

Date: _____

APPLICATION FOR ENROLLMENT
August 06, 2018 – July 26, 2019

Name of Child _____ Date of Birth _____

Home Address _____

City _____ Zip _____ Email 1 _____

Email 2 _____

Preferred method of communication: Text ___ Email ___ Phone ___

Mother's Name _____ Home/Cell (Circle one) Phone _____

Place of Work _____ Work Phone _____

Father's Name _____ Home/Cell Phone _____

Place of Work _____ Work Phone _____

Parent's marital status _____ Who has custody? _____

If parents are separated – copies of custody papers must be submitted to center for placement in child's file.

PROGRAM CHOICE

Terrific 2's Full Day (7:00 – 6:00) _____

Preschool Session (7:00 – 12:30) _____ Full Day (7:00 – 6:00) _____

My child will attend Los Ninos del Valle on the following scheduled days. (*Three days minimum*)

Mon. _____ Tues. _____ Wed. _____ Thurs. _____ Fri. _____

Sunshine Room (1 yr) _____ Sun Room (2 yrs) _____ Moon Room (3 yrs) _____ Star Room (4/5 yrs) _____ Galaxy (5 yrs) _____

START DATE: _____

A Non-Refundable Annual Registration Fee Of \$60.00 (or prorated fee), Must Accompany This Application.

A Non-Refundable Annual Insurance Fee Of \$25.00 Must Accompany This Application.

A Refundable **\$150.00** deposit is required on enrollment to the preschool and toddler programs.

Your scheduled days are reserved for you and your child. For this reason, we do not make substitutions. However, you are welcome to request and extra day to add to your existing schedule and we will try to accommodate your request based on availability.

For office use only

Registration form complete _____ Registration/Insurance fee paid _____ Emergency (blue card) complete _____

Photographs/Field Trip/Nature Walk/Publicity Permission Signed _____ Enrollment agreement signed _____

Authorization for Treatment form signed _____ Immunization record _____ Birth certificate _____

LOS NIÑOS DEL VALLE CHILD CARE CENTER
ENROLLMENT AGREEMENT

I, the undersigned, agree to the following enrollment conditions of Los Niños del Valle:

TUITION POLICY

Weekly tuition payments are due in advance and payable on the first scheduled day of each week.

- Effective August 10, 2015, a **\$150.00** deposit is required on enrollment to the preschool and toddler programs.
- No child may attend Los Niños if the account becomes 1 week overdue.
- Any child excused from Los Niños due to an overdue account, will be placed on the enrollment waiting list and may not be reenrolled until the account is paid in full.
- A fee of **\$12.00** will be assessed for any check returned for insufficient funds. Following a returned check, all future payments to Los Niños del Valle Preschool and Child Care Center must be made via cash, credit card or money order.
- We accept Visa and Master Card credit and debit cards.

Los Niños del Valle Preschool reserves the right to enforce this policy restricting access to the facility until all overdue accounts are reconciled.

NO CREDIT FOR ABSENCES EXCEPT UNDER THE FOLLOWING CIRCUMSTANCE:

Personal Absence Days: Each child will be allowed **six (6)** personal absence days from fall enrollment to the following fall enrollment. You may choose to use these days however and whenever you choose (i.e. vacation or illnesses). **Please notify us in writing on the form provided when you wish to use one or more of your allowed personal absence days.** If no written notification is received, there will be a charge for the day.

D.E.S.

For those families enrolled with D.E.S, D.E.S will pay for two absences per month at the regularly contracted amount. Parents/Guardians are responsible for **full tuition** on any additional absent days per month. Parents/Guardians are also responsible for the full registration and/or insurance fees at the beginning of each term. If a child is scheduled for a full day but attends less than six hours, the parent is responsible for the difference between the D.E.S reimbursement for less than six hours and the published tuition amount.

DISENROLLMENT

A child will be placed on disenrollment status **ONLY** if a two week advance written notice is given to the Director. **If no notice is received, the full tuition will be charged to cover the two week period.**

SUMMER HOLDING FEE

A non-refundable holding fee of \$100.00 will hold a child's placement for the fall session.

HOURS

Los Niños Del Valle Child Care Center programs are open from 6:30 a.m. – 6:00 p.m., Monday through Friday except on scheduled holidays. Part day programs end at 12:30 p.m. Full day programs end at 6:00 p.m. A minimum \$5.00 late fee for the first fifteen minutes will be charged to your account each time your child is picked up after these times. An additional \$1.00 per minute will be charged thereafter.

I HAVE READ AND UNDERSTAND THE ENROLLMENT AGREEMENT

SIGNED _____

DATE _____ **DIRECTOR** _____

CO-OP PARENT PARTICIPATION

I UNDERSTAND THAT AS A PARTICIPANT IN THE LOS NIÑOS PROGRAM I WILL BE REQUIRED TO:

Participate in one project, event, or fundraiser per year.

Mark your choice of interest. Projects will require several families to work together.

Projects-Events-Fundraiser

Participate in the G.V. Country Fair Parade _____

LNDV Annual Birthday Carnival _____

I am interested in co-chairing one of the above events _____

(Co-chairs are NOT responsible for monthly workshare credits)

In addition, each family will be requested to participate in additional fund raising events.

Fulfill one (1) workshare credit per month per family. If my workshare credit is not fulfilled by the last working day of each month, a fee of an additional \$20.00 will be charged to my account. Although involvement is much preferred, I may choose to pay in advance, a \$50.00 exemption fee per session and not be accountable for the workshare credit. Workshare credits are earned by parents helping with monthly program maintenance. These are at-home projects that take no more than one hour a month. If a parent signs up to chair or co-chair an event or fundraiser, the monthly workshare credit will be satisfied.

PLEASE CHECK ONE PROJECT OF INTEREST

_____ **Making playdough** – two (2) batches a month (center provides recipe)

_____ **Laundry** – Dramatic play clothes, small picnic quilts, child size aprons, etc.

_____ **Wash & sanitize toys** – Rinse in bleach water and air-dry out in the sun.

_____ **Classroom** – Sharing your special hobby, interest, profession (Schedule with program manager)

The Parent Co-op is what helps your child benefit from quality childcare at the lowest possible cost. The Green Valley community has been very supportive of our program due to the importance placed on the Parent Co-op. Your commitment and participation in this program is vital to encourage extended support from the community.