



VALLEY OAKS LEARNING CENTER 2017 ENROLLMENT APPLICATION

PLEASE PRINT. COMPLETE ONE FORM PER STUDENT

ENROLLMENT DATE:	WITHDRAWAL DATE:
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STUDENT INFORMATION

FIRST NAME:	MIDDLE INITIAL :	LAST NAME:
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BIRTHDATE: ___/___/___ XX XX XXXX	AGE:	<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	IMMUNIZATIONS <input type="checkbox"/> YES <input type="checkbox"/> NO
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LIVING ARRANGEMENTS: BOTH PARENTS MOTHER FATHER OTHER (RELATIONSHIP) _____

MOTHER/GUARDIAN FIRST NAME :	LAST NAME:
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ADDRESS:

CITY:	STATE:	ZIP Code:
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CELL/HOME PHONE:	WORK PHONE:
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EMAIL:

FATHER/GUARDIAN FIRST NAME :	LAST NAME:
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ADDRESS:

CITY:	STATE:	ZIP Code:
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CELL/HOME PHONE:	WORK PHONE:
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EMAIL:

<p><u>TUITION AMOUNT</u></p> <p><input type="checkbox"/> Annual Registration Fee.....50.00/yr</p> <p><input type="checkbox"/> Infant Room.....150.00/wk</p> <p><input type="checkbox"/> One year old.....140.00/wk</p> <p><input type="checkbox"/> Two year old.....130.00/wk</p> <p><input type="checkbox"/> Preschool – 3 yr old.....120.00/wk</p> <p><input type="checkbox"/> 4 yr old.....100.00/wk</p> <p><input type="checkbox"/> Before/After care.....65.00/wk</p> <p><input type="checkbox"/> Holiday/Summer</p> <p><input type="checkbox"/> Camp.....85.00/wk</p>	<p><u>PAYMENT</u></p> <p>Total Amount Paid:</p> <p>\$ _____</p> <p><input type="checkbox"/> Credit Card</p> <p><input type="checkbox"/> Cash</p> <p><input type="checkbox"/> Cashier's Check</p> <p><input type="checkbox"/> Money Order</p>	<p><u>PARENT/GUARDIAN INITIALS</u></p> <p>_____ Tuition payments are on Fridays for the upcoming week</p> <p>_____ If payments are not made by 6PM Monday, a \$25 late fee will be incurred</p> <p>_____ A two (2)-week notice is required before withdrawing my child (Full tuition must be paid for last two weeks of enrollment)</p> <p>_____ There is a \$1.00 a minute/per child late pick-up fee beginning at 6:05 p.m.</p>
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ADDITIONAL CONTACTS AUTHORIZED TO PICK UP STUDENT

PERSON(S), AGE 18 & OLDER. PROPER IDENTIFICATION MUST BE SHOWN BEFORE CHILD IS RELEASED.

FIRST NAME :

LAST NAME:

ADDRESS:

CITY:

STATE:

ZIP Code:

PHONE NUMBER:

RELATIONSHIP TO CHILD:

FIRST NAME :

LAST NAME:

ADDRESS:

CITY:

STATE:

ZIP Code:

PHONE NUMBER:

RELATIONSHIP TO CHILD:

FIRST NAME :

LAST NAME:

ADDRESS:

CITY:

STATE:

ZIP Code:

PHONE NUMBER:

RELATIONSHIP TO CHILD:

PHYSICIAN INFORMATION AND MEDICAL AUTHORIZATION

PHYSICIAN NAME:

PHYSICIAN OFFICE NAME:

ADDRESS:

CITY:

STATE:

ZIP Code:

PHONE NUMBER:

Has child been hospitalized or had operations, serious injuries, fractures, etc. in the past five years?

YES NO

Does he/she have any disability, special needs, chronic or recurring illness or condition?

YES NO

Does he/she have any conditions requiring medical treatment or special considerations?

YES NO

Are there any activities from which your child should be exempted for health reasons?

