

"ANCHOR
YOUR KIDS
WITH US"



LITTLE PEOPLE'S LANDING

LEARNING CENTERS

STUDENT REGISTRATION FORM

Corporate Office
8355 S. Wadsworth Blvd.
Littleton, CO 80128
(303) 972-0787
Fax (303) 972-9582

Child Profile - Name		Birth Date
Address	Home Phone #	Current Age
City	State Zip	Enrollment Date

Mother's Name	Driver's License #
Place of Employment	Work Phone #
Work Address	Cell Phone #
E-mail Address:	
Father's Name	Driver's License #
Place of Employment	Work Phone #
Work Address	Cell Phone #
E-mail Address:	

Are both parents in the home?	Status: Married / Single / Divorced / Separated
Legal Guardian	Public School
List other children attending LPL	
Does your child: take naps? How long? Favorite item for nap?	
What type of discipline does your child respond to?	
Food or Medication allergies? Yes / No Please list:	
Do you have pets at home? Yes / No Names:	

What comforts your child? _____

What helps them to fall asleep? _____

Favorite color, toys, books, foods etc. _____

Activities they enjoy doing with you? _____

Activities they enjoy for play time? _____

Discipline you use at home? _____

How do they interact with children their own age? _____

Behavior issues or fears that we should be aware of? _____

Is there anything else you would like to share with us about your child? _____

We at LITTLE PEOPLE'S LANDING LEARNING CENTER welcome "Little People" between the ages of six (6) weeks to 12 years (see the Director for the specific ages in your center) The purpose of our center is to provide a safe, loving , stimulating environment for your child. Each child must be checked in and out each day by putting your personal code into the computer located on the front desk.

LITTLE PEOPLE'S LANDING LEARNING CENTER operates 12 months a year. Our annual registration fee, \$100 per family, due each year on the anniversary of your enrollment, is non-refundable and covers administrative costs and supplies. A re-enrollment fee will be charged if a child has been away from the center twelve weeks or longer. There will be an additional charge for Kindergarten teaching materials if applicable.

The hours of operation are 6:00 AM to 6:00 PM, Monday through Friday, 12 months a year. It is extremely important that you pick up your child by close of business each day. There will be a charge of up to \$1 per child for every minute thereafter. We will be closed New Year's Day, Memorial Day, 4th of July, Labor Day, Thanksgiving Day, the Friday after Thanksgiving and Christmas Day. We will close at 4:00pm on Christmas Eve and New Year's Eve. If a holiday falls on a weekend, it will be observed on the preceding Friday or the following Monday.

Our procedure for admission and registration involves a pre-enrollment interview, completion of all registration forms, emergency card and the payment of the registration fee. All children are required to have a health examination within six (6) months prior to admission. A form to be filled out by the child's physician will be provided at the time of registration. Immunizations are required at time of enrollment.

Children who are ill must NOT be brought to LITTLE PEOPLE'S LANDING. We have no facilities to care for ill children. If your child becomes ill during the day, we will isolate your child until you can be notified and the child can be picked up. Any child with a fever in excess of 101°F or a contagious illness of any kind must be picked up immediately. In the unlikely event of an emergency involving your child, we will obtain emergency treatment at the nearest medical facility.

CHILDREN WILL BE RELEASED FROM THE CENTER ONLY TO INDIVIDUALS FROM WHOM THE CENTER HAS WRITTEN AUTHORIZATION. IF BOTH PARENTS ARE AUTHORIZED TO PICK UP THE CHILD, EACH PARENT MUST BE LISTED ON THE AUTHORIZATION FORM. PHOTO IDENTIFICATION, AND YOUR SECURITY CODE WILL BE CHECKED IF WE DO NOT POSITIVELY RECOGNIZE THE INDIVIDUAL PICKING UP A CHILD.

Each child will be provided with a "cubby" for storage of their personal belongings. We ask that the child leave all toys at home, however, a soft toy for nap time is acceptable. LITTLE PEOPLE'S LANDING is not responsible for any lost articles. Please label any personal items you bring to LPL.

We do not allow children to bring cell phones and other electronic devices to LPL. We have this policy in effect to protect the children attending our school from being photographed by fellow students and because we cannot protect the devices from damage, theft, or loss. If you need to speak with your child while they are attending LPL, please call the school phone.

Nutritious snacks and meals will be served during the day to all children who are in attendance when the snack/ meal is being served. At most locations, an optional, hot, nutritious breakfast is available at an additional cost.

