



Elite Children’s Learning Center
Enrollment Checklist

To keep current with state rules and regulation guidelines, we ask that you please complete the following information and return to your center director. Please make sure to complete each line of the enrollment packet.

Initial by each item once completed:

- ___ Make sure ALL lines are completed in your enrollment packet.
- ___ Register to receive your child’s daily reports with Google Classroom parent app.
- ___ Updated certificate of Immunizations.
- ___ Change of clothes (2) with first and last name on them.
- ___ Small Blanket (As small as a beach towel)
- ___ Signed parent handbook signature page.
- ___ Signed Covid-19 page.
- ___ Signed updated Parent Policy page.
- ___ Signed Photo released form.

Parent Signature: _____ Date: _____

Administration/ Director Signature: _____ Date: _____



Elite Children's Learning Center Enrollment Form

Entrance Date _____ Withdrawal Date _____

Child's Name _____ DOB _____ Sex _____ Age _____

Home Address _____

City _____ State _____ Zip Code _____ Home Number _____

Cell Number _____

Mother's Name _____

Mother's Home Address (if different from child's)

Street _____

City _____ State _____ Zip Code _____

Mother's Employment _____ Work Phone _____

Employer's Address _____

Father's Name _____ Home Phone _____

Cell Phone _____

Father's Home Address (if different from child's)

Street _____ City _____ State _____

Zip Code _____

Father's Employment _____ Work Phone _____

Employer's Street

Address _____ City _____ State _____ Zip _____

Child's Living Arrangements: () Both Parents () Mother () Father () Other Guardian

Persons to contact in the case of emergency when parent or guardian cannot be reached:

Name _____ Telephone Number _____

Name _____ Telephone Number _____

Name _____ Telephone Number _____

Name of Public or Private School child attends, if any: _____

Child's doctor or clinic name _____

Doctor/clinic phone# _____

My child has the following special needs _____

The following special accommodation(s) may be required to most effectively meet my child's needs while at the center: _____

My child is currently on medication(s) prescribed for long-term continuous use and/or has the

following pre-existing illness, allergies, or health

concerns: _____

EMERGENCY MEDICAL AUTHORIZATION

Should (child's name) _____ Date of birth _____ suffer an injury or illness while in the care of Elite Children Learning Center and the facility is unable to contact me (us) immediately, it shall be authorized to secure such medical attention and care for the child as may be necessary. I (We) shall assume responsibility for payment for services.

Parent/Guardian: _____ Signature _____

Date: _____

Facility Administrator/Person-In-Charge _____

Signature _____ Date: _____



Parental Agreement with Child Care Facility Elite Children Learning Center agrees to provide childcare for Name of Child: _____

Monday ___ Tuesday ___ Wednesday ___ Thursday ___ Friday ___

From _____ to _____ (Months)

My child will participate in the following meal plan (circle applicable meals and snacks):
Breakfast Morning Snack Lunch Afternoon Snack Evening Snack Dinner Bedtime Snack
Before any medication is dispensed to my child, I will provide a written authorization, which includes: date; name of child; name of medication; prescription number; if any; dosages; date and time of day medication is to be given. Medicine will be in the original container with my child's name marked on it.

My child will not be allowed to enter or leave the facility without being escorted by the parent(s), person authorized by parent (s), or facility personnel.

I acknowledge it is my responsibility to keep my child's records current to reflect any significant changes as they occur, e.g., telephone numbers, work location, emergency contacts, child's physician, child's health status, infant feeding plans and immunization records, etc.

The facility agrees to keep me informed of any incidents, including illnesses, injuries, adverse reactions to medications, etc., which include my child.

Elite Children's Learning Center agrees to obtain written authorization from me before my child participates in routine transportation, field trips, special activities away from the facility, and water-related activities occurring in water that is more than two (2) feet deep.

I authorize the childcare facility to obtain emergency medical care for my child when I am not available. I have received a copy and agree to abide by the policies and procedures for Elite Children Learning Center.

I understand that the facility will advise me of my child's progress and issues relating to my child's care as well as any individual practices concerning my child's special needs. I also understand that my participation is encouraged in facility activities.

