

**Checklist for Child Care**  
**FOR SCHOOL AGE CHILDREN; KINDERGARTEN AND UP**

2011 - 2012

**Valid from July 1, 2011 - June 30, 2012**

Child's Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

**Check List for office use:**

- Permission to Photograph
- Emergency Contact Form
- Permission & Release of Claims
- Confidentiality of Student Records Form
- Enrollment & Tuition Agreement
- Shot Records
- Birth Certificate
- New** Family Registration Fee \$25.00 (only to whom it may apply)
  - o Date Paid: \_\_\_\_\_

# Oracle School District #2

## Permission to Photograph

I give the Oracle School District my permission for my (son/daughter), \_\_\_\_\_, to be photographed and identified by name, grade and any other information for the purpose of news articles and pictures in the newspaper or through school projects, which acknowledge my child's achievements and accomplishments, as well as his/her participation in sports and other activities.

\_\_\_\_\_  
Parent signature

\_\_\_\_\_  
Date



\*\*\*ALL FIELDS ARE REQUIRED TO BE FILLED IN!!!

WE MUST ONLY HAVE PHYSICAL

CDC/SGH # or name: \_\_\_\_\_

ADDRESSES FOR THE FIELDS REQUIRED!!!!\*\*\*

# Emergency Information and Immunization Record Card

<b>Child's Name:</b>	<b>Date Enrolled:</b>	Updated:
<b>Home Address (#, Street, City):</b>		<b>Date Disenrolled:</b>
<b>Home Phone:</b>	<b>Date of Birth:</b>	Sex: <input type="checkbox"/> male <input type="checkbox"/> female

MAILING ADDRESS IF DIFFERENT THAN PHYSICAL: \_\_\_\_\_

<b>Mother or Guardian Name:</b>	<b>Home Address (#, Street, City):</b>	<b>Home Phone:</b>
Cell Phone (optional):	<b>Business Address (#, Street, City):</b>	<b>Business Phone:</b>

<b>Father or Guardian Name:</b>	<b>Home Address (#, Street, City):</b>	<b>Home Phone:</b>
Cell Phone (optional):	<b>Business Address (#, Street, City):</b>	<b>Business Phone:</b>

I authorize the following individuals to collect my child from the facility if I cannot be located:

<b>Name:</b>	<b>Address (#, Street, City):</b>	<b>Phone:</b>
<b>Name:</b>	<b>Address (#, Street, City):</b>	<b>Phone:</b>
<b>Name:</b>	<b>Address (#, Street, City):</b>	<b>Phone:</b>
<b>Name:</b>	<b>Address (#, Street, City):</b>	<b>Phone:</b>

The following individual(s) may NOT remove my child from the facility:

<b>Name(s):</b>
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Custody papers have been provided and are on file at the facility.  yes  no

\*\*\*\*\*ALL FIELDS ARE REQUIRED!\*\*\*\*\*

If Medical care is necessary, CALL:

<b>DOCTOR</b>	<b>Name:</b>	<b>Address (#, Street, City):</b> <small>(PLEASE USE A PHONE BOOK)</small>	<b>Phone:</b>
<b>HOSPITAL</b>	<b>Name:</b>	<b>Address (#, Street, City):</b> <small>(PLEASE USE A PHONE BOOK)</small>	<b>Phone:</b>

I hereby give authority to any hospital or doctor to render immediate aid as might be required at the time for his/her health and safety. It is understood by me that the expense of this service will be accepted by me.

<b>In case of injury or sudden illness, I request that this individual be called first:</b>
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Does your child have insurance coverage?  No  Yes Name of Insurance Company: \_\_\_\_\_

Telephone Authorization Code : \_\_\_\_\_ (optional)

**Immunization Information**

For information regarding current immunization requirements go to:  
[www.azdhs.gov/phs/immun/index.htm](http://www.azdhs.gov/phs/immun/index.htm) or contact the Arizona Immunization Program Office at (602)364-3630.

