

## School's Out Fall Enrollment for Currently Enrolled Students

Please complete the attached re-enrollment form if you registered with us PRIOR to this summer (June 2019) or if you have any changes to your information on file. If you registered with us after June 1, 2019 you do NOT need to complete this form unless your information has changed, you would like to request a different enrollment schedule for Fall, or you have updated immunization records.

Currently enrolled students have first choice and priority for available space in the Fall session  
**Please return this form and your Registration Calendar as early as possible  
to guarantee space in our School's Out programs**

Our official Fall Session begins on Friday, August 16<sup>th</sup>. Our School's Out program has open enrollment and we are in session whenever school is out on the traditional calendar as well as every Friday for the 4-day week schools. We cannot guarantee space in the program unless you pre-register for the dates you need so please consult your school district calendar and register for the days you need as far in advance as possible – you can submit a monthly calendar, email us, or select your dates on our online registration form (you do NOT need to include all of the information on your child if using the online option – just fill out their first and last name and then select your dates)! This program is likely to be at capacity this year so please make your requests early!

A fall calendar is attached for your convenience if you prefer that method of registering for dates.

## Sunscreen Application Policy Update

After consultation with our Nurse Consultant, along with research of standard practices of the child care industry, we are updating our sunscreen application procedures effective September 1<sup>st</sup>. Our new application procedure will allow for the most sanitary conditions for all of our students and these changes are being made with their health in mind.

- For faces: sunscreen sticks will be used for students – each student will have their own individual stick
- For body: spray sunscreen (mist and/or pump) will be used – this will be applied in a well-ventilated area

If you would like to provide your own brand of sunscreen for your child it must adhere to the form listed above (stick and/or spray only). Please note no lotion sunscreen will be used unless there is a medical condition of your child requiring it.

If you do NOT want us to apply sunscreen to your child, and you will provide an alternative method of sunscreen (hat, jacket, long sleeves/pants, etc.) as well as apply sunscreen prior to dropping off, you must inform us IN WRITING prior to September 1<sup>st</sup> so we can update our records and indicate it in your file.



School's Out Enrollment Packet for Current Enrolled Students
Fall 2019 – Spring 2020

Student Name: ..... Date of Birth: .....

Indicate your planned enrollment below for our Fall Session that officially begins on Friday, August 16th
NOTE: This form is required to continue with our programs – submit by July 16th to guarantee space on your preferred days/times

Program Enrollment:

I would like consistent monthly enrollment on Fridays: Full Day Morning Afternoon
\*Full day: 7:30 – 5:15 p.m. \*Morning Session: 7:30 – 12:30 \*Afternoon Session: 12:15 – 5:15 p.m.

I would like to be officially re-enrolled and will submit monthly enrollment calendars/online registration for requested days and times

Monthly Enrollment Calendars for available School's Out Days are available online and at the school! Please submit as far in advance as possible to guarantee your space in this program as space is limited! Pre-payment is required and there is no refund or credits given for missed days. Our availability for this program is based on the School's Out days for kids following the traditional District 51 Calendar as well as a regular weekly Friday program.

Complete the following information regarding updates to your current information on file. Please attach additional pages if necessary.

Address: No Change Update to: .....

Email: No Change Update to: .....

Phone Contact: No Change Update to: .....

Emergency Contacts: No Change
Add: .....
Remove: .....

Persons Authorized to Pick Up your Child:
No Change
Add: .....
Remove: .....

Use of Sunscreen: No Change – CAPLC is still able to apply sunscreen per our updated sunscreen application policy (effective September 1st, 2019 application via sunscreen stick and spray only)
I do NOT give permission for CAPLC to apply sunscreen and will apply sunscreen before I drop off my student and provide an alternative form of sunscreen for afternoon play (long sleeves/pants, hat, etc.);

\*NOTE: if you would like to provide sunscreen for your child, please label it with their name and make sure it is not expired (it is your responsibility to keep it current throughout the year); stick and spray form only

Medical/Health Information (allergies, food or activity restrictions, medications, etc.): *all medication must be current (not expired), labeled with child's name and a current medical administration form must be on file*

- No Change
- Add (*medical administration form must be attached*): .....
- Remove: .....