Signed: _____ Date: _____
(Parent/Guardian)

Signed: _____ Date: _____
(Facility Administrator/Person-In-Charge)



Authorization to Dispense External Preparations

590-1-1-.20(1)

Parental Authorization. Except for first aid, personnel shall not dispense prescription or nonprescription medications to a child without specific written authorization from the child's physician or parent. Such authorization will include, when applicable, date; full name of the child; name of the medication; prescription number, if any; dosage; the dates to be given; the time of day to be dispensed; and signature of parent. I _____ give Elite Children's Learning Center, permission to apply one or more of the following topical ointments/preparations to _____ in accordance with the directions on the label of the container.

_____ Baby Wipes

_____ Band-aids

_____ Neosporin or similar ointment

_____ Bactine or similar first aid spray

_____ Sunscreen

_____ Insect Repellent

_____ Non-Prescription ointment (such as A & D, Desitin, Vaseline)

_____ Baby Powder

Other (please specify) _____

Parent/Guardian Signature: _____ Date: _____

*center should maintain in child's file



Vehicle Emergency Medical Information ASP Students and Summer Camp Only

Child's Name _____ Date of Birth _____

Address _____

Father's Name _____

Home Phone _____ Work Phone _____

Mother's Name _____

Home Phone _____ Work Phone _____

Person to notify in an emergency and parents cannot be reached:

Name _____ Phone _____

Child's Doctor _____ Phone _____

Medical facility the center uses _____

Address _____

Child's Allergies _____

Current prescribed medication _____

Child's special needs and conditions _____ In the event of an emergency involving my child, and if Elite Children's Learning Center cannot get in touch with me, I hereby authorize any needed emergency medical care. **I further agree to be fully responsible for all medical expenses incurred during the treatment of my child.**

Child's Name _____

Signature (Parent/Guardian) _____

Witness By _____ Date _____



Transportation Agreement ASP Students and Summer Camp Only

This is to certify that I give Elite Children's Learning Center permission to transport my child _____ from _____
at _____ (am/pm)

To Location _____ at _____ am/pm.

Delivery Location on the following days:

___ Monday

___ Tuesday

___ Wednesday

___ Thursday

___ Friday

_____ is authorized to receive my child. In the event the authorized person is not present to receive my child; the following procedures are to be followed:

_____ is approximately _____ miles from the center.

Location In the event that my child is not to be transported as outlined above, I agree to notify Elite Children's Learning Center.

Signature (Parent/Guardian) _____ Date _____



PERMISSION TO PHOTOGRAPH

I, _____ (Parent or Guardian Name) give permission for
Elite Children's Learning Center to photograph my child, _____
for the following purposes:

Type of Use: **Please put Yes or No to the following questions below**

Still Photographs _____

Give photographs to current clients _____

Display in scrapbook or bulletin boards, shown to current and prospective clients _____

Use still photos in promotional materials (Instagram, Facebook etc.) _____

Google Classroom (teacher/parent communication) _____

****Only first names and possibly last initials (in the event of two or more children with the same first name) will be displayed on the facility. I understand that it is my responsibility to update this form if I no longer wish to authorize one or more of the above uses. I agree that this form will remain in effect during the term of my child enrollment. By signing below, I also agree that it is a legally binding form and providing false information could be grounds for termination of childcare services, forfeiture of retainer, or both.**

Parent Signature: _____ Date: _____

Administration/ Director: _____ Date: _____



Parent Protocols

Established 2007

Please read each protocol with care as this is a legal bind contract with you and Elite Children's Learning Center, any adjustments and/or changes must be recorded and approved.

Founder S. Long

**Hours of Operation****6:30am-6:30pm M-F****Months of Operation January-December****Ages 6 weeks – 12 years**

Absence _____ The daycare space is limited and ECLC reserve the right to fill any vacancy. If you want your child's space reserved, the daycare must be notified if your child will not be in attendance for any day. If your child is absent for more than one week, and prior arrangements have not been made the daycare reserve the right to fill your child's spot. To reserve your child's spot, you must pay half tuition before the week that your child will be out. 1 day or less will be half tuition and 2 days or more will be full tuition.