One of these items must accompany the EIIR card at all times:

<input type="checkbox"/>	Copy of current official documented immunization record attached
<input type="checkbox"/>	Religious Beliefs exemption form signed by parent/guardian attached
<input type="checkbox"/>	Medical Exemption form signed by physician and parent/guardian attached
<input type="checkbox"/>	Signed Laboratory Proof of Immunity form attached

Notification of immunizations needed sent to Parent(s) or Guardian(s):	mo /day/ yr	mo /day/ yr	mo /day /yr
Updated immunizations received and attached:	mo /day/ yr	mo /day/ yr	mo /day /yr

**Medical Information**

<p>Is child allergic to food or other substances? <input type="checkbox"/> No <input type="checkbox"/> Yes  <b>If yes</b>, describe symptoms, name foods or substances to be avoided, and the procedure to follow if reaction occurs:</p>
<p>Is child usually susceptible to infections and if so, what precautions need to be taken? <input type="checkbox"/> No <input type="checkbox"/> Yes  <b>If yes</b>, list precautions:</p>
<p>Is child subject to convulsions and what should be our procedure if one occurs? <input type="checkbox"/> No <input type="checkbox"/> Yes  <b>If yes</b>, specify procedure:</p>
<p>Is there any physical condition that we should be aware of and what precautions should be taken (heart trouble, foot problem, hearing impairment, hernia, etc.)? <input type="checkbox"/> No <input type="checkbox"/> Yes  <b>If yes</b>, list precautions:</p>
<p>Additional comments:</p>
<p>Other special instructions:</p>

This **Emergency Information and Immunization Record Card** is accurate and complete, front and back, and was provided by:

Parent/Guardian PRINTED Name:	SIGNED Name:	DATE:

# PERMISSION FORM AND RELEASE OF CLAIMS

## ORACLE SCHOOL DISTRICT #2

### **Permission to participate in off campus activities (e.g., field trips, H.O.P.E walk, etc.)**

I hereby give my child \_\_\_\_\_ permission to participate in the off campus activities operated as a part of the school curriculum.

### **Release of Claims**

I hereby fully release and discharge the Oracle School District #2 and its officers, agents and employees from any and all claims resulting from injuries, including death personal injury, damages and losses to property sustained by my minor child arising out of or in any way connected with the activities of the program(s), except for those injuries caused by the willful and wanton acts of omissions of the District and its officers, agents or employees are not released.

### **Medical Treatment Permission**

In the event of an emergency, I authorize the Oracle School District #2 its officers, agents, and employees to secure from any licensed hospital, physician or other medical care provider any treatment deemed necessary for my minor child's immediate care provider any treatment deemed necessary for my minor child's immediate care. I will be responsible for any and all medical services rendered.

I have read and fully understand the release of claims and the permission for medical treatment. I understand that my signature is required below in order for my child to participate in the activities of the Oracle School District #2.

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Address

**ORACLE SCHOOL DISTRICT#2**

**ANNUAL NOTIFICATION TO PARENTS REGARDING  
CONFIDENTIALITY OF STUDENT EDUCATION RECORDS**

Dear Parents:

The Oracle School District Governing Board has established written policies regarding the collection, storage, retrieval, use, and transfer of student educational information collected and maintained pertinent to the education of all students to ensure the confidentiality of the information to guarantee parents and students' right to privacy. These policies and procedures are in compliance with:

The family Education Rights and Privacy Act; Title 20, United States Code, Sections 1232g and 1232h; and the Federal Regulations (34CFR, Part 99) issued pursuant to such Act:

The Education of All Handicapped Children Act; Title 20, United States Code, Sections 1412 (2) (D) and 1417 ©; and the Federal Regulations (34 CFR 300.560-300.574) issued pursuant to such Act: and

Arizona Revised Statutes, title 15, Section 141.

Student education records are collected and maintained to help in the instruction, guidance, and educational progress of the student; to provide information to parents and staff; to provide a basis for the evaluation and improvement of school programs; and for legitimate educational research. The student records maintained by the district may include, but are not necessarily limited to, identifying data; report cards and transcripts of academic work completed; standardized achievement test scores, attendance data; reports of psychological testing; health data, teacher or counselor observations; and verified reports of serious or recurrent behavior patterns.

These reports are maintained in the administrative offices at Oracle Ridge and Mountain Vista and are available only to the teachers and staff working with the student. If your son/daughter should transfer to another school, these records will be sent to the new school upon their request. Otherwise, records are not released to most agencies or persons without prior written consent of the parent.