Medical Contacts: Physician, Dentist, and Hospital of Choice

- No Change
- Update to: .....

**Authorization for Emergency Medical Care – Annual Renewal Required**

I/We ....., hereby grant Creative Avenues Preschool and Learning Center permission to take whatever action in its judgment may be necessary in supplying emergency medical services to ..... We understand that, consistent with the circumstances of the situation and available time, the Center will attempt to contact and follow the instructions of the parent or guardian, physician, or other person(s) designated by us in Emergency Contacts. In the event the Center is unable to contact the parent or guardian, physician, or other person(s), we hereby grant permission to the Center to contact and comply with the advice of an available physician, emergency services personnel, or emergency room personnel. We hereby agree that we will be solely responsible for and will promptly pay any expenses which may be incurred by the Center in making emergency medical treatment available to the above named child.

.....  
Parent/Guardian Signature Date

-----  
Change to Custody Agreements: please list (and include court documents if required) any new or changed custody agreements

Any other changes or updates to your information on file – please list (attach extra pages if necessary):

Other required information/forms that must be completed prior to August 16<sup>th</sup>:

- A copy of your child's updated immunization records (only needed if they have received new shots since you submitted to us)
- A statement of health from your physician (required annually; please submit if you have not provided one in 2019; copy of most recent well child check is acceptable if you do not want to use our form provided in this packet)
- Automatic Payment Authorization form (new form required annually)
- Monthly enrollment calendar for requested days/times (if requesting flexible enrollment for dates/times known at this date)

.....  
Parent/Guardian Signature Date

.....  
Parent/Guardian Signature Date





**Automatic Payment Authorization for 2018 – 2019 School Year**

Your monthly tuition will automatically be charged to a credit/debit card on the 1<sup>st</sup> of each month – unless we receive full payment prior to this date. An invoice will be emailed to you upon registration with your anticipated monthly payment amount. To withdraw or change your current registration, written notice must be given 15-days in advance to allow processing time. Any unused tuition will not be refunded. Please provide us any updates to this information if it changes to avoid late fees on your account.

Student Name(s) .....

Parent Name .....

Email Address (to receive monthly invoices): .....

**Payment Information:**

Card Type:  Visa  MasterCard

Card Number ..... Expiration Date (mm/yy): .....

Name of Cardholder: ..... V-Code (3-digit code on back): .....

Billing Address of Cardholder : ..... Zip: .....

**Signature of Cardholder** .....

Please read the following information regarding this automatic service:

1. The charge will appear on your card statement each month from “Creative Avenues”. The charge will be made on/about the first of each month. If a payment due date occurs on a weekend, the payment will be deducted on the next available business day.
2. If the charge on the card on file is declined, late fees will apply to your balance. If you prefer to pay by cash or check, payment must be received prior the 1<sup>st</sup> of each month (otherwise your card on file will be charged).
3. A receipt will be emailed and/or given to you upon request.
4. If your card expires or is no longer available, please notify our office immediately to provide new card information. Any declined cards are subject to late fees until payment is made.

For Office Use:

Date form received: .....

**Charge Amount Details ( amount charged, date, reference #):**

|           |       |       |       |        |       |       |       |
|-----------|-------|-------|-------|--------|-------|-------|-------|
| September | ..... | ..... | ..... | March  | ..... | ..... | ..... |
| October   | ..... | ..... | ..... | April  | ..... | ..... | ..... |
| November  | ..... | ..... | ..... | May    | ..... | ..... | ..... |
| December  | ..... | ..... | ..... | June   | ..... | ..... | ..... |
| January   | ..... | ..... | ..... | July   | ..... | ..... | ..... |
| February  | ..... | ..... | ..... | August | ..... | ..... | ..... |

**Statement of Health – Must be Completed by HEALTH CARE PROVIDER Annually**  
*\*a copy of the most recent well-child check may be used in place of this form if it occurred within the current year\**

Child's Name: ..... Date of Birth: .....