Accidents _____ All parents will be required to sign an emergency release form that will include all emergency contacts and other pertinent information. Parents will be notified of any injuries occurred at the facility and asked to sign an injury report.

Attendance _____ All students must be in attendance by 10:00am. If a child will not arrive at 10:00am, due to medical appointments or extenuating circumstances, notice must be given to the Center Director. ECLC children arriving after 10:00 without proper notice and /or documentation will **NOT** be allowed to receive service for that day. With a doctor note the cut off time will be 11:00am please call the center to let the director know so we can prepare for your child's late arrival.

A.M Snack _____ A.M snack is served between the hours of 7:30-8:30am. No snack will be served after 8:30am. At 8:30 our teachers are engaged in instructional time with our students. It is equally important that all students be involved during this time.

Transportation _____ If there is a change in normal pick-up of your child, you must send a written note. Notify the person that they will have to show ID to pick up your child. Children will not be allowed to leave with anyone except the parents or persons designated in writing by the parents to pick them up. If your child gets picked up from school, please make sure you call the center if your child will not be at school that day.

Children items _____ In order to make sure your child's belongings are not misplaced; we ask that you take your child's belongings directly to his/her assigned classroom each morning upon arrival. This will ensure that their belonging is in the proper place and available when your child needs them. All children must always have an extra change of clothes in the center. All children's items are to be labeled with their first and last name. Please make sure is someone else is picking your child up, that they know what jacket or other items your child had on that day.

Closing Dates _____ The Center will be closed on the following holidays: New year's eve center my close early, New Year's Day, Martin Luther King Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day and day after, Christmas eve center my close early Christmas Day and day after center will be closed.

Discipline _____ It is important that you review the following rules with your child: -Keep daycare clean -Raise your hand to speak or get out of your seat during instruction time. -Listen to the teacher and follow

directions -Be nice and respect your daycare mates. The system for following/breaking rules is as follows: Green- Happy-Followed the rules correctly Yellow-Warning- was not following rules Red-Sad- after 3 warnings still was not able to follow directions

Discrimination_____ Elite Children Learning Center provides equal access to public accommodations. Applications for enrollment are acted upon without regard to race, religion, color, national origin or sex.

Uniform Policy_____ All children 2 yrs. and older are MANDATORY to wear a uniform Monday-Thursday with Friday being dress down day. Uniforms consist of the following while polo shirt with logo on them (View website to order) khaki pants, skirts and shorts. For the girls if wearing skirts more in the wintertime only burgundy and white stocking are allowed. No open toe shoes or jellies please keep in mind that if students are not in uniform, we have the right to turn your child way. We are a uniform school and there are **NO EXCEPTIONS**. For new enrolled students you will have 2 weeks to purchase uniforms. Until then please make sure your child is in a plain white polo and khakis.

Emergency_____ In case of emergencies such as severe weather, fire, and/or physical plant problems or structural damage, catastrophic disaster, parents will be notified of their child's protection. Radio station contacted for bad weather and closing information is 102.5 FM. The television station contacted for bad weather is channel 11Alive also we will leave message on the center phone. Emergency plans have been developed and are posted for parent viewing. If none of these help you, please call our center for details.

Food_____ Students are not allowed to bring and consume outside food unless there is a special dietary need noted by a physician. If outside food is authorized by the director, it must meet the guidelines of Bright From the Start. If for any reason your child drinks special milk due to a milk allergy, you will need to get an allergy form from director to take to your doctor to be signed off on. If there is not an allergy to any foods or milk, we will not be able to have any outside items in the center.

Important Paperwork_____ With the center being on the state food program each family will be MANDATORY to fill out the proper paperwork when it comes to this. If for any reason you decline to fill out this paperwork, we have the right to charge your account **\$25.00 per student** for lunch fee.

