

Valley View Dayschool – Enrollment Information

REGISTRATION FEE

We require a **non-refundable** registration fee of \$75 for the first child and \$50 for each additional child be paid within one week of notification that we have space for your child. If your child starts care within a week of notification then the registration fee must be paid at least one day prior to your child starting care. Please submit all enrollment forms with your registration fee payment.

IMMUNIZATIONS

We need a copy of your child's immunization record turned in with your enrollment forms. This requirement does not apply if your child is in elementary school as well. Please request your child's most recent shot record from his/her doctor. As your child grows older and receives more shots, you will need to update us with the appropriate documentation. **IF YOUR CHILD IS NOT UP TO DATE WITH THE NECESSARY SHOTS, YOUR CHILD WILL BE EXCLUDED FROM VALLEY VIEW DAYSCHOOL UNTIL ALL "DUE AND PAST DUE" SHOTS ARE RECEIVED.**

SECURITY KEYS

Each family will receive 2 security keys. You may want to consider purchasing additional keys for any regular alternative pick-ups (\$10 each). At the end of your time with us we will delete your keys from the security system. There are no refunds on keys. *Please be sure to use your key* as the buzzer is intended for new families touring the facility and alternative pick-ups.

YOUR RESPONSIBILITIES

All Bills and Projection Sheets are your responsibility to pick up, pay and turn in on time. Being on vacation, whether planned or last minute, will not be taken into consideration. The "next" projection sheet is available prior to posting and may be filled out early. You may also call in or fax your projection sheet if you or your child is ill. Payments may be mailed to avoid a late fee (please allow mailing time), and your balance may be obtained by calling the office. ***All projection sheets and payments received after their due date will be charged a late fee.***

Any changes in schedule to the current projection period will be in the form of partial tuition credit if submitted in writing and approved or as an unprojected added day which is at a higher rate. Please submit changes to your child's schedule in writing (Child Schedule Change form) as we do not go through the book looking for notes or changes made on your Sign In/Out sheet.

All posting dates and due dates are noted on each projection sheet.

Parent Signature: _____ Date: _____

- Enrollment Checklist:
- Registration Fee (non-refundable, payable to Valley View Dayschool)
 - This enrollment packet
 - Immunization Record (unless child is in elementary school as well)
 - Consent to Treat
 - Projection Sheet

Emergency Release Information

In case of an emergency and you are unable to fill out an Alternative Pick Up Form, Valley View Dayschool will release your child to a parent, guardian, or one of the persons listed below. Photo identification will be required.

Name: _____ Relation: _____

Name: _____ Relation: _____

Name: _____ Relation: _____

Name: _____ Relation: _____

Valley View Dayschool will not release your child to any person listed below.
If you are listing a parent, please include the appropriate documentation

Name: _____ Relation: _____

Name: _____ Relation: _____

Child's Name: _____

Parent Signature: _____ Date: _____

VALLEY VIEW DAYSCHOOL
FIELD TRIP PERMISSION SLIP

Child's Name

Child's Address

Parent Cell Phone

Parent Work Phone

Although Valley View Dayschool intends to exercise responsible care in order to ensure a safe and enjoyable time for all children, accidents may still happen. I understand that my signature on this permission slip means that I will not hold Valley View Dayschool or its sponsors liable in any way for accidents, injuries, or illness incurred on any school sponsored field trip.

I hereby give my child permission to participate in Valley View Dayschool sponsored field trips.

Parent Signature

Date

This permission slip will be kept in your child's file permanently. Whenever a field trip is planned, your child's teacher will give you another permission slip to inform you of the place, date, and time the actual event will occur. At that time you can indicate whether or not you want your child to participate in that particular field trip.