Significant Health Concerns:

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> None             | <input type="checkbox"/> Hearing              | <input type="checkbox"/> Seizures             |
| <input type="checkbox"/> Severe Allergies | <input type="checkbox"/> Developmental Delays | <input type="checkbox"/> Dietary Restrictions |
| <input type="checkbox"/> Other            |   |   |

Explain above concerns and, if necessary, include instructions to child care providers.

Are there restrictions to the child participating in any activities? YES NO

If yes, please describe.

I find, ..... to be in good health and able to attend Creative Avenues Learning Center.

.....  
Physician Signature

.....  
Date

\*\*\*\*\*

**A copy of your child's current immunization records must accompany this form**

# CAPLC FALL 2019 SCHOOL'S OUT PROGRAM - ENROLLMENT CALENDAR

Creative Avenues Learning Center Registration Calendar

Please list the time your student will attend on each day(s) we are in session; Monthly registration is due the 20th of the month prior and payment is due by the 1st of the month

| <b>August 2019</b> |           |           |           |              |           |           |
|--------------------|-----------|-----------|-----------|--------------|-----------|-----------|
| August 2019        |           |           |           |              |           |           |
| Su                 | Mo        | Tu        | We        | Th           | Fr        | Sa        |
| 8/4                | 8/5       | 8/6       | 8/7       | 8/8          | 8/9       | 8/10      |
| Sunday             | Monday    | Tuesday   | Wednesday | Thursday     | Friday    | Saturday  |
| <b>Jul 28</b>      | <b>29</b> | <b>30</b> | <b>31</b> | <b>Aug 1</b> | <b>2</b>  | <b>3</b>  |
| <b>4</b>           | <b>5</b>  | <b>6</b>  | <b>7</b>  | <b>8</b>     | <b>9</b>  | <b>10</b> |
| <b>11</b>          | <b>12</b> | <b>13</b> | <b>14</b> | <b>15</b>    | <b>16</b> | <b>17</b> |
| <b>18</b>          | <b>19</b> | <b>20</b> | <b>21</b> | <b>22</b>    | <b>23</b> | <b>24</b> |
| <b>25</b>          | <b>26</b> | <b>27</b> | <b>28</b> | <b>29</b>    | <b>30</b> | <b>31</b> |

Creative Avenues Learning Center Registration Calendar

Please list the time your student will attend on each day(s) we are in session; Monthly registration is due the 20th of the month prior and payment is due by the 1st of the month

| <b>September 2019</b> |           |              |           |           |           |           |
|-----------------------|-----------|--------------|-----------|-----------|-----------|-----------|
| September 2019        |           |              |           |           |           |           |
| Su                    | Mo        | Tu           | We        | Th        | Fr        | Sa        |
| 9/1                   | 9/2       | 9/3          | 9/4       | 9/5       | 9/6       | 9/7       |
| Sunday                | Monday    | Tuesday      | Wednesday | Thursday  | Friday    | Saturday  |
| <b>Sep 1</b>          | <b>2</b>  | <b>3</b>     | <b>4</b>  | <b>5</b>  | <b>6</b>  | <b>7</b>  |
| <b>8</b>              | <b>9</b>  | <b>10</b>    | <b>11</b> | <b>12</b> | <b>13</b> | <b>14</b> |
| <b>15</b>             | <b>16</b> | <b>17</b>    | <b>18</b> | <b>19</b> | <b>20</b> | <b>21</b> |
| <b>22</b>             | <b>23</b> | <b>24</b>    | <b>25</b> | <b>26</b> | <b>27</b> | <b>28</b> |
| <b>29</b>             | <b>30</b> | <b>Oct 1</b> | <b>2</b>  | <b>3</b>  | <b>4</b>  | <b>5</b>  |

