



Welcome to Right Start Early Childhood Center where we believe that "Children's Wings Already Exist, We are Here to Help them Fly!" Enclosed is our enrollment package that must be completed fully before your child may begin attending.

Each child must have the following on file:

- \$100 Registration Fee Paid (We only accept Checks or Money Orders)
- Student Registration Form
- Annual Enrollment Form
- Income Eligibility Form
- Most Recent Physical and Shot Record (Cannot be older than 1 year)
- Copy of Birth Certificate
- Copy of Social Security Card

Please contact the center if you have any questions at (757) 543-0767.

RIGHT START IS AN EQUAL OPPORTUNITY INSTITUTION



Student Registration Form

The following information is Required and Must be Complete- If Not Applicable, Please Mark N/A

Child's Name: _____ Nickname: _____ Date of Birth: _____ Sex: _____

Address: _____ Home Phone: _____

Chronic Physical Problems/ Pertinent Developmental Information/ Special Accommodations Needed

Previous Child Care Programs and Schools Attended:

Current School Attending: _____ Grade: _____

Mother: _____ Place of Employment: _____ Work Phone _____

Home Address: _____ Home Phone: _____

Cell Phone: _____ Email: _____

Father: _____ Place of Employment: _____ Work Phone: _____

Home Address: _____ Home Phone: _____

Cell Phone _____ Email: _____

Emergency Information

Allergies or Intolerance to Food, Medication, etc., and Action to Take in an Emergency

Child's Physician _____ Phone: _____

Local emergency contacts that are authorized to pick up child if parent/guardian cannot be reached:

1. Name: _____ Relationship: _____

Address: _____ City: _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____ Work Phone: _____

2. Name: _____ Relationship: _____

Address: _____ City: _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____ Work Phone: _____



Person(s) authorized to pick up child:

An authorized person must present positive identification before receiving your child

Person(s) NOT authorized to pick up child:

Legal documents must be provided to order for a parent to be unauthorized

- 1 Right Start Early Childhood Center agrees to notify the parent(s)/guardian(s) whenever the child becomes ill and the parents/guardians will arrange to have the child picked up as soon as possible if so requested by the school.
- 2 The parent(s)/guardian(s) authorize Right Start Early Childhood Center to obtain immediate medical care if any emergency occurs when the parent(s)/guardian(s) cannot be located immediately. If there is an objection to seeking emergency medical care, a statement should be obtained from the parent(s) or guardian(s) that states the objection and the reason for the objection.
- 3 The parent(s)/ guardian(s) agree to inform the center within 24 hours or the next business day after his child or any member of the immediate household has developed a reportable communicable disease, as defined by the State Board of Health, except for life threatening diseases which must be reported immediately.

The information given above is true and complete to the best of my knowledge.

Parent(s) or Guardian(s) Signature

Date

Administrator of Center

Date

Date Entered Center: _____

Date Left Center: _____

OFFICE USE ONLY/IDENTITY VERIFICATION

Place of Birth	Birth Date	Birth Certificate Number	Date Issued
Other Form of Proof		Date Documentation Viewed	Person Viewing Documentation

Date of notification of Local Law-Enforcement Agency (when required proof of identity is not provided): _____

Proof of the child's identity and age may include a certified copy of the child's birth certificate, birth registration, notification of birth (hospital, physician, or midwife record), passport, copy of the placement agreement or other proof of the child's identity from a child placing agency (foster care and adoption agencies), record from public school in Virginia, certification by a principal or his designee of a public school in the U.S. that a certified copy of the child's birth record was previously presented or copy of the entrustment agreement conferring temporary legal custody of a child to an independent foster parent. Viewing the child's proof of identity is not necessary when the child attends a public school in Virginia and the center assumes responsibility for the child directly from the school (i.e. after school program) or the center transfers responsibility of the child directly to the school (i.e. after school program). While programs are not required to keep the proof of the child's identity, documentation of viewing this information must be maintained for each child.

