



Child's Name: _____

Child Enrollment Application

1661 Fernside Drive
 Toccoa, Georgia 30577
 Phone 706-886-9900

Fax 706-282-0684

HOURS: 6:30 A.M. TO 6:00 P.M. Monday thru Friday, January through December

PRICES: Full Time Tuition includes care during hours of operation specified by section selected, academic instruction, breakfast, lunch and afternoon snack.

Age of Child	Weekly Tuition per Child (Full Time)	Parent Initial/Date
6 Weeks to 12 months	\$115.00/wk	
12 months to 35 months	\$105.00/wk	
3 Years to 9 years	\$100.00/wk	

Part-Time Care	Cost	Parent Initial/ Date
Morning Care & Transportation	\$20/wk or \$5/day	
Morning Only (7:30-11:30)	\$50 per week	
Extended Morning (7:00-2:00)	\$80 per week	
Afterschool Care (2:30-6:00)	\$47 per week	
Before and Afterschool Care	\$57 per week	
Extended days for Public School	\$12 per day	
Daily Rate	\$30/day (6wks-35 months) \$25/day (ages 3-9)	

***Three+ children in the immediate family enrolled (full time) - 10% family discount**

REGISTRATION/RESOURCE FEE:

Upon enrollment\$60.00
 An annual resource fee is due every August, for the upcoming school year,
 per child/non-refundable.....\$60.00*
 * If you withdraw your child at any time, and later re-enroll your child new enrollment fees will apply.

TUITION POLICY:

- *ALL tuition is due on Monday of the week of attendance.**
- If not paid by 6:00p.m. on Monday, a \$10.00 late charge will automatically be assessed.**
- If tuition AND late fees are not paid by Friday of the current week, your child may not be eligible to return until the balance is paid in full. _____ (initial)**
- *The Learning Tree Academy closes at 6:00 p.m. A \$5.00 per minute per child late fee will be added after 6:00 p.m. _____ (initial)**
- *Tuition is due regardless of attendance for all full time students. Exceptions will be made if child is unable to attend (3-5 days) because of an illness. An official doctor's note is required to receive this credit.

Initial _____

*Afterschool enrollees: During full week school holidays, no charge is assessed if your child does not attend. If child attends (3-5 days) during full week breaks, full week tuition, \$100.00/wk, will be charged. If child attends (1-2 days) tuition will be charges daily at \$25 per day.

*If your check returns for any reason, a \$30.00 fee will be added.

*Vacation Week – Each FULL TIME student that has been enrolled at LTA for at least 1 year will receive 1 week of vacation (determined by parent) with no tuition assessed. School age children who participate in the afterschool program from Aug-May (entire school year) will receive and absent credit for 1 week during the summer months following that school calendar year.

HOLIDAYS: LTA will be closed for the following **Holidays:** New Year’s Day; Memorial Day; Independence Day; Labor Day; Thanksgiving Day and the day following; Christmas Eve; and Christmas Day. Alternate days will be posted.

STUDENT RECORDS:

*Your child’s shot record must be current and on file in order to attend.

*** I acknowledge it is my responsibility to keep my child’s records current to reflect any significant changes as they occur, e.g. telephone numbers, work location, emergency contacts, child’s physician, child’s health status, infant feeding plans and immunization records, etc. _____(initial)**

DISCIPLINE POLICY:

*To reference The Learning Tree Academy (LTA) Guidelines and Discipline Policy and LTA Discipline Strategies, please visit our website @ www.thelearningtreeacad.com.

*To reference Bright from the Start, (Georgia Department of Early Care and Learning) information on discipline please visit www.decal.ga.gov. (591-1-1-.11)

POTTY TRAINING and DIAPERING POLICY

* To reference The Learning Tree Academy (LTA) policy on Potty Training and Diapering, please visit our website @ www.thelearningtreeacad.com.

CHILD HEALTH:

*The state’s current communicable disease chart of recommendations for exclusion of sick children from the center and their readmission shall be followed. This can be found in the lobby of each building.

