

Enrollment Application/Emergency Information 2021-2022

For enrollment purposes complete this form and submit with a \$50.00 registration fee along with a non-refundable, non-transferable deposit of \$200 per child. This deposit will be applied toward May's tuition. It is extremely important for you to keep your child's enrollment information up-to-date.

Child's Name:		MF	Date of Birth
Address:	First MI	City:	Zip Code
Home Phone: ()			
Does your child have any allergies to food If YES, please describe:		YES N	NO
Does your child need to nap at school?			
Please select 2 schedule choice Tuesday/Thursday 2 Half Days AM (8:30-11:30am) 2 Half Days PM (12:30-3:30pm) 2 Full Days (8:30-3:30)	es, numbered 1 through 2 (1 being Monday/Wednesday/Fr 3 Half Days AM (8:30-11 3 Half Days PM (12:30-3 3 Full Days (8:30-3:30)	iday .:30am)	And 2 being your last). Monday through Friday 5 Half Days AM (8:30-11:30am) 5 Half Days PM (12:30-3:30pm) 5 Full Days AM (8:30-3:30) 5 Days Full Time (7:30-5:30)
Mother:		Social Security	Number:
Address:			
Home Phone: ()			
Cell Phone: ()			
Employer:	Occupation:		
Father:		Social Securit	:y Number:
Address:			
Home Phone: ()	Work Phone: (_)	
Cell Phone: ()	E-Mail:		
Employer:	Occupation:		
В	Billing Information if different t	han parent:	
Name:			
Social Security Number:		ip to Child:	
Mailing Address:			
City, State & Zip Code:			
E-Mail Address:			
How did you hear about our school? Which elementary school will your chi			
Cubs Bumble Bees_	OFFICE USE ONLY Seahorses Tree Frogs A Denosit Paid Registration F		Kindergarten



Emergency Consent For	rm
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Child's Name:		Date of Birth:
important that each author using ProCare's security syst	ized person have their own uniqu em. Please list <i>at least two</i> people	ne reached, the following people will be contacted. It is the Code for the purpose of checking children in & out the following people are also permanently authorized eparate form for temporary authorization.)
<u>E</u>	MERGENCY CONTACTS / AUTHO	RIZED PICK-UP
1) Name:		Relationship:
Home # ()	Work # ()	Cell # ()
2) Name:		Relationship:
Home # ()	Work # ()	Cell # ()
3) Name:		Relationship:
Home # ()	Work # ()	Cell # ()
4) Name:		Relationship:
Home # ()	Work # ()	Cell # ()
	Consent for Emergency I	Medical Treatment
reached; I give my permissi	ergency when neither my child's p on for a representative of Bluff V essary for my child. I understand	arent(s) nor any designated emergency contacts can be liew Private Preschool to obtain whatever emergency I will be financially responsible for any and all charges
Signature of Parent or Legal (Guardian	Date
Child's Physician:		Phone: ()
Address:		
Child's Dentist:		Phone: ()
Address:		

Hospital Preferred: ______ Address: _____



Please <u>sign</u> and <u>return</u> the following pages to the front office within 10 days of enrollment.



This page intentionally left blank.



Physician Form

Child's Name:	Date	e of Birth:
Health Requirements for Children:		
 take part in our program. A current immunization record for additional doses or boosters, you child's immunization schedule and 	each child must be maintain must update his/her record in I automatically remind Paren	View Preschool that he/she is physically able to ed at our facility. When your child receives mmediately. Our software program will track you ts when shots are due. Dommendations of the California Department of
	. born	is being studied for readiness to
(NAME OF CHILD)	(BIRTHDATE)	
Signature of Parent TO BE COMPLETED BY PHYSICIAN		FresnoDate
Physician		
Problems of which we should be aware:		Address and Phone Number
Hearing:	Allergy medicine:	
Vision:	Insect stings:	
Developmental:	Food:	
Language/Speech:	Asthma:	
Other (Include behavioral concerns):		
Comments/Explanations:		
MEDICATION PRESCRIBED/SPECIAL ROUTIN	ES/RESTRICTIONS FOR THIS C	CHILD:
Physician Signature	Date	e of Physical Exam:

Physician _____ Physician's Assistant _____ Nurse Practitioner _____



			Immunizati	on Form			
Child's	Name:			Date of Bir	rth:		
			IMMUNIZATION				
	Hepatitis B	DTP/DTaP/DT/Td	HIB	POLIO	MMR	Varicela	
	/ /	/ /	/ /	/ /	/ /	/ /	
	/ /	/ /	/ /	/ /	/ /	/ /	
	/ /	/ /	/ /	/ /	/ /	/ /	
	/ /	/ /	/ /	/ /	/ /	/ /	
	/ /	/ /	/ /	/ /	/ /	/ /	
٦	Tuberculosis Test:	Positive Ne	gative Da	te given	Date rea	ad	
Date: NOTE: notariz	If medical diagnos ed affidavit to tha	eensed Physician or He is and treatment and/o t effect and attach it to certificate signed by a p	or immunization and this form. If immohysician to that ef	nd TB testing con nunization and/or fect and attach it	flict with your religion TB testing would b to this form.	ous beliefs, you must s	_
To be	e completed b	y child's parent:		~~~~~~~	~~~~~~		
	-	e an existing illness or he:		YES	NO		
	•	previous serious illne oe:		YES	NO		
	C	heck illnesses that ch	ild has had and s	pecify approxim	nate dates of illness	es:	
	Chicken Pox /Date	esDiabete	s/Dates	_Poliomyelitis/[Dates _	Hay Fever/Date	
	Asthma /Dates	Epilepsy		Ten-Day Measl		Whooping coug	h
F	Rheumatic Fever ,	/Date		Three-Day Mea	sles/Dates _	Mumps/Date	
	•	previous serious inju oe:		YES	NO		
	•	peen hospitalized? pe:		YES	NO		



Health History

Help Us Know Your Child This personal history form for your child is confidential. It is shared with your child's teacher to inform them about your child's needs and personality characteristics. Child's Name: _____ Date of Birth: Name your child is usually called: ______ Names of Parent(s) or Guardian(s): ____ Mom Martial Status of Parents: Married Not Married Divorced Separated Remarried Names of Step-Parent(s) Step-Mom Step-Dad Child lives with: Name(s) and age(s) of brother(s) and/or sister(s): Name(s) and relationship(s) of other member(s) of the child's household: Describe your child's general health: Has your child been under regular supervision of physician? _____ Date of last exam: _____ Is your child presently under a Doctor's care? _____ Name of Doctor: _____ Does your child take prescribed medications? If yes, what kind and list any side effects? Walked at: ______ months: _____. Began talking at: _____ months: _____ Toilet training started at months: . . Does your child have frequent colds? What is the plan for care when the child is ill? Does your child have bladder control? ______ Bowel control? _____ Child's terminology regarding toileting:

Special Information about toileting:



(Health History continued)

Has your child previously attended a school or daycare? Yes No
If so, what school/daycare did they attend and how long?
What time does your child get up? Go to Bed?
Does your child usually take a nap? What time?
Describe any nap/sleep/bedtime habits or needs:
What language does your child speak at home?
Does your child have any difficulty saying what he/she wants; or do you have any trouble understanding his/her speech?
What foods does your child especially like?
Are there foods your child dislikes?
Is there any food your child should not eat for medical, religious, or personal reasons?
Has your child had play group experiences?
How does your child relate to/play with other children?
Does Mom or Dad travel often?
How would you describe your child's personality?
When your child is upset or stressed, how is he/she best comforted?
How do you discipline your child? Mom:
Dad:
Describe any fears your child may have:
Describe any concerns you may have about your child:
In what ways would you like to see your child develop during the coming school year?
Additional comments:
Parent's signature: Date:



PARENT'S RIGHTS Community Care Facilities and Child Day Care Facilities Regulations in Title 22

Parent's Rights

As a Parent/Authorized Representative, you have the right to:

- Enter and inspect the child care center without advance notice whenever children are in care.
- File a complaint against the licensee with the licensing office and review the licensee's public file kept by the licensing office.
- Review, at the child care center, reports of licensing visits and substantiated complaints against the licensee made during the last three years.
- Complain to the licensing office and inspect the child care center without discrimination or retaliation against you or your child.
- Request in writing that a parent not be allowed to visit your child or take your child from the child care center, provided you have shown a certified copy of a court order.
- Be informed by the licensee, upon request, of the name and type of association to the child care center for any adult who has been granted a criminal record exemption, and that the name of the person may also be obtained by contacting the local licensing office.
- Receive, from the licensee, the Caregiver Background Check Process form.
- Receive from the licensee the name, address and telephone number of the local licensing office.
- For the Department of Justice "Registered Sex Offender" database, go to www.meganslaw.ca.gov

Name: Community Care Licensing

Address: <u>1310 E. Shaw Ave</u> Telephone: 559.243.4588

NOTE: CALIFORNIA STATE LAW PROVIDES THAT THE LICENSEE MAY DENY ACCESS TO THE CHILD CARE CENTER TO A PARENT/AUTHORIZED REPRESENTATIVE IF THE BEHAVIOR OF THE PARENT/AUTHORIZED REPRESENTATIVE POSES A RISK TO CHILDREN IN CARE.

Bluff View Private Preschool.

