



THE LEARNING TREE

ENROLLMENT PACKAGE

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T.L.T is an equal opportunity employer.
We do not discriminate in enrolling
children or in hiring staff.

THE LEARNING TREE

Dear parents,

Welcome to T.L.T. preschool. We are a full-service preschool center committed to meeting the needs of children and their families.

This packet contains all of the state required paperwork that is to be completed prior to enrollment. In addition to these forms, you will be required to obtain the Physical Examination Form No. 3040 and the Immunization Form no. 680 from your pediatrician. If you contact them and tell them that you need the “Blue and Yellow” forms for preschool, they will know exactly which forms you need.

Please take care to fully complete each and every form. All blanks must be accurately filled.

We are excited to welcome you into our T.L.T. family and look forward to a wonderful partnership in the early education of your child.

Tips for the First Day of School:

For some children, going to school is a happy, uneventful break from family or caregivers. For other children, the experience is both difficult and frightening. Until that first morning, there is no way to be absolutely sure of how your child will react. On occasion, days after, there is a delayed reaction accompanied by tears and non-verbalized fears. How parents react can play an important role in a child's enthusiasm and acceptance. The language of support, before the event, can help dispel some of the fears:

"You will have so much fun!"

"There will be toys and games to play with!"

"Your teacher will help you with the bathroom."

"You can play with trucks."

"You will learn your ABC's"

"You can paint and color."

"Your teacher will be my friend too."

"I will go to work and then I will come back to pick you up!"

What To Bring?

1. Diapers – Please send in one full package of diapers labelled with your child's name.
2. Wipes – Please send in one full container of wipes, also labeled. This container will stay in school and you will be notified when to bring in refills.
3. Sheets – All children will need a crib size sheet for naptime sent to school on Mondays and returned for wash on Fridays. Please label this also.
4. Each child will need at least one change of clothes that will stay in their cubby. Please remember to label each item of clothing you send in.
5. Lunch – Please make sure to send in a nutritious lunch for your child each morning. Finger foods and sandwiches are preferred.
6. Any child in diapers will need to send in a box of gallon-sized Ziploc bags. If your child is not in diapers, please send in a box of tissues.

APPLICATION FOR ADMISSION AND CONTRACT

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

Birth Date: _____ Sex : _____ Enrollment Date: _____

Child Lives with: Mother _____ Father _____ Both Parents _____

Mother's Name: _____ Phone: _____

Cell Phone/Pager: _____

Mother's Address: _____

Father's Employer: _____ Phone: _____

Father's Name: _____ Phone: _____

Cell Phone/Pager: _____

Father's Address: _____

Father's Employer: _____ Phone: _____

Mother's SSN: _____ Father's SSN: _____

In the event we cannot reach either parent, we require a third person emergency contact:

Name: _____ Phone: _____

Relationship to Child: _____

Child's Physician: _____

Address: _____ Phone: _____

Name of Hospital Preferred: _____

Authorization of emergency medical care in the event of serious illness or accident if parents cannot be reached:

Signature of Parent: _____ Date: _____

Parents Statement: Special Information relating to food, medication, toilet training, sleep requirements and/or emotional needs: _____

I agree to comply with the rules and regulations of the Learning Tree Preschool regarding fees, attendance, illness policies and other items specified in the policies issued by the school each year. I am aware of the scheduled school holidays and closings. I agree to notify the school two weeks in advance of withdrawal, should such event occur or pay the difference.

Signature of Parent: _____ Date: _____

In order to assure that new parents clearly understand the procedures and policies of The Learning Tree Preschool, we ask all parents to read the policies enclosed with the application packet and also to check off the following important items:

_____1. Parents are responsible for payment of the fees on time. A late fee of \$2.00 will be added per day to bills not paid within 2 days of the due date.

_____2. There is no reduction of fees for absences or vacations except in the case of an extended illness of the child. The Director should be notified if such a situation occurs.

_____3. I understand that I must walk in the building with my child each day and make certain the teacher knows he/she is here. Older siblings are not to bring or pick up the children. I, or an authorized adult, will walk into the building to pick up my child, and inform a teacher that we are leaving.

_____4. Keep children home with the following: Those with fever, diarrhea or vomiting within previous 24 hour period. Children too sick to participate in full program, including outside play, need to be kept home.

_____5. All preschool children need a complete change of clothing and a crib sheet at the school at all times, with the child's name on each item.

_____6. Parents need to inform the school of changes in addresses, phone numbers, employment, emergency information or any changes in family situations.

_____7. Parent is expected to pick-up children before 6:00pm. There will be an overtime charge for each 15mins or portion thereof after 6:00pm.

_____8. No medication can be administered to a child without written consent and instructions from the doctor along with a completed medical permission form.

_____9. The Director is to be notified TWO WEEKS in advance before a child is to be withdrawn. Parents are required to pay for those two weeks regardless of when the child leaves the center.

_____10. If, after a reasonable period of time, it is found that a child is unable to adjust to the school, The Learning Tree reserves the right to request withdrawal of that child. This decision is left to the discretion of the Director.

_____11. I agree to abide by these rules and regulations.

Signature of Parent/Guardian:

Date: _____

DISCIPLINE POLICY

The primary goal of the discipline policy at our school is to promote the development of self-control through positive guidelines and actions. By setting clear and simple limits to control their behavior.

When a child's behaviour disrupts the others, the time-out area will be used. The time-out area is an area set aside in the room where children can regain control of him/herself and then be welcomed back into the group.

Discipline does not mean punishment. We do not punish the children. By providing a climate which encourages positive feelings of self-worth, children will be guided toward self-discipline.

I, _____ have received in writing the disciplinary practices used by the Center.

ALTERNATE NUTRITION PLAN AGREEMENT

Name of Facility _____

Name of Child _____

Indicate special dietary requirements: _____

I understand and approve the use of the Alternate Nutrition Plan. I agree to provide the following meals and/or snacks to meet my child's nutritional and dietary needs.

Breakfast P A.M. Snack C Noon Meal P P.M. Snack C

Parent's Signature _____ Date: _____

KNOW YOUR CHILD'S DAY CARE CENTER BROCHURE

Section 10-MI2008 (2) F.A.C. requires that parents must receive a copy of the Child Care Facility Brochure: Know Your Child's Day Care Center. The parent's signature verifies receipt of the child care brochure. Please complete the following:

I, _____ have received a copy of the brochure, Know Your Child's Day Care.

Parent's Signature _____ Date: _____

The following persons have my permission to remove my child _____
from school.

Name: _____

Address: _____

Home Phone: _____ Work Phone: _____

Name: _____

Address: _____

Home Phone: _____ Work Phone: _____

Name: _____

Address: _____

Home Phone: _____ Work Phone: _____

Name: _____

Address: _____

Home Phone: _____ Work Phone: _____

Parent's Signature _____ Date: _____