Section 63.2-1809 of the Code of Virginia states that the proof of identity, if reproduced or retained by the child day program or both, shall be destroyed upon the conclusion of the requisite period of retention. The procedures for the disposal, physical destruction or other disposition of the proof of identity containing social security numbers shall include all reasonable steps to destroy such documents by (i) shredding, (ii) erasing, or (iii) otherwise modifying the social security numbers in those records to make them unreadable of indecipherable by any means.



The following information is Required and Must be Complete

As a parent/guardian..

- I have received, read, understand and will abide by all school policies in the Parent Handbook including the *Health Policies*.
- I have been provided in writing **Right Start Early Childhood Center's** policy for communicating an emergency situation with parents
- I understand that once informed of my child's illness, he/she is to be picked up from **Right Start Early Childhood Center** as soon as possible
- I will inform **Right Start Early Childhood Center** within 24 hours or the next business day after my child or any member of the immediate household has developed a reportable communicable disease, as defined by the State Board of Health, except for life threatening diseases which must be reported immediately
- I understand that I am to pick up my child from **Right Start Early Childhood Center** immediately in a natural or man-made emergency situation
- I grant permission for my child to be transported to a safe location in an emergency situation
- I understand that it is my responsibility to inform **Right Start Early Childhood Center** of all changes that may occur to my child's registration forms
- I affirm that my child can function in group care without being a detriment to himself/herself or others
- I grant permission for my child to participate in the activities and in the use of equipment at the school
- I grant permission for my child to be included in school pictures/videos and give permission for those pictures to be used by the center for **Right Start Early Childhood Center's** website, Facebook, advertising, yearbooks, trainings, etc
- I understand that **Right Start Early Childhood Center** closes promptly at 6:00pm. If no one can be contacted within the half hour, social services and/or the local authorities may be contacted, at which time they will then inform the staff as to how to handle the situation.
- I acknowledge that all newsletters and general announcements will be sent via email. If I am not able to receive emails, then it is my responsibility to pick up a copy of the information from the office.
- In case of inclement weather or emergency procedure, **Right Start Early Childhood Center** will email and/or text/call and will not be liable for text messaging charges.
- I have received the Weekly Fees and School Calendar
- I understand that there is a \$100 nonrefundable registration fee for each child enrolling at **Right Start Early Childhood Center**. A \$100 renewal fee is due each year on anniversary date.
- I agree to give two weeks advanced written notice upon withdrawal of my child. If a two week written notice is not received, I am responsible for two week's tuition after my child's last day of attendance in addition to court fees, interest, and other finance charges accrued until my account is settled.

Late Fees and Additional Charges

A \$25.00 late fee will be assessed if payment has not been received by the close of school on the date due for weekly payments. Co-Payments are due by the 5th of each month, payment received after that will be charged a \$35.00 late fee. If the account remains delinquent, an additional finance charge of 10% will be assessed on the balance due and will be added on the first of each month until the balance is paid in full. After two weeks, the student may not be allowed to return to the school until full payment is received. Re-enrollment will be based upon availability. All returned checks will be assessed \$30.00. A late charge of \$2.00 per minute for pickup after 6:00pm will be applied to your account. After 6:30pm the charge will increase to \$5.00 per minute. Please call if you are going to be late (charges will still apply).

I agree to all policies and procedures stated above, as well as in the Parent Handbook.

Parent/Guardian Signature

Date



Student Supply List

Below is a list of supplies that your child will need for the upcoming school year. Please make sure that all items are labeled with your child's name.

Preschool Students (Ages 2-5)

- (1) Backpack (to send home correspondence)**
- (1) Blanket for rest time**
- (2) Bottles of glue**
- (2) Large boxes of tissue**
- (2) Packs of baby wipes**
- (2) Bottles of liquid hand soap**
- (1) Pack of dry erase markers**
- (1) Box of large crayons**
- (1) Pack of washable markers**
- (2) Complete change of clothes. All clothing should be placed in a zip lock bag with your child's name on it. This bag will be stored in each student's cubby in case of an accident or spill. Please remember to replace clothing after an accident and as the seasons change.**

School Age (Kindergarten - 6th Grade)

