



HERITAGE LEARNING CENTER

Pre-Enrollment Application

A non-refundable registration fee of \$60.00 per child along with this form is required to reserve class placement at HLC.

Today's Date _____

Child _____ Gender ___ Age _____ DOB _____ Grade/Class _____

Child _____ Gender ___ Age _____ DOB _____ Grade/Class _____

Child _____ Gender ___ Age _____ DOB _____ Grade/Class _____

Child _____ Gender ___ Age _____ DOB _____ Grade/Class _____

Parent(s) _____

(Please list both Mom and Dad or both legal guardians.)

Mom's Address _____

Dad's Address _____

Contact Numbers:

MOM

DAD

Home _____ Home _____

Work _____ Work _____

Cell _____ Cell _____

Email _____ Email _____

First Date of Enrollment? _____

Public School Attending? _____ Grade: _____

How did you hear about HLC? _____

How would you like to be billed? WEEKLY SEMI-MONTHLY MONTHLY

Do you want regular breakfast billing? YES NO (The billing cycle will match your tuition billing.)

HERITAGE LEARNING CENTER

ENROLLMENT FORM

Director: DeeDee Schultz

Child's Name (Please include child's last name.)

Child One _____ Date of Birth _____ Date of Admission _____
Child Two _____ Date of Birth _____ Date of Admission _____
Child Three _____ Date of Birth _____ Date of Admission _____

With whom do children reside: _____

Family 1 – Last Name _____ Parent _____ Spouse _____ Street _____ City _____ ST ____ ZIP _____ Home Phone _____ Mother DL# _____ Father DL # _____ Mother's Employer: _____ Work Address: _____ Work # _____ Cell # _____ Email _____ Father's Employer: _____ Work Address: _____ Work # _____ Cell # _____ Email _____	Family 2 – Last Name _____ Parent _____ Spouse _____ Street _____ City _____ ST ____ ZIP _____ Home Phone _____ Mother DL# _____ Father DL # _____ Mother's Employer: _____ Work Address: _____ Work # _____ Cell # _____ Email _____ Father's Employer: _____ Work Address: _____ Work # _____ Cell # _____ Email _____
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Transportation Consent:

I Give _____ / I Do Not Give _____ my consent for my child (children) to be transported and supervised by facility staff on field trips and to & from school. I understand the arrangements and believe that the necessary precautions and plans for the care and supervision of the children during trips will be taken. Beyond this, I will not hold the school or those supervising the trip responsible.

Water Activities:

I Give _____ / I Do Not Give _____ my consent for my child (children) to participate in these water activities.
_____ Swimming Pool _____ On-site Water Spray Park

Family Name: _____

Date: _____

CONCERNS

List any special problems that your child may have, such as allergies, existing illness, previous serious illness and injuries, any disabilities, any hospitalizations during the past 12 months, any medication prescribed for long-term continuous use, and any other information which Heritage staff or a physician in an emergency should be made aware of:

**AUTHORIZATION FOR EMERGENCY MEDICAL ATTENTION
REQUIRED INFORMATION**

In the event that I cannot be reached to make arrangements for emergency medical attention, I authorize the facility director or person in charge to take my child to the following doctor/hospital. I understand that in an emergency, my child will be taken to the **NEAREST** hospital and a parent or caregiver will be notified.

Name of Physician _____
Address _____
Phone # _____

Name of Hospital _____
Address _____
Phone # _____

Immunization Records, Health Statements & Vision & Hearing Screenings

PRESCHOOL CHILDREN

CURRENT IMMUNIZATION RECORD and PHYSICIAN'S STATEMENT OR HEALTH FORM must be on file at the Center on the first day of enrollment. Children age four after September 1st will require a Vision & Hearing Screening.

SCHOOL AGE CHILDREN

My child attends the following school and his/her Immunization Record and the Vision & Hearing Screening are on file at the school. All immunizations and tuberculosis test results are current.

Name of School _____ School Phone # _____ School Address: _____

EMERGENCY CONTACTS / AUTHORIZED PICK-UPS

Please list below persons to be contacted if parent or guardian cannot be reached. **Indicate a Blanket Pick-Up with a YES or NO for EACH person listed. A Blanket YES is someone who can pick up your children anytime, without prior notification. Indicate a Blanket NO if this person is only allowed to pick-up when you notify the office in advance. All alternate pick-ups must show a valid Drivers License to Heritage staff at the front desk.**

Name & Relationship of Person	Phone Numbers	Blanket Pickup Yes or No	DL # if alternate pickup
Name: _____ Address _____ Relation: _____	Home _____ Work _____ Cell _____		DL # _____ DL# _____
Name: _____ Address _____ Relation: _____	Home _____ Work _____ Cell _____		DL # _____ DL# _____
Name: _____ Address _____ Relation: _____	Home _____ Work _____ Cell _____		DL # _____ DL# _____

The following person(s) are **not authorized** to pick-up my child/children: _____
(If the person listed is a parent, the appropriate court documents must be on file at the Center.)