Any medication, including Tylenol, administered at **LITTLE PEOPLE'S LANDING** must be **PRESCRIBED IN WRITING BY A DOCTOR**. All medication must remain in the original container bearing the original label which shows the prescription number, name of the medication, date filled, physician's name, child's name, and directions for dosage and route. No other medication will be administered except with the original prescription signed by the doctor unless authorized in writing by a doctor.

Preschool field trips will be planned throughout the year to various places in the community such as the fire station, museum, local park, etc. These are supervised trips and a small additional charge may be required.

We will have special events scheduled throughout the year so that our "little people" can show you their accom-

plishments. Our progress reports are handed out twice a year and will keep you aware of your child's progress. Parent/Teacher Conferences are scheduled periodically, however, the Director and/or your child's teacher is available ANY TIME that you desire to meet with either of them.

TUITION POLICY STATEMENT

The current tuition rate for this program I have enrolled my child in is as follows:

CLASS/AGE: _____ # OF DAYS/RATE: _____
CCCAP: NO YES CIRCLE DAYS: M TU W TH F
MONTHLY TUITION RATE: \$ _____ WEEKLY TUITION RATE: \$ _____

I understand that as my child progresses in age that my tuition rate may change and that this statement is inclusive of any rate category changes or price increases. I will pay the appropriate rate indicated on the CURRENT price sheet or the amount decided by the CCCAP program. **I understand that all tuition payments are due on Monday of each week (for that week) or on the first scheduled school day of the month if I choose to pay monthly. I understand that if payment is not received by Little People's Landing before the close of business on Tuesday of each week, that I will pay a \$10/day late fee as long as there is a balance. I understand that if my account has a balance by the following Wednesday, I will not be allowed to return to LPL until my account is paid in full. If I choose to pay monthly, I understand that if payment is not received by Little People's Landing before the close of business on the 5th scheduled school day that I will pay a \$35 late fee and an additional \$10/day for as long as there is a balance. I understand that if my account has a balance by the 11th scheduled school day, I will not be allowed to return to LPL until my account is paid in full. I understand that if LPL has to use the county court to obtain the fees legally due to them, I will be responsible for all collection fees and costs, but not limited to attorney fees and court costs. I agree to the conditions of payment as indicated in the TUITION POLICY STATEMENT and will abide by them.**

PARENT/GUARDIAN SIGNATURE _____ DATE _____

PARENT/GUARDIAN SIGNATURE _____ DATE _____

I agree to the following policies:

1. To pay an ANNUAL Registration Fee of \$100 per family at the time of enrollment and during the anniversary month of my enrollment. The annual registration fee is non-refundable.
2. To pay all tuition on Monday of each week (for that week) or on the first scheduled school day of the month if I choose to pay monthly. To pay all late fees assessed to me in accordance with the policies stated herein.
3. To pay a \$45 processing fee for all checks that are returned.
4. I understand that if my child is in attendance at LPL for any portion of his/her contracted week I am responsible for the entire weekly tuition. If my child is **not** in attendance at LPL for any of his/her contracted week, I am responsible for 1/2 the weekly tuition. I understand that when I pay my yearly registration, I will receive one contracted week to use as vacation. **Note:** Your contracted year starts the 1st day of the month you enrolled your child.
5. Should the center Director determine that for any reason my child cannot adjust to the Center's program, my child will be withdrawn after two weeks notice. If I have not fully carried out the terms of this contract or the Director determines that it is not in the best interest of LPL, or my child, that my child or family remain with LPL, my child will be withdrawn immediately and this contract will be terminated.

6. If I do not pick my child up by the close of business each day, I will pay a late fee of \$1 per child, for every minute I am late.
7. LITTLE PEOPLE'S LANDING may offer special optional programs such as swimming, gymnastics, dance, etc. These are optional and if I decide to participate, I agree to pay the additional fees.
8. I understand that LITTLE PEOPLE'S LANDING HAS THE RIGHT TO REVISE ANY FEES OR POLICIES WITH TWO WEEKS WRITTEN NOTICE.
9. I understand it is my responsibility to inform the Director of any changes in the number of days a week my child will attend LPL resulting in a change in my tuition rate. I agree to sign another TUITION POLICY STATEMENT reflecting the change.

SIGNATURE PARENT/GUARDIAN

DATE

SIGNATURE PARENT/GUARDIAN

DATE



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www.KidsLoveLPL.com

6606 Avondale Road
FORT COLLINS, CO 80525