You have the right to inspect and review any and all records related to your child, including a listing of persons who have reviewed or have received copies of the information. Parents wishing to review their children's records should contact Todd Kissick , Principal, for an appointment. School personnel will be available to explain the contents of the records to you. Copies of student education records will be made available to parents when it is not practicable for you to inspect and review the records at the school. Charges for the copies of records will be actual cost of copying.

If you believe information in the record file is inaccurate or misleading, you have the right to request that a correction be made and to add comments of your own. If any time an agreement between the principal and parent cannot be reached, you may contact Todd Kissick , Superintendent, and request a hearing.

You shall be informed when personally identifiable information collected, maintained, or used is no longer needed to provide educational services to your child. The information must be maintained for two years after the date your child was last enrolled in this school district.

Copies of the District Student Education Record Confidentiality Policies and Procedures may be reviewed in the principal's office in each school. Federal law also permits a parent to file a complaint with the Family Educational Rights and Privacy Act Office in Washington, D.C., if you feel the school is violating public school records policies and statutes.

I have had an opportunity to ask questions about the information provided on the sheet entitled "Confidentiality of Certain School Records (Psychological/Special Educational)" and understand what it means. It was provided for me in my primary language.

\_\_\_\_\_  
Parent/Guardian Name

\_\_\_\_\_  
Date

**ENROLLMENT AGREEMENT**  
**ORACLE RIDGE LEARNING CENTER**

*(O.R.L.C.)*

**2011-2012**

**\*\*\*PLEASE READ THOROUGHLY\*\*\***

Welcome to the Oracle Ridge Learning Center. We look forward to a healthy and happy relationship with you and your family. The following policies have been created to help ensure the smooth operation of the Center and the safety of all the children enrolled.

By initialing each paragraph and signing the bottom of this agreement and enrolling my child at Oracle Ridge Learning Center, I am acknowledging my understanding and acceptance of the following:

1. \_\_\_\_\_ I understand the hours of operation at The Oracle Ridge Learning Center.  
**Center** is open from 7:00 a.m. to 5:30 p.m., Monday-Friday.  
**Pre-school hours** are from 8:30 am – 11:00 am, Monday-Friday.  
**Day Care hours** are from 7:00 am – 8:15 am Monday – Friday and from 2:00 pm to 5:30 pm Monday, Tuesday, Thursday & Friday and Wednesday from 12:00 pm – 5:30 pm.  
The Center will be following the school calendar throughout the year. During school breaks and major holidays our center will be closed. A notice will be posted with all the closing dates. A notice will be posted in the office if the center should open during the planned closing days or if the center should have to close on a non planned day.
2. \_\_\_\_\_ A one time \$25.00 registration fee per family is due at the time of a new enrollment. If your child has been withdrawn from the program and subsequently re-enrolled, a new registration fee is due at that time. A lapse of attendance of more than 12 months results in a new fee.
3. \_\_\_\_\_ **Tuition is payable in advance & in full.** The daily fee will be charged for each child attending whether they are here a half day or any part of a full day. Payments are due no later than the morning before the child enters the center. You may also pay bi-weekly or monthly. Your child will not be allowed to attend until the tuition is paid. Please see the attached Tuition Schedule.
4. \_\_\_\_\_ All returned checks will be assessed a \$25.00 fee. If a bank returns two or more checks for insufficient funds, only money orders, cash or cashier's checks will be accepted for payment.
5. \_\_\_\_\_ An after hours fee will be assessed when a child is left beyond the center's operation hours. The after hours fee does not constitute an agreement to provide after hours services. Chronic lateness at closing time may be grounds for termination of service. **A Late charge of \$1.00 per minute per child after 5:30 pm is payable at the time of pick up.** This charge will apply to any and all students/clients. Maximum charge is \$30.00.
6. \_\_\_\_\_ If you or another authorized person fail to pick up child and/or contact the center, and cannot be reached, center staff, within thirty minutes after closing time, or in accordance with state licensing regulations, we may release children to the custody of Child Protective Services or a representative of the Pinal County Sheriff Deputy.

