 May 2025 Tuition	\$100	\$125	\$542
	M/W/F Preschool (3 yrs by 9/1/23)	\$221.50	NA	\$221.50 May 2024 Tuition	\$100	\$125	\$346.5
	T/Th Preschool (3 yrs by 9/1/23)	\$190.50	NA	\$190.50 May 2024 Tuition	\$100	\$125	\$315.50

- Tuition.** Tuition is based on the program your child is enrolled in, and is due on the 3rd. Tuition will be deducted by EFT through Procure. Tuition will not be reduced due to child illness, absence, or holidays. No deductions will be made for absences, vacations, snow days, holidays, school closings due to illness breakout or school closing dates. Tuition will be automatically deducted on the 3rd of each month. Full day students have the option of paying ½ on the 3rd and ½ on the 18th with a \$5/additional charge. (Please circle whether you want to pay Monthly or Bi-Monthly)
- Key Fobs/Codes.** All parents / guardians listed on the enrollment form will be issued a key fob that grants access to the Center's main entrance. Each fob is \$10, which will be charged to the family's account upon issuance. If key fobs are misplaced or damaged, new fobs may be issued for a \$10 replacement fee. Additional fobs may be issued to authorized persons at the request of a parent or guardian. Key fobs are to be returned to Old Mission EEC when care is discontinued. There will be no charge for Key Codes, but please do not share codes.
- Late Payment Fees.** If tuition is not received by the 1st, a late fee of \$20 will be charged to your account. If tuition is not received by the 3rd, an additional late fee of \$20 will be charged to your account. After the 10th Old Mission reserves the right to ask that the child does not return until payment is made.
- Late Pick-Up Fee.** Late pick up fees are at the rate of \$5 per teacher starting at **5:01 for Toddlers and 6:01** pm for the rest of the school. It will accumulate at **\$2.00 per minute** thereafter. This is to be paid in cash to the teachers who remained with your child.
- Returned Check/EFT Fees.** A \$30 fee will be charged for a check or EFT returned for insufficient funds. If this occurs more than once, Old Mission EEC may require you to use a different method of payment for you to continue enrollment.
- Special Program and Field Trip Fees.** Your child may have the opportunity to participate in special guests or go on fieldtrips. The field trip fee is \$70 per year for 2 ½ yr olds, 3-5 yr olds is \$145 (which covers swim fee) and is due at time of enrollment. Elementary Summer Field Trip fee is \$145 and is due at time of enrollment. Field Trips will require a permission slip signed in advance.
- Collections.** If it is necessary for a parent's account to be sent to an attorney for collections, that parent will be responsible for all related collections costs, including legal fees and interest at the rate of 6% annually.

Comings & Goings

- Hours of Operation.** Old Mission EEC's operating hours are 7:30 AM to 6:00 PM Monday – Friday. **Toddler classes are 8:00-5:00 pm.** ½ day Preschool hours are 9-11:30 and extended day is 11:30-2.
- Holidays/Closures.** Old Mission EEC will observe the following holidays and be closed on those days:

New Year's Day	Martin Luther King Day	President's Day	Good Friday	Memorial Day
Juneteenth	Independence Day	Labor Day		Thanksgiving Eve
Thanksgiving Day	Day after Thanksgiving	Christmas Break	Dec. 23-26	

 - Should the holiday fall on a Saturday, EEC will close on a Friday. Should the holiday fall on a Sunday, EEC will close on Monday.
 - EEC will closed additional days for Teacher Work Days and Professional Development and will close early one day in October for our Fall Festival.

August 12-14th	October 10 th close at 5 pm	October 11 th	April 21	May 28-30
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 - M/W/F & T/Th ½ day preschool will be closed during SMSD Winter and Spring Breaks.
- Inclement Weather Hours.** When Shawnee Mission school district closes due to inclement weather, Old Mission EEC will be closed, as well. Please watch the local news for closure. We will also send out a message on Procure.

Child's Name: _____

- 4. Releasing Children.** Your child will only be released to you or persons listed on your child's Authorized Persons List. If someone needs to pick up your child who is not on the Authorized Persons List, then you need to notify us in writing prior to your child being released. Any individual who does not regularly pick up will be asked to present a government issued ID to confirm their identity before being allowed access to your child.
- 5. Child Custody.** Old Mission EEC cannot legally deny access or the release of a child to a parent or legal guardian, unless there is an active court order. If the family is not in agreement or the situation is unclear, we will require the family to return to the court to resolve their differences.