## CAPLC FALL 2019 SCHOOL'S OUT PROGRAM - ENROLLMENT CALENDAR

Creative Avenues Learning Center Registration Calendar

Please list the time your student will attend on each day(s) we are in session; Monthly registration is due the 20th of the month prior and payment is due by the 1st of the month

| <b>October 2019</b> |           |              |           |           |              |           | <table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="7" style="text-align: center;">October 2019</td> <td colspan="7" style="text-align: center;">November 2019</td> </tr> <tr> <td style="text-align: center;">Su</td><td style="text-align: center;">Mo</td><td style="text-align: center;">Tu</td><td style="text-align: center;">We</td><td style="text-align: center;">Th</td><td style="text-align: center;">Fr</td><td style="text-align: center;">Sa</td> <td style="text-align: center;">Su</td><td style="text-align: center;">Mo</td><td style="text-align: center;">Tu</td><td style="text-align: center;">We</td><td style="text-align: center;">Th</td><td style="text-align: center;">Fr</td><td style="text-align: center;">Sa</td> </tr> <tr> <td style="text-align: center;">10/04</td><td style="text-align: center;">10/05</td><td style="text-align: center;">10/06</td><td style="text-align: center;">10/07</td><td style="text-align: center;">10/08</td><td style="text-align: center;">10/09</td><td style="text-align: center;">10/10</td> <td style="text-align: center;">11/01</td><td style="text-align: center;">11/02</td><td style="text-align: center;">11/03</td><td style="text-align: center;">11/04</td><td style="text-align: center;">11/05</td><td style="text-align: center;">11/06</td><td style="text-align: center;">11/07</td> </tr> </table> |       |       |       |       |       |       | October 2019 |  |  |  |  |  |  | November 2019 |  |  |  |  |  |  | Su | Mo | Tu | We | Th | Fr | Sa | Su | Mo | Tu | We | Th | Fr | Sa | 10/04 | 10/05 | 10/06 | 10/07 | 10/08 | 10/09 | 10/10 | 11/01 | 11/02 | 11/03 | 11/04 | 11/05 | 11/06 | 11/07 |
|---------------------|-----------|--------------|-----------|-----------|--------------|-----------|---|-------|-------|-------|-------|-------|-------|--------------|--|--|--|--|--|--|---------------|--|--|--|--|--|--|----|----|----|----|----|----|----|----|----|----|----|----|----|----|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| October 2019        |           |              |           |           |              |           | November 2019   |       |       |       |       |       |       |              |  |  |  |  |  |  |               |  |  |  |  |  |  |    |    |    |    |    |    |    |    |    |    |    |    |    |    |       |       |       |       |       |       |       |       |       |       |       |       |       |       |
| Su                  | Mo        | Tu           | We        | Th        | Fr           | Sa        | Su  | Mo    | Tu    | We    | Th    | Fr    | Sa    |              |  |  |  |  |  |  |               |  |  |  |  |  |  |    |    |    |    |    |    |    |    |    |    |    |    |    |    |       |       |       |       |       |       |       |       |       |       |       |       |       |       |