Georgia Law_____ It is a Georgia Law that any unusual physical markings on a child are to be reported to the Department of Family and Children Services. The department may send an investigator. Please understand that an accusation is not being made. It is in the best interest of the children that educators and administrators be required to report. Elite Children is not allowed to conduct its own investigation first. All Elite employees have been informed of their legal obligation regarding signs of abuse. **All staff at ECLC are state mandated reporters**

Illness_____ The center will notify parents of their child's illness, injury (minor injury which do not require professional medical attention and serious injuries which do require medical attention), exposure to noticeable communicable disease, noticeable reaction to prescribed medication and exclusion of sick children. Children cannot stay at the center while showing signs of fever over 100 degrees or higher and any other contagious symptom, such as, but not limited to, a rash or diarrhea or a sore throat, no matter what the cause. If your child shows signs of illness please allow them to stay at home so they do not affect the other children. If your child shows signs of sickness you will be called to pick up your child within **45 minutes** from us contacting, you. Should your child become ill during the time at ECLC or suffer a serious accident the center will contact you. 911 will be utilized as a source of transportation if your child needs to be transported to Cobb Medical Center. (Parents shall assume responsibility for payment.) If your child has been exposed to any communicable disease there will be a letter sent home with the child or a sign posted on the front door.

Infant_____ Infants must be at least six weeks of age before being enrolled. There shall be a written diet plan for each infant and toddler signed by the parent, until he/she is on table food. This shall be updated as his/her diet changes. The parent shall provide the following:

- ◆ Formula with date and Child's name on each one
- ◆ Disposable diapers, wipes
- ◆ Baby foods, and/or the parent shall provide special foods with individual identification on each. Unused portions shall be discarded or returned to the parent at the end of each day.
- ◆ At least (2) complete changes of clothing shall be brought to the center daily. Infants will be held during bottle feeding When an infant or toddler shows evidence of wanting to self-feed, he/she will be encouraged and permitted to do so. Every effort shall be made to coordinate toilet training in the facility with the program started by the parent. No effort shall be made to toilet train until the parent agrees the time is right to begin. Diaper changing procedures are posted in the center and follow all state guidelines. Specific times will be documented on children's daily reports.

Hours of Operation_____ **ECLC is open from 6:30am-6:30pm.** Any child who is picked up after 6:30pm is considered a late pick-up (i.e. 6:31 is considered late); and the parent will be charged.

Labeling_____ Please make sure all your child's items are labeled and place in a ziplock bag.

Late Pick up Fee_____ **\$3.00 late fee for the first minute and \$1.00 each minute after that. The charge must be paid on the same day its occurrence. Payment will not be added to account it will need to be paid in cash.** After the second late arrival you will be handed a letter to sign off on and your child will not be allowed to attend the center the next day. Once the letter is signed and a third late pick up is documented, We can withdrawal your child from ECLC. Please understand our teachers have families they need to get home to as well.

Matriculation Fee_____ This \$85.00 fee is due annually, at the beginning of each school term for ECLC. This is a nonrefundable fee.

Medications_____ Our Program does not administer Medication. We do administer asthma pumps and machines when needed. Only Directors will be able to give this to a child.

Requirements_____ All enrollment forms, including a current health status review report and immunization record signed by a physician or other health sources, must be on file prior to the child's first day in the center. This needs to be on a 3231 form from the state of Georgia and updated as new shots are given, and as information changes such as address and phone numbers. Children should wear clothing in which they are comfortable at the Center. Children should have on shoes when he or she comes to the center even in hot weather. Each child must have a change of clothing that is left in the center to be used for emergencies. ECLC does not provide clothing. All bottles and clothing must be marked with child's name. The Center is not responsible for any unmarked clothing. We ask that parents of infants and toddlers not potty-trained provide diapers and/or pull-ups. If diapers or pull-ups are not available when children need to be changed, one will be provided at \$1.00 charge to the parent. Food exceptions are not made for individual children except in cases of allergies or social diet prescribed by a physician. In these

cases, food is to be furnished by parent. The children will have scheduled outside playtime except in inclement weather. This is required by the State. It is policy that of the center not to allow any child to enter or leave the Center unless escorted by an adult. The parent or authorized person will personally deliver the child to his/her teacher or the Center staff person in charge.