Medical Policies

- 1. Medical Records.** Per Kansas Department of Health and Environment (KDHE) regulations, your child must have current copies of the following forms on record prior to attending: *Child Medical Record, Immunization History, & Child Health Assessment*. These records must be updated annually, and any time additional immunizations are received. Children with incomplete or out-of-date medical records may not attend Old Mission EEC.
- 2. Child Immunizations.** To protect the health of our students, children who attend Old Mission EEC are required to have all immunizations required by the state of Kansas as defined by K.S.A. 28-1-20, unless parents can provide an annual written statement signed by a licensed physician (Medical Doctor/M.D. or Doctor of Osteopathy/D.O.) stating the physical condition of the child to be such that the tests or inoculations would seriously endanger the life or health of the child. Medical exemption must be validated annually by physician completion of *KCI Form B*.
- 3. Medications.** If needed, Old Mission EEC will administer medications to your child according to our Child Medication Policy. A Authorization for Dispensing Medication form before medication can be given.
- 4. Child Illness.** If your child becomes ill while in our care, we will notify you as soon as possible, and you must arrange for them to be picked up immediately. If your child is absent due to a reportable disease, they may only return with a signed note from a physician stating that they are no longer contagious. See our *Child Illness Policy* for more details on Old Mission EEC's illness & exclusions policies.
- 5. Emergencies.** In the event of an emergency, Old Mission EEC has your permission to administer first aid and obtain emergency medical treatment in the child's best interest. (See the child's *Authorization for Emergency Medical Care*.)
- 6. Medical Costs.** Parents are responsible for all costs incurred due to a child's injury or illness while at Old Mission EEC. Old Mission EEC has secondary insurance to cover most of what is not covered by the parent/guardian's insurance.
- 7. Allergies.** Please list any known allergies your child has:
_____. Please list reaction to food allergy:
_____.
Please list instructions for treatment:
_____.

Miscellaneous

- 1. Program Fit.** If Old Mission EEC feels that a child's needs are not being met in our program, they will attempt to work with you to resolve the matter. If, after many attempts have been made to work with the child and family, Old Mission EEC still feels that the child is not working out in our program, Old Mission EEC may decide it is in the child's best interest to have them withdrawn from the center. If Old Mission EEC feels that a parent's behavior is disruptive or inappropriate, they may require the family to dis-enroll their child from care at Old Mission EEC.
- 2. Babysitting by Staff.** Old Mission EEC allows staff to babysit for families enrolled in care at the Center. However, if such arrangements are made, it is with the understanding that those arrangements are solely between you and the staff member, and are not sanctioned by Old Mission EEC. In addition, such arrangements must be made so they do not interfere with the staff's ability to perform their work duties.

Photo/Video/Information Release

I understand that my child, whose name is listed above, may be photographed or videoed at the center during normal daycare hours, field trips or activities. I understand that these photographs may be used in promoting child care services in either print or on the Internet.

I do / do not give permission for Old Mission EEC to take photos and/or videos of my child for the purposes noted above.

Child's Name: _____

I do or do not give permission for Old Mission EEC to give my email address to my child's classmates.

I understand that it is my responsibility to update this form in the event that I no longer wish to authorize the above uses. I agree that this form will remain in effect during the term of my child's enrollment. I understand that there will be no payment for me or my child's participation in this release.

Comments

Please use this space below to leave any additional comments you feel would be helpful for the teacher to know about your child.

Signature(s)

This agreement is not intended to be all-inclusive. Additional policies and procedures that your child's enrollment is subject to can be found in our *Parent Handbook*. The terms of this Agreement, including the tuition and fees, are subject to change in whole or in part by the center.

I acknowledge that I have read and understand this agreement and that I agree to adhere to the terms and conditions set by it. I also acknowledge that I have received a copy of the *Old Mission EEC's Parent Handbook*.

Parent or Guardian Signature

Date

Program Director Signature

Date

Parent or Guardian Signature

Date

Office Use Only

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| <input type="checkbox"/> Medical Record | <input type="checkbox"/> Authorization for Emergency Medical Care | <input type="checkbox"/> Enrollment Fee & Deposit |
| <input type="checkbox"/> History of Immunizations | <input type="checkbox"/> Confidential Record | Registration Fee |
| <input type="checkbox"/> Child Health Assessment | <input type="checkbox"/> Allergy Action Plan (if applicable) | Child Start Date: _____ |