YES NO

If you answered **YES** to any of the questions above, please give details:

Name current medications (prescribed or over the counter):

List allergies and diet restrictions or **NO** my child does not have any allergies or diet restrictions:

Does your child have an Early Intervention Plan (EIP) YES NO

HEALTH INSURANCE INFORMATION:

Physician's Name: _____ at (hospital/clinic/office) _____

Phone Number: _____ Medical Insurance Carrier: _____

Policy Number: _____ Group Number: _____

PARENT/GUARDIAN HEREBY ACKNOWLEDGES AND AGREES TO THE FOLLOWING:

Medical Attention: I hereby authorize any licensed physician or medical facility to treat my child in the event of an emergency and in the event parent/guardian cannot be reached and will hold Valley Oaks Learning Center harmless in the event of such an emergency. I give my permission to the medical personnel selected by Valley Oaks Learning Center to secure emergency medical treatment, including, but not limited to, first aid, CPR, admission to any hospital, tests, surgery or general anesthesia, so long as care is provided by persons or facilities licensed in the state in which such treatment is rendered.. I further acknowledge that any medical treatment ordered is my financial responsibility and not that of Valley Oaks Learning Center, or any of its agents, employees or volunteers. _____ (Initial)

External Childcare: Valley Oaks Learning Center strongly discourages its staff from providing any child care services that are not a part of the child care program offered by Valley Oaks Learning Center to our customers. While we cannot prohibit our staff from engaging in such outside activities, we want you to understand that if such outside services are performed for you or on your behalf by a VOLC staff member, VOLC shall NOT be held responsible for any acts or omissions of a VOLC staff member while providing such services to you. Staff members are prohibited from exchanging personal cell and home numbers with parents. _____ (Initial)

Photography: With intent to be legally bound, I give permission to Valley Oaks Learning Center to photograph my son/daughter (photo's will be used for students portfolio) and use the resulting photographs for any purpose VOLC deems proper, including school website & social media, in accordance to the law and I relinquish all rights, title and interest in finished photographs and negatives. _____ (Initial)

Tuition and Fees: All fees and tuition for childcare will be paid on Friday, for the upcoming week. I understand that if fees and tuition for child care are not paid for by Monday, an initial late charge of \$25.00 will automatically be charged to my account. Should the fee become delinquent by one (1) week, immediate withdrawal of my child will be required. Further, if payment is returned for insufficient funds or a stop payment is made, I will be charged \$35.00. The undersigned acknowledges that the entire overdue balance is a legal debt; that said debt is due and owing on Friday mornings by 9:00 a.m. for the coming week; and that Valley Oaks Learning Center reserves the right to file legal proceedings and to request costs and attorney's fees in connection with collecting this debt. _____ (Initial)

Nonpayment is considered theft of services. Valley Oaks Learning Center will aggressively pursue collection of debts through appropriate legal action. Parents are responsible for full tuition after the date of the letter of withdrawal (must provide a two week notice), I understand that registration is a non-refundable fee. An annual fee of \$50 is due by the last Friday in June for every school year. The fee is due for each child registered. If the fee is not paid there will be an automatic withdrawal. Further, if my child is withdrawn without two weeks' notice, I acknowledge that a penalty fee will be assessed equivalent to one week of tuition. _____ (Initial)

Absentee Policy: I understand that if my child is absent, I will be held responsible for full tuition (100%) of my weekly fee. I understand 0-5 days is full tuition. Exceptions may be made due to illness with a doctor's note, final decision will be made at the directors/owners discretion. I understand that no credit for tuition will be given when Valley Oaks Learning Center is closed due to severe weather conditions or holidays. _____ (Initial)

Late Pick-Up Fees: I understand that there is a \$1.00 per minute/per child fee at 6:05 p.m. I further understand that after the third (3rd) late pick-up, there will be a \$3.00 per minute/per child fee. I understand that the fee must be paid upon pick-up, not to exceed the next tuition payment. _____ (Initial)

Uniforms: I understand that Valley Oaks Learning Center (VOLC) is a uniformed school (ages 2-5) which consists of hunter green, red, royal blue and gold polo shirt and Khaki bottoms. All polo shirts must have the Valley Oaks Learning Center logo. Patches are \$5.00/each and may be purchased from Get School Uniforms for Less. Students are exempt from wearing uniforms on Fridays and specified Holiday weeks.