***A child shall not be accepted nor allowed to remain at the center if the child has the equivalent of a one hundred and one (101) degree or higher oral temperature and other contagious symptoms such as, but not limited to, a rash, diarrhea, vomiting, a sore throat, or discharge from the eyes.** Parents of any child who becomes ill or incurs an injury that requires professional medical attention shall be notified immediately through contacts listed on child emergency information card. Parent’s specific instructions shall be obtained, and followed if appropriate, until the child is picked up.

*Parents will be notified if there is an occurrence of any illness on the communicable disease chart within 24 hours or the next working day of when the center becomes aware of the illness.

*Only prescription medications with specific doctor’s orders will be given. Before any medication is dispensed, a written authorization form must be completed by the parent. Medicine must be in the original container with the child’s name marked on it.

*For medications that are not routine and are required in the event of an emergency, parents must complete and return an Emergency Action Plan Form with a doctor’s signature.

*Documentation will be kept on file for all medication given by personnel, and parents will be notified in the event of an adverse reaction.

*In the event of a medical emergency, local emergency services will be called and parents will be notified immediately according to contacts on child emergency information card.

Initial _____

- *Children should wear washable comfortable clothing, appropriate for the season. Please label all items. A complete change of clothes must be left at the center. Shoes are required. Flip flops are not allowed.
- *All staff are mandated reporters and are required by law to report suspected child abuse to the local DFACS agency.
- *For Sleep Safe Practices please reference our website at www.thelearningtreeacad.com.

NUTRITION:

- *FOR THE SAFETY OF ALL CHILDREN, No outside food may be brought into the center. Breakfast, lunch and snack are served in the center according to CACFP guidelines. Food exceptions are not made for individual children, except in case of allergies or a special diet prescribed by a physician. A note from a physician stating specific dietary needs is required on file.
- *Meal times are as follows:
Breakfast (8:00-9:00am), Lunch (1030-1130am), Snack (230-330pm)
- *If you wish to bring in outside food for special occasions (ex: birthdays), all food must be sealed in the original package as purchased.
- *Children shall be encouraged but not forced to eat a variety of foods in order to develop good nutritional habits.
- *Weekly menus are posted online and at the entrance of each building.

NON DISCRIMINATION:

- *It is the policy of The Learning Tree Academy to accept all children without regard to race, color, gender or national origin.

INCLUSION POLICY:

- *LTA supports the right of children with disabilities to grow and learn alongside their typically developing peers. Integrating children with and without disabilities in the classroom increases opportunities for all children to learn about and accept individual differences.

PARENTAL RIGHTS:

- *The custodial parent(s) of a child, at any time the child is in attendance, shall be permitted access to all child care areas of the center and shall make his or her presence known to center staff prior to removing the child from the center.
- *Questions or concerns may be brought to the administrative staff at any time.

SCHOOL RIGHTS:

- *The Learning Tree Academy reserves the right to have a blessing before each snack and meal. This facility also reserves the right to read and discuss Bible stories with the children.
- *The Learning Tree Academy reserves the right to withdraw any student from our program at any time.

I HAVE READ THESE HOURS, FEES, RULES, POLICIES AND PROCEDURES AS STATED FOR THE LEARNING TREE ACADEMY. I UNDERSTAND AND WILL COMPLY WITH THESE POLICIES.

Parent or Guardian Signature _____ Date _____

Director Signature _____ Date _____

Initial _____

The Learning Tree Academy Information Card

Entrance Date _____ Days to attend **M T W TH F**

Child's Name _____

Last _____ First _____ MI _____

Date of Birth _____ Age _____ Sex _____

Home Address _____

Home Phone _____

Child's School (if applicable): _____

Child's Living Arrangements:

() Mother () Father () Both () Guardian () Other

Mother _____

Cell Phone _____ Work Phone _____

Place of Employment & Address _____

Mother's Email _____

Father _____

Cell Phone _____ Work Phone _____

Place of Employment & Address _____

Father's Email _____

Guardian _____

Cell Phone _____ Work Phone _____

Place of Employment & Address _____

Emergency Contacts authorized to pick up child. Child will be released only to the parent(s) or the following persons.