**ENROLLMENT AGREEMENT**  
**ORACLE RIDGE LEARNING CENTER**

*(O.R.L.C.)*

**2011-2012**

**\*\*\*PLEASE READ THOROUGHLY\*\*\***

7. \_\_\_\_\_ *To whom it may apply:* Pre-School academic hours are from 8:30 am -11:00 am Lateness to school disrupts class time. Pre-school age children must come to school on time and as often as possible. Oracle Ridge recommends your child to be at school at least 3 days week.
  
8. \_\_\_\_\_ *To whom it may apply:* If your pre-schooler will be or has been absent for more than 10 days, we must have a prior notice of vacation or proof of a medical excuse for a sickness or injury. This will inform *O.R.L.C.* to not withdrawal your child from school.
  
9. \_\_\_\_\_ The following items are required before your child may attend the center. Immunization records must be verified by the school nurse before entering, a copy of their birth certificate, completed and signed registration forms & Emergency form. Possible screening for hearing, vision, weight & height may be necessary before a pre-schooler enters the program.
  
10. \_\_\_\_\_ Field trips are a privilege for students at Oracle Ridge. Your child may have the opportunity to participate in special programs or field trips. Any student who is not on their best behavior may not be allowed to attend any field trip or participate in any special function. Notices will be posted in advance and a signed permission slip will be required in order for your child to participate.
  
11. \_\_\_\_\_ *O.R.L.C* staff will release your child only to you or to those persons you have listed on Emergency Form. Emergencies may prevent you from picking up your child; therefore, include those individuals whom you would authorize in such events. If you would like an adult who is not on these forms to pick up your child, you must notify Center staff in advance, in writing or by phone. \*When calling by phone, you may be asked to give the last four digits of your verification number that you have provided on the registration form. The Center will ask any person other than yourself who picks up your child to provide photo identification. For safety, accuracy and maintenance of emergency records, it is critical to *sign* children *in* and *out* of the building using your assigned PIN number. To ensure the safety of our Center and yourself, do not share your PIN number.
  
12. \_\_\_\_\_ The Center will be open whenever possible on a regularly scheduled day, during normal hours. The procedure for notifying families should severe weather or other conditions prevent the Center from opening on time or at all will be posted.
  
13. \_\_\_\_\_ The center reserves the right to alter the policies and fees for the program status at anytime.

**I have read, understand and accept all terms and conditions described in this agreement.**

*Child's Name:* \_\_\_\_\_

*Parent/Guardian*

*Signature* \_\_\_\_\_ *Date* \_\_\_\_\_

*Parent/Guardian*

*Signature* \_\_\_\_\_ *Date* \_\_\_\_\_

# **TUITION PAYMENT SCHEDULE AND FEES**

## **Oracle Ridge Learning Center**

**2011 – 2012**

**Tuition must be payable in full.** The daily fee will be charged for each child attending whether they are here the whole day or any part of the day. Payments are due no later than the morning before the child enters the center. You may also pay daily, weekly, bi-weekly or monthly. Your child will not be allowed to attend until the tuition is paid.

All returned checks will be assessed a \$25.00 fee. If a bank returns two or more checks for insufficient funds, only money orders, cash or cashier's checks will be accepted for payment. An after hours fee will be assessed when a child is left beyond the center's operation hours. The after hours fee does not constitute an agreement to provide after hours services. Chronic lateness at closing time may be grounds for termination of service.

**A late charge of \$1.00 per minute per child after 5:30 pm is payable at the time of pick up.**

This charge will apply to any and all students/clients. Maximum late charge is \$30.

### **Pricing:**

- \$12** for the 7:00 to 11:00 time block (includes preschool).
- \$8** for the 11:00 to 2:00 time block.
- \$8** for the 2:00 to 5:30 block of time.
- \$8** for a child who only attend during the before and/or after school time frame (7 AM to 8:15 AM and/or 2:00 PM to 5:30 PM).
- If your child attends during three or more blocks of time the cost will not exceed \$20 per day, per child. Late charges may apply if the child is not picked up on time.**
- Childcare and preschool services must be paid for in advance of the service being provided. Patrons of the Oracle Ridge Childcare Center are not allowed to run a tab.**

**I have read, understand and accept all the terms and conditions described in this Tuition Payment Schedule and Fees.**

*Child's Name:* \_\_\_\_\_

*Parent/Guardian*

*Signature:* \_\_\_\_\_