

Checklist for New Parents

Admission fees: Payable to “Creative Learning Center”

- ☐ \$65 non-refundable application fee
- ☐ \$200 materials fee
- ☐ Tuition

All forms signed prior to first day of school:

- ☐ Parent Handbook Acknowledgment
- ☐ Student Registration Form
- ☐ Admissions Agreement
- ☐ Photo/Video Release
- ☐ Identification and Emergency form
- ☐ Child’s Preadmission Health History- Parent’s Report
- ☐ Child’s Physician’s Report/Physical
- ☐ Immunization Records
- ☐ Consent for Medical Treatment
- ☐ Medication Form (if needed)
- ☐ Sunscreen Authorization Form

New and Returning Students:

Please bring the following items:

- ☐ Backpack with 2 changes of clothes (pants, shirt, underwear, socks)
- ☐ Crib size bed sheet, pillow, blanket, stuffed animal (if napping)
- ☐ Diapers and wipes (if applicable)
- ☐ Re-useable water bottle

Student Registration Form

Child's Name (Last, Middle, First):

Age and Date of Birth:

Parent #1 Name (Last, Middle, First):

Parent #2 Name (Last, Middle, First):

Child's Primary Home Address:

Home Phone Number:

Child's Second Address (If Applicable):

Child's Other Phone Number (If Applicable):

Parent #1 Work Number, Cell Number and email:

Parent #2 Work Number, Cell Number and email:

Is your child potty trained?

YES

NO

What are your child's likes?

What are your child's dislikes?

What would you like your child to experience and learn at preschool?

What is your philosophy in raising your child?

What type of relationship would you like to have with your child's teachers at Foothill
Preschool?

How do you discipline your child at home?

Is there any other information you would like to share?

Foothill Preschool Admissions Agreement

Date _____

To the Parents of _____,

Thank you for choosing Foothill Preschool. We are very excited to have your child join us. Foothill Preschool provides your child with a fun, safe environment, filled with opportunities for creative play, and personal and academic growth. Our mission is to develop an individual program for your child, support your child and help him or her grow into a confident and motivated young person, eager to learn and explore his or her environment.

Foothill Preschool is open from 8:30-2:30, with extended hours available from 8:00-4:30.

Your child's space/schedule has been/will be reserved for the following days and times:

Full Day _____	Half Day _____
Before School Care _____	Before School Care _____
After School Care _____	After School Care _____
Monday – Friday _____	Monday – Friday _____
M/W/F _____	M/W/F _____
T/TH _____	T/TH _____
Notes _____ _____	Notes _____ _____

All information in this Admission Agreement is provided and required by law and further includes the following:

1. The persons authorized to sign your child in and out will print their full name, sign a complete signature and record the time of day your child is being dropped off and/or picked up from preschool. This includes if your child is removed from the preschool during the day and returns the same day.
2. Your child's monthly tuition fee is \$ _____. Due on the first of each month. A \$25.00 late fee will access on the **fifth** of the month if payment is not received.
3. All payments are to be made via ACH payment in ProCare. Parents are liable for all costs incurred by the preschool to collect all and any delinquent fees. Fees and policies are subject to change.
4. A 30-day written notice will be given before any rate changes. A 30-day written notice is required to withdraw from the program.

5. To be eligible for a refund, a 30-day written notice must be given. Refunds are only given when a space is held and it is determined that a student is not coming and there are 30 days before he/she was supposed to start.
6. Health and Safety Codes give the Department of Health and Safety and any duly authorized officer, employee or agent, upon presentation, the right to enter and inspect the facility at any time with or without advance notice to secure compliance with regulations.
7. Grounds for dismissal may occur in the following situations:
 - The preschool does not receive tuition within ten days of the due date. (Due date is the first of each month).
 - The director and teachers feel as though the program no longer appropriately meets the needs of the child.
 - If after following the procedures as listed in the positive behavior management section in the Parent Handbook, the child's behavior escalates or continues to be inappropriate, disruptive and/or dangerous to himself/herself and/or others.
8. If your child requires specialized services, (stated in the parent handbook), please note that any and all specialized services are billed separately from the Foothill Preschool tuition. Please contact the Creative Learning Center office directly to get a price list for services.

The teachers and staff at Foothill Preschool welcome you and your family.

I have read and understand all of the policies set forth in this Admission Agreement.

Parent's Name, Please Print

Signature and Date

Authorized Administrator's Signature

Date

PICTURE AND VIDEO RELEASE FORM

_____ Yes, I authorize Foothill Preschool to use my likeness and commentary and/or that of my children/family in the form of photographs, video, or testimony for the purposes of marketing and public use including, but not limited to: newsletters, websites, and social media. I understand that photographs, videos, and/or commentary of me, my children, and/or my family may be disseminated to the public for the above purposes.

_____ Yes, I give Foothill Preschool permission to use photographs, videos, and commentaries for purposes including, but not limited to, journals, portfolios, and documentation panels.