_____ (Initial)

Breakfast/Lunch/Snacks: I understand that breakfast is served from 6:45 a.m. to 7:45 a.m., a hot lunch from 11 a.m. to 12 p.m. and an afternoon snack 2:30 p.m. to 3:30 p.m. I understand that if my child is not at Valley Oaks Learning Center by the time breakfast is served, he/she should be fed prior to coming inside of the school. Please **do not** send your child into the classroom with outside food, as this may affect the learning environment.

_____ (Initial)

Arrival Time: I understand that my child should be at Valley Oaks Learning Center at least by 9:00 a.m. If my child is not at school by 10:00 a.m. you must call VOLC to inform us of tardiness or absence. Doctor's note is required upon return (If my child receives immunization shots, he/she must remain absent for 24 hours). _____

Medication: I understand that Valley Oaks Learning Center does not give medication to any student for any reason at all. If my child has an asthma pump (albuterol) or an EpiPen, it may be left in the front office with a school administrator, accompanied by a doctor's note. _____ (Initial)

Sick Policy: I understand that Valley Oaks Learning Center cannot permit children with communicable diseases to attend or remain in school. A child with a fever over 100 degrees, diarrhea, vomiting or nausea must not attend or remain in school. I understand that if my child is ill, including, but not limited to a severe cough or sore throat; undetermined rash or spots; boils; congestion; runny nose with green or yellow mucus; pink eye; head lice; and severe headaches, he/she cannot be accepted into the school until symptoms have been absent for 24 hours. I understand that in the case that I am called, I agree that my child will be picked up within one (1) hour. _____ (Initial)

School Closings: Valley Oaks Learning Center (VOLC) closes when there is inclement weather reported for Clayto County School System/Clayton County Government; I understand that VOLC will be closed the full day (unless otherwise noted) on the following dates and that **no discounts, credits or deductions are given for school closings.** _____ (Initial)

Labor Day	Thanksgiving Eve (closes at noon)	Thanksgiving Day	The day after Thanksgiving	Christmas Eve	Christmas Day	The day after Christmas	New Year's Eve (closes at noon)
New Year's Day	Martin Luther King, Jr.'s Birthday	President's Day	Memorial Day	Independence Day (Observed on the 3 rd)			

ACKNOWLEDGEMENT OF POLICIES & GUIDELINES: By signing below, I acknowledge that I have read the above information, and I understand the policies and guidelines of the program and I agree to abide by them. Should I have any questions or concerns, I will contact the Director. I understand that the staff makes every effort to provide a quality program, but additionally it is important that participants and parents follow all rules, guidelines and procedures in order for the program to be a successful experience for all.

I also acknowledge that I have received a Parent Handbook.(via email)

SIGNATURE OF PARENT/GUARDIAN: _____

DATE: _____

SIGNATURE OF VALLEY OAKS LEARNING CENTER: _____

DATE: _____



FAQs for **Parents of** Valley Oaks Learning Center 2015

What are operating hours for VOLC?	Operating hours are Monday through Friday, 6:00 a.m. to 6:00 p.m. We ask that all children arrive at school by 9:00 a.m. If students are not at school by 10:00 a.m., the school must be notified.
Is transportation provided?	Yes, to specified schools for Before and After school aged children as well as field trips. No, Valley Oaks Learning Center does not provide home transportation.
When will school be closed?	(On specified holidays and severe weather threats).
What is my child's school day like?	Lesson Plans and Daily Schedule are posted in your child's classroom. The lessons are based on a Christian Based Curriculum (ABEKA).
What meals does my child eat?	Meals are included in the tuition. Meals include breakfast for those who arrive before 7:45 a.m., a morning snack (infants/toddlers), a hot lunch, and an afternoon snack. Our meals comply with the State Nutritional Standards. We use a 4-week rotating menu which reflects the cultural and ethnic diversity of the children in our school. Menus are prepared and displayed each week.
How can I pay for tuition?	Tuition Express is an automated payment processing system. This system offers facility safety and convenience for tuition payments. Payment of tuition is required in advance on Fridays, for the upcoming week. Monthly Tuition payments made in advance (based upon the number of Mondays in a month) are accepted and encouraged. Weekly Tuition is due on Friday, to avoid a \$25.00 late fee at the close of business on Monday. We accept Money Orders, Visa, MasterCard, Discover, and American Express.
Do I pay if my child does not attend?	NO deductions for absences, of any duration or cause. Our staffing and operational costs are incurred based on enrollment on a 52-week calendar.
Tuition Drop Box	There is a tuition drop box located in the Front Lobby Labeled "Tuition Payments". Money orders and cash (sealed in an envelope) can be deposited into the tuition drop box. Please include students name and description of payment on the front of payment envelope.