Child's Name

ACKNOWLEDGMENT: I have received a copy of the parents' rights at the time of admission to

Parent's Signature ______ Date _____



PERSONAL RIGHTS

Community Care Facilities and Child Day Care Facilities Regulations in Title 22

Personal Rights:

Each child receiving services from a child care facility shall have rights which include, but are not limited to, the following:

- To be accorded dignity in his/her personal relationships with staff and other persons.
- To be accorded safe, healthy and comfortable accommodations, furnishings and equipment to meet his/her needs.
- To be free from corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse, or other actions of a punitive nature, including but not limited to: interference with daily living functions, including eating, sleeping, or toileting; or withholding of shelter, clothing, medication or aids to physical functioning.
- To be informed, and to have his/her authorized representative, if any, informed by the licensee of the provisions of law regarding complaints including, but not limited to, the address and telephone number of the complaint receiving unit of the licensing agency and of information regarding confidentially.
- To be free to attend religious services or activities of his/her choice and to have visits from the spiritual advisor of his/her choice. Attendance at religious services, either in or outside the facility, shall be on a completely voluntary basis. In child care facilities, decisions concerning attendance at religious services or visits from spiritual advisors shall be made by the parent(s) or guardian(s) of the child.
- Not to be locked in any room, building, or facility premises by day or night.

1310 E. Shaw Avenue – Fresno, California – 93710 – 559.243.4588

• Not to be placed in any restraining device, except a supportive restraint approved in advance by the licensing agency.

ACKNOWLEDGMENT: I have received copy of the personal rights at the time of admission to Bluff View Private Preschool.

Child's Name		
Parent Signature	Date	
Licensing Agency: Community Care Licensing		

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PUBLICATION WAIVER

Students are frequently photographed by their teacher when participating in school activities and these photographs may appear in such publications as social media, the school website and/or the yearbook.

Please fill out and return this form to Bluff View Private School only if you will allow the School to publish and/or distribute any photograph in which your student appears electronic or otherwise. This applies to yearbooks, school website, or social media.

I/We, the undersigned parent(s)/guardian(s) of	Child 's Full Name
give Bluff View permission to publish a phot named student appears. This applies to yearboo	ograph in any school publication in which the above- oks, social media, or school website.
•	obtain parental permission in advance of media contact, Bluff View may not be able to obtain consent in the ence on campus.
Signature of Parent or Guardian	Date



Library Book Policy

Bluff View Private Preschool provides the opportunity for children to use the library book check out system on library day to take books home weekly. For any books lost or damaged (i.e. pages missing or torn, covers damaged, etc.) we ask that you replace it with a new book.

By signing below, I/We acknowledge that I/we have received and carefully read the Bluff View Private Preschool Library Books Policy. I/We understand that it is my/our responsibility to return all library books.

Please contact the office for questions or clarification regarding any policies, practices and procedures.

Parent/Guardian		Date	
,	(Print Name)		
Parent/Guardian		Date	
	(Signature)		
Child's Name		Classroom	
emia s rame	(Please Print)		



Security and Safety

Bluff View Private Preschool makes every effort to ensure the security and safety of your child. This extends to video surveillance of the exterior and interiors of the school, including each and every classroom.

I acknowledge that I have read and reviewed this information about security monitoring.

Child's Name:	
Parent's Name Printed:	Date:
Parent's Signature:	Date:



Parent Handbook Acknowledgement of Receipt

I acknowledge that I have received and carefully read the Bluff View Private Preschool Parent Handbook. I understand that it is my responsibility to contact the Director should I have questions or need clarification regarding any policies, practices and procedures.

Parent/Guardian_		Date	
_	(Print Name)		
Parent/Guardian_		Date	
(Signature)			
Child's Name			
	(Please Print)		

From all of us at Bluff View Private Preschool, please accept our thanks for placing your trust and your child with us. Welcome to our family!



Admission Agreement

Please initial each item below:

Registration: An annual \$50.00 non-refundable registration fee is due at time of enrollment.	
Deposit : A non-refundable, non-transferable deposit of \$200 per child is due at time of enrollment. This deposit vapplied toward May's tuition.	vill be
10-Month School Year: I hereby enroll my child in Bluff View Private Preschool for a 10-month (August through school year.	June)
Tuition : Tuition for the school year is payable either in full on August 1 st prior to commencement of the school year or monthly payments (August through May). The first monthly payment is due on the first day of school. Thereafter, payments are on the first calendar day of each month. Prepayments of monthly installments are welcome. Any payment not received by the the month will be considered past due and subject to a \$25 late fee.	re due
I understand that extra charges for non full-time students will be applied to my ledger for the following:	
Early Arrival: (7:30-8:15) \$5.00 a day Lunch Hour: (11:30am-12:15pm) Children provide their own lunch. Part time preschool students may stay during the hour for an additional charge of \$6.00.	lunch
After School Program: (3:30 p.m5:30 pm) \$10.00 per day. Program entails Music & Movement and outdoor activities	. .
Absences: Absences must be reported to the office through our website by 8:00am in order to provide the opportun make-ups. Make ups are allowed within 30 days of the absence and must be scheduled with the front office.	ity for
Late Pick-up Charges: A late pickup fee of \$1.00 per minute will automatically be added to your ledger for late picafter 5:30.	ck ups
Enrollment Termination Policy: I (we) acknowledge that I am enrolling my child for the entire school year: August the June. If I need to remove my child from the program mid year, I agree to provide a 30-day written notice prior to my child's last I also understand that my deposit is nonrefundable and will be forfeited. I understand that I may be charged tuition until a no received by Bluff View.	st day.
Disenrollment Policy: It is only on rare occasions that a child's/family's behavior may warrant the need to find a suitable setting for either a short term or permanent basis. The decision to disenroll a child from Bluff View is a difficult one fo the Center and the family. We will do everything possible to work with you to avoid a child's disenrollment from Bluff View. cases, our goal is to act quickly, thoughtfully and thoroughly to communicate, address and resolve concerns relating to the chin our care. Center personnel will attempt to work with a family to take constructive steps to finding a solution that resolve problem(s), before a disenrollment occurs. The following are some reasons why we would have to disenroll a child or family the center:	r both In all hildren es the

Child's Actions:

- Child unable to adjust to the program after a reasonable amount of time
- Ongoing physical or verbal abuse to staff or other children
- Ongoing uncontrollable tantrums/angry outbursts
- Excessive biting

Parental Actions:

- A parent/guardian fails to abide by Bluff View policies or requirements imposed by the appropriate licensing agency.
- Non-payment of tuition.



• A parent/guardian demands special services that are not provided to other children and cannot reasonably be delivered by the program.

Immediate Causes for Disenrollment:

- A parent/guardian is physically or verbally abusive or intimidating to Center staff, children, or anyone else at the Center.
- Potentially dangerous behavior by a parent or child.

Refund Policy: Bluff View will not issue refunds for children who do not atter	nd their committed schedules.
Changes in Policies/Procedures: Bluff View Private Preschool expressly reserved or delete any of our policies and procedures, including all those covered herein.	erves the right to change, revise, supplement,
Confidentiality Policy: All personal records of children and families are pertaining to admission, progress, health, or discharge of a child shall be confidentially disclosure from the parent.	•
I (we) further understand the charge for tuition as it applies to my (our) child and I (we) Private Preschool.) agree to pay this sum of money to Bluff View
Parent/Guardian	Date
Child's Name	

Inspection Authority in compliance with The State of California Title 22:

The Department has the authority to interview children or staff without prior consent.

The licensee shall ensure that provisions are made for private interviews with any children or staff members.

The Department has the authority to inspect, audit, and copy child or child care center records upon demand during normal business hours. Records may be removed if necessary, for copying. Removal of records shall be subject to the requirements in Sections 101217(c) and 101221(d).

The licensee shall ensure that provisions are made for the examination of all records relating to the operation of the child care center.

The Department has the authority to observe the physical condition of the children, including conditions that could indicate abuse, neglect or inappropriate placement.

NOTE: Authority cited: Section 1596.81, Health and Safety Code. Reference: Sections 1596.72, 1596.73, 1596.852, 1596.853, and 1596.8535, Health and Safety Code.



Tuition & Schedules

Prices are per month, per Child and effective for the 2021-2022 school year.

Prices are subject to Change.

Half Day

8:30am to 11:30am or 12:30pm to 3:30pm

8:30dii to 11:30dii 0/ 12:30pii to 3:30pii		
Tuesday & Thursday\$372.00 Monday, Wednesday, and Friday\$478.00 Monday, Tuesday, Wednesday, Thursday, & Friday\$618.00		
<u>Full Day</u> 8:30am – 3:30pm		
Tuesday & Thursday\$550.00 Monday, Wednesday & Friday\$682.00 Monday, Tuesday, Wednesday Thursday & Friday\$840.00		
<u>Kindergarten</u> 8:30am-3:30pm		
5 Full Days		
Full Time 7:30am to 5:30pm		
Monday, Tuesday, Wednesday, Thursday, and Friday\$975.00 (Early Arrival, Lunch Hour and Afterschool Program Included.)		

-Extra Charges-

A La Carte Charges

Early Arrival (7:30am - 8:15am)	\$5.00 a day
Lunch Time (11:30am-12:15pm)	\$6.00 a day
Afterschool Program (3:40pm-5:30pm)	. \$10.00 a day

Extra Sessions

If a student attends a session in addition to his/her monthly schedule it will be considered an extra session.

Contact our Director for availability.

Half Day Extra Session (8:30am - 11:30am or 12:30pm-3:30pm) \$48.00	
Full Day Extra Session (8:30 - 3:30) \$70	0.00