_____ Yes, I give Foothill Preschool permission to use photographs, videos, and commentaries within the Procure app, for the purposes of parent communication and classroom updates with current preschool students/families.

_____ No, I do not authorize Foothill Preschool to use my likeness and commentary and/or that of my children/family in the form of photographs, video, or testimony for the purposes of marketing and public use including, but not limited to: newsletters, websites, and social media. I understand that photographs, videos, and/or commentary of me, my children, and/or my family may be disseminated to the public for the above purposes.

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I have read and understand the above.

Child Name _____ Date _____

Parent Name _____

Parent's Signature _____

Identification and Emergency Treatment/Authorization Form

Child's Name		Nickname	
Date of Birth			

Parent/Guardian Name		Cell Phone	
Employer/School			
Employer/School Address			

Parent/Guardian Name		Cell Phone	
Employer/School			
Employer/School Address			

Emergency Contact

Name		Relationship	
Phone Number			
Address			
Authorized to Pick-Up?	<input type="checkbox"/> Yes <input type="checkbox"/> No		

Name		Relationship	
Phone Number			
Address			
Authorized to Pick-Up?	<input type="checkbox"/> Yes <input type="checkbox"/> No		

Health Care Facility (name)	
Primary Care Doctor (name)	
Address	
Phone Number	
Allergies/Reactions	
Chronic Illnesses/Special Needs	
Medications	
Insurance Info- (policy holder, identification number, group number)	

Authorization for Emergency Medical Care and Transportation

In the event of an emergency, I hereby give my permission for preschool staff to access emergency medical services for my child, including transport to the nearest health care facility, to receive emergency medical or surgical care and treatment. It is understood that a conscientious effort will be made to locate me, and I accept the expense of care and transport.

Parent/Guardian
Signature

Date

Parent/Guardian
Signature

Date

Preschool Facility

Date

Child's Preadmission Health History- Parent's Report

CHILD'S NAME: _____

SEX: _____ BIRTH DATE: _____

PARENT #1 NAME: _____

PARENT #2 NAME: _____

DO PARENT #1 AND PARENT #2 LIVE IN THE SAME HOME WITH CHILD? Y / N

DEVELOPMENTAL HISTORY-

WALKED AT: _____ MONTHS BEGAN TALKING AT: _____ MONTHS

TOILET TRAINING STARTED AT: _____ MONTHS

PAST ILLNESSES- Check illnesses that child has had and specify approximate dates of illnesses:

	DATES		DATES		DATES
Chicken Pox		Diabetes		Poliomyelitis	
Asthma		Epilepsy		10-Day Measles	
Rheumatic Fever		Whooping Cough		3-Day Measles	
Hay Fever		Mumps		Other (specify)	

DOES YOUR CHILD HAVE FREQUENT COLDS? Y / N

HOW MANY IN LAST YEAR? ____

LIST ANY ALLERGIES STAFF SHOULD BE AWARE OF: _____

DAILY ROUTINES-

WHAT TIME DOES YOUR CHILD GET UP? _____ GO TO BED? _____

DOES YOUR CHILD SLEEP WELL? _____

DOES YOUR CHILD SLEEP DURING THE DAY? Y / N

WHEN? _____ HOW LONG? _____

DIET PATTERN: (What does your child usually eat? When do meals take place?)

BREAKFAST (____:____)	LUNCH (____:____)	DINNER (____:____)	SNACKS

ANY FOOD DISLIKES? _____

ANY EATING PROBLEMS? _____

IS YOUR CHILD TOILET TRAINED? Y / N

IF YES, WHAT STAGE? _____

ARE BOWEL MOVEMENTS REGULAR? Y / N WHAT IS USUAL TIME? _____

WORD USED FOR "BOWEL MOVEMENT": _____

WORD USED FOR URINATION: _____

PARENT'S EVALUATION OF CHILD'S HEALTH: _____

IS YOUR CHILD PRESENTLY UNDER A DOCTOR'S CARE? Y / N

IF YES, NAME OF DOCTOR: _____

DOES YOUR CHILD TAKE PRESCRIBED MEDICATION(S)? Y / N

IF YES, WHAT KIND AND ANY SIDE EFFECTS? _____

DOES YOUR CHILD USE ANY SPECIAL DEVICES? Y / N

IF YES, WHAT KIND? _____

PARENT'S EVALUATION OF CHILD'S PERSONALITY: _____

HOW DOES YOUR CHILD GET ALONG WITH PARENTS, BROTHERS, SISTERS, AND OTHER CHILDREN?

HAS YOUR CHILD HAD GROUP PLAY EXPERIENCES?