- (1) Pack of pencils**
- (2) Large boxes of tissue**
- (2) Pack of baby wipes**
- (1) Bottle of liquid hand soap**
- (1) Notebook**
- (1) Pack of washable markers**



Childcare Fees

****A \$100.00 registration fee is required for all students to begin care at Right Start Early Childhood Center. We only accept checks or money orders****

Age	Weekly Fee
2 year olds	\$200.00
3 year olds	\$185.00
4 year olds	\$185.00
School Age	\$125.00
Van Service	\$25.00 (monthly)

Summer Camp \$100 registration fee and \$165 per week for all school aged children.

Parent/Guardian _____ Date _____

Center Administrator _____ Date _____



Field Trip and Activities Permission

I give my child permission to participate in all of the neighborhood walks and/or field trips. I understand that the Right Start Van will be used to transport the children to and from field trips. I understand that I will be informed of all planned field trips and that I may withdraw my permission for a planned field trip. I am also aware that if my child does not attend the trip it is my responsibility to make other arrangements for my child on that day. I grant permission for my child to be included in the activities and in the use of the equipment at the center.

Parent/Guardian Signature

Date

Administrator/Director

Date

Summer Camp Permission Slip

I give permission for my child _____ to attend the field trips for Summer Camp 2018 at Right Start Early Childhood Center. I have received a calendar and I understand that the Right Start van will be used to transport the children to and from the field trips. I understand that I will be informed of all planned field trips and that I may withdraw my permission for a planned field trip. I am also aware that if my child does not attend the trip it is my responsibility to make other arrangements for my child on that day.

Fees

- \$100 non-refundable deposit
- \$100 non-refundable field trip fees (school age)
- \$60 non-refundable field trip fees (preschool)
- \$165 weekly school age rate
- \$185 weekly 4 & 5 (Not in school yet)
- \$185 weekly 3 year old
- \$200 weekly 2 year old

Guidelines

- We depart the center for every field trip by 9am unless otherwise noted. Please make sure your child arrives by 8:30 daily to receive their shirts and ensure they are counted
- All children are required to wear closed toe shoes. Flip flops and other open toed sandals are not permitted. Any child without the proper footwear will not be permitted to attend or participate.
- Each child will be provided with his or her own cubby for storing items. Please label all of your child's belongings. Toys and electronic devices are prohibited and will be confiscated and returned to the parent. We cannot be responsible for any damage.
- Everyone take **Responsibility** for their actions.
- Everyone **Respect** themselves, each other, equipment and the environment.
- **Honesty** will be the basis for all relationships and interactions.
- Everyone will be **Caring** in their relationships with others.

Please read our behavior policy with your child before camp.

We expect students to act respectfully at all times when they are on our property or participating in our programs. Students are to behave in a mature, responsible way and respect the rights and dignity of others. Students should talk to a teacher or any staff member if they are uncomfortable with any experiences or need assistance while at camp.

Discipline Procedures

When a student does not follow the behavior guidelines, we will take the following action steps as behavior problems progress.

1. Staff will redirect the camper to more appropriate behavior.
2. If inappropriate behavior continues, the student will be reminded of behavior guidelines and camp rules, and they will be asked to decide on action steps to correct his/her behavior.
3. If a child's behavior still does not meet expectations and is affecting the experience of other campers, he/she will be referred to the director where they may be removed from an upcoming trip/event.

4. If inappropriate behavior continues, as a final action step the student may be dismissed from camp.

Examples of unacceptable behavior:

- Refusing to follow behavior guidelines or camp rules
- Using profanity, vulgarity or obscenity
- Stealing or damaging property (personal or camp property)
- Refusal to participate in activities or cooperate with staff
- Disrupting a program
- Leaving a program without permission
- Endangering the health and safety of children and/or staff
- Use of illicit drugs, alcohol or tobacco or sexual conduct of any kind
- Teasing, making fun or bullying of other students or staff
- Fighting of any kind

I agree to all policies and procedures stated above.

Parent/Guardian Signature

Date

Director's Signature

Date