| 10/04               | 10/05     | 10/06        | 10/07     | 10/08     | 10/09        | 10/10     | 11/01   | 11/02 | 11/03 | 11/04 | 11/05 | 11/06 | 11/07 |              |  |  |  |  |  |  |               |  |  |  |  |  |  |    |    |    |    |    |    |    |    |    |    |    |    |    |    |       |       |       |       |       |       |       |       |       |       |       |       |       |       |
| Sunday              | Monday    | Tuesday      | Wednesday | Thursday  | Friday       | Saturday  |   |       |       |       |       |       |       |              |  |  |  |  |  |  |               |  |  |  |  |  |  |    |    |    |    |    |    |    |    |    |    |    |    |    |    |       |       |       |       |       |       |       |       |       |       |       |       |       |       |
| <b>Sep 29</b>       | <b>30</b> | <b>Oct 1</b> | <b>2</b>  | <b>3</b>  | <b>4</b>     | <b>5</b>  |   |       |       |       |       |       |       |              |  |  |  |  |  |  |               |  |  |  |  |  |  |    |    |    |    |    |    |    |    |    |    |    |    |    |    |       |       |       |       |       |       |       |       |       |       |       |       |       |       |
| <b>6</b>            | <b>7</b>  | <b>8</b>     | <b>9</b>  | <b>10</b> | <b>11</b>    | <b>12</b> |   |       |       |       |       |       |       |              |  |  |  |  |  |  |               |  |  |  |  |  |  |    |    |    |    |    |    |    |    |    |    |    |    |    |    |       |       |       |       |       |       |       |       |       |       |       |       |       |       |
| <b>13</b>           | <b>14</b> | <b>15</b>    | <b>16</b> | <b>17</b> | <b>18</b>    | <b>19</b> |   |       |       |       |       |       |       |              |  |  |  |  |  |  |               |  |  |  |  |  |  |    |    |    |    |    |    |    |    |    |    |    |    |    |    |       |       |       |       |       |       |       |       |       |       |       |       |       |       |
| <b>20</b>           | <b>21</b> | <b>22</b>    | <b>23</b> | <b>24</b> | <b>25</b>    | <b>26</b> |   |       |       |       |       |       |       |              |  |  |  |  |  |  |               |  |  |  |  |  |  |    |    |    |    |    |    |    |    |    |    |    |    |    |    |       |       |       |       |       |       |       |       |       |       |       |       |       |       |
| <b>27</b>           | <b>28</b> | <b>29</b>    | <b>30</b> | <b>31</b> | <b>Nov 1</b> | <b>2</b>  |   |       |       |       |       |       |       |              |  |  |  |  |  |  |               |  |  |  |  |  |  |    |    |    |    |    |    |    |    |    |    |    |    |    |    |       |       |       |       |       |       |       |       |       |       |       |       |       |       |