How will I receive my receipt?	If paying by cash or debit/credit card, the credit card processor will issue a receipt. However, Tuition Express will email receipts to parents.
Can I bring lunch for my child?	Bright from the Start; Child and Adult Care Food Program requires schools to provide a complete nutritional meal for children. If your child has identified special food requirements, please provide a letter from their doctor.
Why does my child need to have health exams?	All children attending Valley Oaks Learning Center must have a DHS Certificate of Immunization (Form 3231). Health screenings are necessary for students so that any problems that might interfere with the child's ability to learn can be identified and addressed as soon as possible. The Georgia Department of Community Health guidelines require that any child eligible for Medicaid or Peach Care receive a full health exam at ages four and five.
May I participate at my child's school?	Parents/Guardians are encouraged to volunteer their time, talents, and experiences in the classroom.
Does my child have a time to rest?	To maximize instructional activities, rest time cannot exceed 2 ½ hours per day except when necessary to address specific needs of individual children. Children who do not rest shall be given quiet activities such as books and puzzles.
What do I do if there is inclement weather?	In the event of unusual weather conditions such as snow, ice and/or storm power outage, please check our open, close or open late status at Clayton County Public School website and local channels. Note: It is our school policy to follow the Clayton County Public School system/Clayton County Gov't for severe weather closings.
Does my child go outside to play?	Supervised outdoor play is a part of the VOLC program. With the exception of a few extremely cold, hot or smoggy days, children will spend at least 45 minutes outside each day. We require all children participate in the outdoor activities. We ask that if your child is sick, please allow them to remain home or send a doctor's note of temporary exemption.
What do I need to bring to school for my child?	Your child must leave at school a full set of extra clothes including socks and underwear. (clothes should be weather appropriate) Depending on age/class diapers/pull-ups must be replenished often. Donations of tissue, wipes & hand sanitizer are always welcome.
Does my child have to wear a uniform?	Valley Oaks Learning Center requires that students ages 2-5 wear VOLC polo shirts and khaki bottoms. Uniform shirts may be purchased from Get Schools Uniforms for Less. VOLC logo patches are available for \$5.00. Rubber soled or non-slippery shoes are best for school. We ask that you do not send or allow your child to bring food, gum or toys to school. As seasons change, please send your child to school with an appropriate jacket, coat and hat.

<p>Will I be able to have a conference with my child's teacher(s)?</p>	<p>Yes! One (1) Family Conferences is required annually, in January or May. More may be requested at the discretion of the parent or teacher.</p>
<p>When will the school be closed?</p>	<p>Valley Oaks Learning Center is a year-round school. We observe the following holidays: Memorial Day, Independence Day, Labor Day, President's Day, Martin Luther King Day, Thanksgiving Eve beginning at 12:00p.m., Thanksgiving Day, the Day after Thanksgiving, Christmas Eve, Christmas Day and New Year's Eve and New Year's Day. No discounts, credits or deductions are given for school holidays.</p>
<p>How do I reach school personnel?</p>	<p>The centers number is 770-471-3377; fax 770-471-4477; or Mrs. Mona via email@ mona.myla11@gmail.com or cell 678-749-3901</p>
<p>Is there a Parent Handbook?</p>	<p>Parent Handbooks will be emailed to the email address on file.</p>