Signing In _____ It is imperative that upon arrival you are signing your little in and out daily. This is to assure the safety of each child in ECLC care.

Termination _____ If you decide to withdraw your child, the center must receive a **two week notice** in writing. Otherwise, you will be responsible for paying an additional week.

Toys _____ Children are not allowed to bring outside toys, money and lip gloss. Only on special occasions and with prior approval of your child's teacher that your child will be able to bring a toy from home.

Tuition _____ Your child's tuition must be paid every Monday. If tuition is paid after Monday, you will incur a **\$10.00 late fee for each day**. If tuition is not paid by Wednesday, your child will not be able to stay until tuition is paid. \$4.00 Tech Fee each week will be added for Google Classroom teacher/parent communication and daily reports.

Child Pick Up _____ Parents must provide us with current phone numbers and persons authorized to pick up children. Children will not be released to individuals who are not listed on the authorization pick-up forms. We will not release children to minors. They will be directed to have the parent come pick up the child.

Bus Transportation _____ We only pick up from near by schools around the area that each center is located. If you have a child that will be getting picked up from school and they will not be in attendance that day. It is your responsibility to contact the center to let us know.

Warning of Suspension _____ If your child is biting or physically harming another student by hand or with an object on more than (3) occasions. After our teachers have worked hard with and your child by rearranging his/her seat, had a one on one talks, set goals. And after several warnings and (3) OH! NO! Reports for the child, then that will be terms of suspension. If this behavior continues to occur unfortunately the student will be permanently expelled. This is to ensure the wellbeing of all the children in this center

Please understand that this is a legal binding contract between you and Elite Children Learning Center. If you clearly understand the items listed please sign below and initial on each line above.

Director: _____

Date: _____

Parent Signature: _____

Date: _____



Policy Updates

Absence: the daycare space is limited and ECLC reserve the right to fill any vacancy. If you want your child's space reserved, the daycare must be notified if your child will not be in attendance for any day. If your child is absent for more than one week, and prior arrangements have not been made the daycare reserve the right to fill your child's spot. To reserve your child's spot, you must pay half tuition before the week that your child will be out. 1 day or less is half tuition 2 days or more is full tuition. **Late Fee:** fees are **\$3.00 the first minute after closing** and **\$1.00 per minute** thereafter. Please call the facility to notify the Center that you will be arriving late. First late pick up is a warning anything thereafter your child will be suspended for 1 day. If late pick up becomes excessive then your Director has the right to withdraw your child from the center at any time. **Tuition:** Your child's tuition must be paid every Monday. If tuition is paid after Monday, you will incur a **\$10.00 late fee for each day**. If tuition is not paid by Wednesday, your child will not be allowed to stay until tuition is paid in full. **Technology Fee:** **\$4.00 a week** will be added to your tuition. This fee is mandatory for all children enrolled here at Elite children Learning Center. **Registration Fee:** The **\$85.00 fee** is no refundable

Above you will find inserts from the policy handbook in which you signed upon enrollment. While we have implemented new changes and/or accommodations to our program due to **Covid-19** many of our policies have remained the same. We would like to kindly remind our Elite families that we are working diligently to keep our staff and scholars safe. If an Elite location is closed due to in house exposure of the Covid-19 virus half tuition is still due to hold your scholars spot as families will be given the option to attend a sister center located within the Cobb county area. Families will be notified in a timely manner if ever a center is closed, notifications are generally sent via email from our jackrabbit portal. At this time, please make sure all your family's' information is updated. We thank you all for your continued support and patience during this time if you have additional questions or concerns please contact your Center director.



Policy Updates Parent Signature Page

By signing, you are stating that you have read and understand all the content in this letter as well to agreeing to the terms.

Parent Signature: _____ Date: _____

Center Director/Admin: _____ Date: _____



Parent Notice of Acknowledgment of Covid-19 Elite Children Learning Center

I understand I am being informed in writing by signing this acknowledgment that Elite Children Learning Center is not liable for the exposure of the Covid-19 virus. I also am acknowledging the center is taking all precautions to prevent the exposure and introducing face mask to each child and staff member.

Parent Signature:

Date

Print Name:

Date