DOES YOUR CHILD HAVE ANY SPECIAL PROBLEMS/FEARS/NEEDS? (EXPLAIN)

WHAT IS THE PLAN FOR CARE WHEN YOUR CHILD IS ILL? _____

PARENT'S SIGNATURE

DATE

CONSENT FOR EMERGENCY MEDICAL TREATMENT

AS THE PARENT OR AUTHORIZED REPRESENTATIVE, I HEREBY GIVE CONSENT TO
CREATIVE LEARNING CENTER/FOOTHILL PRESCHOOL TO OBTAIN ALL
EMERGENCY MEDICAL OR DENTAL CARE PRESCRIBED BY A DULY LICENSED
PHYSICIAN (M.D.) OSTEOPATH (D.O.) OR DENTIST (D.D.S.) FOR

_____. THIS CARE MAY BE GIVEN
UNDER WHATEVER CONDITIONS ARE NECESSARY TO PRESERVE THE LIFE, LIMB
OR WELL BEING OF THE CHILD NAMED ABOVE.

CHILD HAS THE FOLLOWING MEDICATION ALLERGIES:

DATE

PARENT OR AUTHORIZED REPRESENTATIVE SIGNATURE

HOME ADDRESS

CITY

STATE

ZIP

HOME PHONE

WORK PHONE

PARENT CONSENT- ADMINISTRATION OF MEDICATIONS

PARENT'S INSTRUCTIONS:

1. All prescription medications shall be maintained with the child's name and shall be dated.
2. Prescription medications must be stored in the original bottle with unaltered label.
Medications requiring refrigeration must be properly stored.
3. Prescription medication shall be administered in accordance with the label directions.
4. Written consent must be provided from the parent, permitting child care facility personnel to administer medications to the child. Instructions shall not conflict with the prescription label or product label directions.

CHILD'S NAME: _____ DOB: _____

MEDICATION NAME: _____

DOSAGE: _____

I authorize child care personnel to assist in the administration of medications described above to the child named above for the following medical condition/s: _____

From _____ to _____ at _____ daily while in attendance.
Beginning date Ending date Time of day

Parent's signature

Date

SUNSCREEN APPLICATION AUTHORIZATION

SUNSCREEN POLICY: Parents are responsible for applying sunscreen to their child prior to arrival at school. If necessary, Parents should provide sunscreen for their children while at school for school staff to reapply later in the day. The parent must label the sunscreen bottle with the child's name, complete this Sunscreen Application Authorization Form, and tape or rubber band the form to the bottle. All sunscreen bottles will remain in our staff's care and is stored on-site (no sprays please). Additionally, parents may also encourage their child to wear a hat when playing outdoors.

Child's Name _____

As the parent or guardian of the above child, I give permission for the staff at Foothill Preschool to apply sunscreen on my child, as specified below, when he or she will be engaging in outdoor activities. I understand that sunscreen may be applied to exposed skin, including but not limited to the face, tops of ears, nose, bare shoulders, arms and legs.

Additionally, I have checked and/or indicated below my directives regarding the type and application of sunscreen:

- ☐ Staff may use the sunscreen that I am providing with this form:
Brand _____ SPF _____
- ☐ In the event that my provided sunscreen is not available, I give permission to use any available sunscreen.
- ☐ Please do not apply sunscreen to the following areas of my child's body:

Application Instructions: ____ As Needed ____ Specific Times: _____

Parent Signature _____ Date ____/____/____

----- FOLD HERE -----

RECORD OF SUNSCREEN APPLICATION Child's Name _____

DATE:	TIME:	BY:	DATE:	TIME:	BY:

TAPE OR RUBBER BAND THIS FORM TO SUNSCREEN BOTTLE AND GIVE
DIRECTLY TO CLASSROOM TEACHER

PARENT HANDBOOK ACKNOWLEDGMENT

Child's Name: _____

- I have received a copy of Foothill Preschool's Parent Handbook.
- I understand that Foothill Preschool's Parent Handbook may not cover every issue that arises and, as a result, creates the need for communication between teachers and staff and myself.
- I understand that I am held accountable for these policies until my child is no longer enrolled.
- I understand that Foothill Preschool reserves the right to change these policies and will notify me as soon as possible after any changes have been made.
- I have read and agree to all the terms and conditions set forth in the Foothill Preschool Parent Handbook.

Parent Name: _____

Parent Signature: _____

Date: _____

GENERAL PERMISSION FORM VGT6YHXSD

Foothill Preschool offers a wide variety of activities and experiences for children. Permission is required for a number of these routines and events. Please read the list carefully and initial those activities and experiences you permit your child to participate in.

My child may go on walks in the nearby neighborhoods.

_____ Yes _____ No

My child has permission to be observed in the classroom setting. These observations are done with my prior knowledge and are only done for educational purposes.

_____ Yes _____ No

My child has permission for a developmental screening as appropriate for educational purposes.

_____ Yes _____ No

My child has permission to participate in Zones of Regulation groups with Foothill Preschool's OTR/L during the regular school day.

_____ Yes _____ No

Child's Name: _____

Parent/Guardian's Name: _____

Date: _____