Parent's Password: _____ (not to be shared with anyone included authorized pickups)

I certify that the information noted on this Enrollment Form is correct, and I give consent for the information noted above, including but not limited to, any necessary emergency treatment for my child. I understand that information on the most recent Enrollment Form will replace any authorizations/contact numbers/authorized pick-ups on previous forms. I acknowledge receipt of the Parent Handbook and agree to abide by the policies of the Center.

Signature of Parent or Legal Guardian

Date

Print Parent's Name



HERITAGE LEARNING CENTER

Discipline Policies

- Always emphasize the positive. Good behavior is recognized and encouraged.
- Children are supervised by staff members showing attitudes of understanding, firmness, fairness, and most importantly, love.
- Children will be encouraged to learn behaviors using methods that encourage development of self-control, self-direction, and positive self-concepts.
- Children are given clear directions and daily reminders of expectations for behavior that are appropriate to the child's level of understanding.
- Children are taught by example through the use of fair and consistent rules, in a relaxed atmosphere with discipline relevant to the behavior involved.
- Children are redirected and given alternatives when behavior is unacceptable using positive statements to teach each child more appropriate choices for the behavior.
- Children will be held firmly if their behavior may cause harm to themselves or others. Fighting or being out-of-control is not permitted.
- Short periods of supervised separation from the group and group activities may be used when appropriate for the child's age and development.
- Food/snacks will not be used in discipline. No corporal punishment, abusive language, or harsh tones will be used in discipline. Teachers will not hit or spank children.
- Any serious discipline problems will be discussed with the director. A teacher/parent/director conference will be held when necessary and will proceed any requests for the parent to withdraw the child from HLC.
- If a child consistently misbehaves on field trips, the child may not attend the following field trip. Parents will be notified if this happens and may be asked to make other arrangements for care during the field trip.

I have read, understood, and agreed to the terms of the Discipline Policies of HLC.

Parent Signature

Printed Name

Child/ren Enrolled

Date



HERITAGE LEARNING CENTER

Discharge Policy

Our policy is to provide the best child care and educational experience for children enrolled at Heritage Learning Center. In order to accomplish this, it may become necessary for the Center to discharge a child for one or more of the following reasons:

1. The child has behavioral or other concerns preventing the Center's staff from realistically serving the child's needs in addition to the needs of the other children, or
2. A parent has become uncooperative by failing to:
 - a. Complete and return the required forms and information needed for enrollment according to state licensing guidelines,
 - b. Pay tuition and fees in a timely manner,
 - c. Observe the rules of the Center relating to arrivals and departures of the child to/from HLC; and/or
 - d. Follow policies described in the Parent Handbook.

At the time of discharge, parents will be offered as much assistance as possible in making alternative plans for the child/ren. Any outstanding balance remaining after withdrawal is the responsibility of the parent and may be subject to collection.

I have read the Discharge Policy. I understand and agree to abide by the above statements.

Parent Signature

Child/ren Enrolled

Date

Withdrawing My Child

Should I decide to withdraw my child from Heritage Learning Center, I understand that I must give a **two-week written notice to the front office**. I know I will be responsible for tuition for two weeks after the notice is received in the office even if my child does not attend Heritage during the final two weeks.

Parent Signature

Child/ren Enrolled

Date



HERITAGE LEARNING CENTER

Photograph Permission

HLC periodically photographs students participating in various on-campus and off-campus activities. Those pictures may be displayed in the classroom or around the school. In addition to school-usage, HLC may want to use a photo with your child in it for other purposes (defined below). By signing below, you agree to the following statements:

1. I give permission for my child's photograph to be emailed to me and members of my child's class/school occasionally for the purpose of sharing with you and others the fun and activities that the children are experiencing.*
2. I give permission for my child's photograph to be used in advertising projects for HLC.*
3. I give permission for my child's photograph to be included on Heritage Learning Center's website (www.HLC.info).*
4. I understand that there is no monetary compensation involved with using my child's photograph/s or image/s.

***Heritage WILL NOT label any photograph sent for group emails, used for advertising projects, or used on the school's website with any child's first or last name. If labeled, photographs will be named with general captions such as "Preschool Students at the Magic Show".**

Date: _____

Child/ren's Name/s: _____

Parent Signature: _____

Email Address/es: _____



Check this box and sign below ONLY IF YOU DO NOT AGREE to the above statements. Photographs taken of your child will remain at Heritage and used for door displays, photo albums, or other on-site displays. Your child's photos will not be emailed to you, used in HLC advertising, or posted to our website.

Child's Name: _____ Parent Signature: _____