Name _____ Phone _____

Address _____

Relationship _____

Name _____ Phone _____

Address _____

Relationship _____

Name _____ Phone _____

Address _____

Relationship _____

Name _____ Phone _____

Address _____

Relationship _____

Name _____ Phone _____

Address _____

Relationship _____

Has the child ever attended a day care or preschool? _____

If so, name the facility and state the reason for leaving.

In the event of an emergency involving my child, and if The Learning Tree Academy cannot get in touch with me, I hereby authorize any needed emergency medical care. I further agree to be fully responsible for all medical expenses incurred during the treatment of my child.

I agree to keep the facility informed of changes in telephone numbers, etc. where I can be reached.

The facility agrees to keep me informed of any incidents requiring professional medical attention involving my child.

Signature _____ Date _____

Transportation – Public School

I give The Learning Tree Academy staff permission to transport my child to and/or from their public school.

Approximate time for transport:

Morning 7:05 – 7:45a.m.

Afternoon 2:30 – 3:30 p.m.

The Learning Tree Academy has my permission to transport my child, _____ in the event of any emergency which requires transportation.

Signature _____ Date _____

Describe any allergies, physical or mental problems, or developmental disabilities that would prohibit the child from participating in the center's regular programs and activities:

Current Medications:

Describe and special procedures or services to be followed in the care of the child the center has agreed to provide:

Does the child require a modification to his/her diet for religious reasons? _____

If yes, please submit a signed statement explaining what modifications need to be made.

Does the child require a modification to his/her diet due to a prescription from a physician or medical authority? _____

If yes, please submit a statement signed by the physician identifying what modifications need to be made.

Physician/Clinic _____

Phone Number _____

Hospital Preference _____

STRANGER ON THE PREMISES

Any unidentified individual who is seen loitering about the premises shall be cause for suspicion. Only authorized personnel or parents shall be on the premises. In the event that a staff member sees a stranger, the following steps shall be taken immediately:

- Every child shall be contained within the building. A roll check shall be made.
- All doors shall be secured.
- The police department shall be notified about the stranger's presence.
- The children shall be kept indoors until the stranger is no longer on the premises and the director deems that the area is safe.

NAPPING POLICY

- Supervised nap or rest periods during the day shall be provided for children under five (5) years of age.
- Quiet activities for school age children and other children who are not asleep shall be provided.
- Children who do not sleep during nap or rest period shall not be required to remain lying down for more than one (1) hour during the day.

SMOKING POLICY

There is a No Smoking policy on the premises of the center. This policy applies to personnel, parents, and visitors. Anyone who wishes to smoke must do so off the center's property. This same No Smoking policy applies to any facility vehicle used to transport children to and from the center.

INCLEMENT WEATHER

The center shall be open every day except for designated holidays or when weather conditions warrant closing the facility. If the elements seem to make closing necessary BEFORE the center opens, parents should check the website for announcements or tune their radio dial to WNEG AM 630 and listen for information concerning the closing of the center. If the elements seem to make closing necessary AFTER the center opens, then the radio station shall make the appropriate announcement and the parents shall be notified by telephone.

EMERGENCY SITUATIONS

DEATH OF A CHILD OR STAFF MEMBER: 911 will be notified immediately. Our staff will notify parent and or family members immediately, as well as BFTS personnel.

SERIOUS INJURY: Staff is trained in CPR and first aid. A parent will be notified immediately. 911 will be called and your child will be transported to the nearest hospital facility or transported to the designated hospital facility of your choice. No center personnel shall impede in any way the delivery of emergency care or services to a child by licensed or certified emergency health care professionals.

MISSING CHILD: If a child becomes missing during the day, Learning Tree Academy personnel will notify the police and the sheriff's department. Parent and or family members will be notified at this time also. To prevent your child leaving with someone not authorized, the staff at LTA does check identification when someone not customary is picking up your child. Parents must notify a staff member of LTA in writing, or by FAX, if someone will be picking their child up other than the contacts listed on the pick up list. Due to state law, parents will be required to sign their child(ren) in when you bring them and sign them out when you pick them up.