Creative Avenues Learning Center Registration Calendar

Please list the time your student will attend on each day(s) we are in session; Monthly registration is due the 20th of the month prior and payment is due by the 1st of the month

| <b>November 2019</b> |           |           |           |           |              |           | <table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="7" style="text-align: center;">November 2019</td> <td colspan="7" style="text-align: center;">December 2019</td> </tr> <tr> <td style="text-align: center;">Su</td><td style="text-align: center;">Mo</td><td style="text-align: center;">Tu</td><td style="text-align: center;">We</td><td style="text-align: center;">Th</td><td style="text-align: center;">Fr</td><td style="text-align: center;">Sa</td> <td style="text-align: center;">Su</td><td style="text-align: center;">Mo</td><td style="text-align: center;">Tu</td><td style="text-align: center;">We</td><td style="text-align: center;">Th</td><td style="text-align: center;">Fr</td><td style="text-align: center;">Sa</td> </tr> <tr> <td style="text-align: center;">11/01</td><td style="text-align: center;">11/02</td><td style="text-align: center;">11/03</td><td style="text-align: center;">11/04</td><td style="text-align: center;">11/05</td><td style="text-align: center;">11/06</td><td style="text-align: center;">11/07</td> <td style="text-align: center;">12/01</td><td style="text-align: center;">12/02</td><td style="text-align: center;">12/03</td><td style="text-align: center;">12/04</td><td style="text-align: center;">12/05</td><td style="text-align: center;">12/06</td><td style="text-align: center;">12/07</td> </tr> </table> |       |       |       |       |       |       | November 2019 |  |  |  |  |  |  | December 2019 |  |  |  |  |  |  | Su | Mo | Tu | We | Th | Fr | Sa | Su | Mo | Tu | We | Th | Fr | Sa | 11/01 | 11/02 | 11/03 | 11/04 | 11/05 | 11/06 | 11/07 | 12/01 | 12/02 | 12/03 | 12/04 | 12/05 | 12/06 | 12/07 |
|----------------------|-----------|-----------|-----------|-----------|--------------|-----------|--|-------|-------|-------|-------|-------|-------|---------------|--|--|--|--|--|--|---------------|--|--|--|--|--|--|----|----|----|----|----|----|----|----|----|----|----|----|----|----|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| November 2019        |           |           |           |           |              |           | December 2019  |       |       |       |       |       |       |               |  |  |  |  |  |  |               |  |  |  |  |  |  |    |    |    |    |    |    |    |    |    |    |    |    |    |    |       |       |       |       |       |       |       |       |       |       |       |       |       |       |
| Su                   | Mo        | Tu        | We        | Th        | Fr           | Sa        | Su   | Mo    | Tu    | We    | Th    | Fr    | Sa    |               |  |  |  |  |  |  |               |  |  |  |  |  |  |    |    |    |    |    |    |    |    |    |    |    |    |    |    |       |       |       |       |       |       |       |       |       |       |       |       |       |       |
| 11/01                | 11/02     | 11/03     | 11/04     | 11/05     | 11/06        | 11/07     | 12/01  | 12/02 | 12/03 | 12/04 | 12/05 | 12/06 | 12/07 |               |  |  |  |  |  |  |               |  |  |  |  |  |  |    |    |    |    |    |    |    |    |    |    |    |    |    |    |       |       |       |       |       |       |       |       |       |       |       |       |       |       |
| Sunday               | Monday    | Tuesday   | Wednesday | Thursday  | Friday       | Saturday  |  |       |       |       |       |       |       |               |  |  |  |  |  |  |               |  |  |  |  |  |  |    |    |    |    |    |    |    |    |    |    |    |    |    |    |       |       |       |       |       |       |       |       |       |       |       |       |       |       |
| <b>Oct 27</b>        | <b>28</b> | <b>29</b> | <b>30</b> | <b>31</b> | <b>Nov 1</b> | <b>2</b>  |  |       |       |       |       |       |       |               |  |  |  |  |  |  |               |  |  |  |  |  |  |    |    |    |    |    |    |    |    |    |    |    |    |    |    |       |       |       |       |       |       |       |       |       |       |       |       |       |       |
| <b>3</b>             | <b>4</b>  | <b>5</b>  | <b>6</b>  | <b>7</b>  | <b>8</b>     | <b>9</b>  |  |       |       |       |       |       |       |               |  |  |  |  |  |  |               |  |  |  |  |  |  |    |    |    |    |    |    |    |    |    |    |    |    |    |    |       |       |       |       |       |       |       |       |       |       |       |       |       |       |
| <b>10</b>            | <b>11</b> | <b>12</b> | <b>13</b> | <b>14</b> | <b>15</b>    | <b>16</b> |  |       |       |       |       |       |       |               |  |  |  |  |  |  |               |  |  |  |  |  |  |    |    |    |    |    |    |    |    |    |    |    |    |    |    |       |       |       |       |       |       |       |       |       |       |       |       |       |       |
| <b>17</b>            | <b>18</b> | <b>19</b> | <b>20</b> | <b>21</b> | <b>22</b>    | <b>23</b> |  |       |       |       |       |       |       |               |  |  |  |  |  |  |               |  |  |  |  |  |  |    |    |    |    |    |    |    |    |    |    |    |    |    |    |       |       |       |       |       |       |       |       |       |       |       |       |       |       |
| <b>24</b>            | <b>25</b> | <b>26</b> | <b>27</b> | <b>28</b> | <b>29</b>    | <b>30</b> |  |       |       |       |       |       |       |               |  |  |  |  |  |  |               |  |  |  |  |  |  |    |    |    |    |    |    |    |    |    |    |    |    |    |    |       |       |       |       |       |       |       |       |       |       |       |       |       |       |