TORNADO WARNINGS: Means that a tornado has actually been sighted or indicated by weather radar. Immediately seek shelter. Teachers and children will move to center of the building avoiding windows, doors and electrical appliances.

FIRE DRILLS ARE CONDUCTED MONTHLY; TORNADO DRILLS ARE CONDUCTED EVERY 6 MONTHS; OTHER EMERGENCY SITUATION DRILLS ARE CONDUCTED EVERY 6 MONTHS.

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FIRE: Instructions plus a diagram of the building is posted in each classroom. Each room will exit according to the posted fire plan in each classroom. Use exit doors indicated on plan. Teachers will walk children calmly to the doors and exit children to the front parking area closest to the road. Children will line up in a single file. Each teacher will take roll and count children immediately. The director will be the last one out of the building. The director will check every area, including closets and restrooms, to make sure no children were left behind.

PARENTS, PLEASE DO NOT CALL DURING A STORM OR TORNADO WARNING. WE ARE VERY BUSY KEEPING YOUR CHILDREN CALM.

LOSS OF ELECTRICAL POWER: Emergency lights are installed in the building and come on automatically in the event of a power failure.

LOSS OF WATER: In the event we are without water, the children's and teachers hands can be cleaned with a liquid hand sanitizer. Bottled water will be available for cooking and drinking in the event of water loss.

EMERGENCY TRANSPORTATION PLAN: The emergency transportation plan is to call 911. But if immediate transportation is deemed necessary, an LTA van shall be used for such purposes. The copy of the vehicle inspection shall be on file at the center. If an LTA van is not on the premises, then a properly equipped state approved staff car(s) shall be available with copies of the children's transportation information contained in the vehicle.

EMERGENCY SHELTER: In the event that emergency shelter should be needed and the facilities should be evacuated due to fire, gas leak, bomb threat, or physical plant problems, then the children will be taken to the First United Methodist Church. They will be temporarily housed in the children's department of the church. All parents shall be notified concerning the relocation of the children.

EMERGENCY MEDICAL SERVICES: In the event of any serious illness, injury, or death, the services of 911 shall be used. The facility's primary emergency medical resource will be Stephens County Hospital. The facility will notify your child's physician in the event that emergency medical care is needed. If your physician is not available, we will use the pediatrician who is "on call".

ACTIVITIES

The center shall provide daily lesson plans of varied and developmentally appropriate activities that promote the social, emotional, physical, cognitive, language and literacy development of each child. Center staff shall use a variety of teaching methods to accommodate the needs of the children's different learning styles.

Opportunities for each child to make choices in a variety of activities shall be offered. Children with special needs shall be integrated into the activities provided by the center unless contraindicated medically or by written parental agreement. We encourage the parent participation in extracurricular activities.

Activities shall be planned for each group to allow for:

- Indoor and outdoor play
- A balance of quiet and active periods
- A balance of supervised free choice and caregiver-directed activities
- Individual, small group and large group activities
- Large muscle activities, such as but not limited to, running, riding, climbing, balancing, jumping, throwing, or digging
- Small muscle activities, such as but not limited to, building with blocks or construction toys, use of puzzles, shapes, nesting or stacking toys, pegs, lacing, sorting beads
- Language experiences, such as but not limited to, listening, talking, rhymes, fingerplays, stories, use of electronic devices
- Arts and crafts, such as but not limited to, painting, coloring, cutting, or pasting
- Dramatic play, such as but not limited to, play in a home center, with dolls, puppets, or dress up
- Rhythm and music, such as but not limited to, listening, singing, dancing, or making music

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- Nature and science experiences, such as but not limited to, measuring, pouring, activities related to the “world around us” such as nature walks, plants, leaves or weather or experiences in using the five senses through sensory play

Outdoor activities, weather permitting, shall be provided daily:

- Each child who is not an infant for at least one and one-half (1 ½) hours
- Infants for at least one (1) hour daily
- A child may be excused from outdoor activities **for a limited period of time (1-2 days) if there is documentation that outdoor activity is medically inadvisable** or there is an **occasional written request** by the parent that the child be excused from outdoor activities for a very limited amount of time because of special circumstances.

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