



# Student Registration Enrollment Packet

Child's Name: \_\_\_\_\_ Sex: \_\_\_\_\_ DOB: \_\_\_/\_\_\_/\_\_\_

	Parent/Guardian	Parent/Guardian
Name		
Address		
Social Security Number		
Employer		
Cell Phone		
Work Phone		
Home Phone (If Applicable)		
Email Address		

Child's Doctor: \_\_\_\_\_ Phone: \_\_\_\_\_

Child's Dentist: \_\_\_\_\_ Phone: \_\_\_\_\_

Individuals to contact in case of emergency:

Name: \_\_\_\_\_ Relation: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Relation: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Relation: \_\_\_\_\_ Phone: \_\_\_\_\_

Does your Child have any food allergies? No/Yes: \_\_\_\_\_

Does your child have any other allergies? No/Yes: \_\_\_\_\_

Does your child have any dietary restrictions? No/Yes: \_\_\_\_\_

My Child has permission to be released with the following individuals, childcare facilities, or transportation services in addition to emergency contact persons listed about. (Please notify these individuals that they will be asked to show proof of identity before picking up child.)

Name & Relationship	Phone Number

List additional Authorized Individuals on back of Enrollment packet.

I authorize the facility to secure emergency medical treatment for my child.

Parents Printed Name \_\_\_\_\_ Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Administration use only:

Date of Admission: \_\_\_/\_\_\_/\_\_\_ Date of Release \_\_\_/\_\_\_/\_\_\_

## Child Information Form

Child's name: \_\_\_\_\_ Sex \_\_\_\_\_ Birthdate \_\_\_\_\_

Describe child's habits that you think we need to know:

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\*Examples may be a child's dislikes, toilet training process, food allergies, past illnesses, any physical defects, whatever you feel necessary in sharing with us.\*

\_\_\_\_\_  
(Parent's Printed Name)

\_\_\_\_\_  
(Parent's Signature)

\_\_\_\_\_  
(Date)

## Emergency Medical Consent and Contact Release Form

\*\*\*This form is to be completed and signed by child's parent/legal guardian

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

In the event that the child named above is injured or ill, I understand that the caregiver will attempt to contact me, the other parent, or legal guardian and the telephone numbers provided below.

	Parent/Guardian	Parent/Guardian
Name		
Cell Phone		
Work Phone		
Home Phone		

In the event that I or others listed are not available, I give permission to Guchereau Learning Academy to provide first aid for the child named above and to take the appropriate measures including contacting the above named and contacting the emergency medical services (EMS) system and arranging for transportation to \_\_\_\_\_ or the nearest medical facility.

(Name of Preferred Hospital)

\_\_\_\_\_  
(Parent's Printed Name)

\_\_\_\_\_  
(Parent's Signature)

\_\_\_\_\_  
(Date)

## Authorization for the Application of Topical Products:

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

I give permission for Guchereau Learning Academy staff to apply the following topical products to my child that I have provided:

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Sunscreen
<input type="checkbox"/>	<input type="checkbox"/>	Insect Repellent
<input type="checkbox"/>	<input type="checkbox"/>	Diaper Rash Ointment
<input type="checkbox"/>	<input type="checkbox"/>	Other: _____

This one time authorization will remain in effect until a new authorization is signed.

\_\_\_\_\_  
(Parent's Printed Name)

\_\_\_\_\_  
(Parent's Signature)

\_\_\_\_\_  
(Date)

## Permission to Release Photograph

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

I give permission for Guchereau Learning Academy to take photographs while at school or on field trips for the following:

\_\_\_\_\_ Classroom Projects

*Initial*

\_\_\_\_\_ Take home artwork and gifts

*Initial*

\_\_\_\_\_ School Pictures

*Initial*

\_\_\_\_\_ Guchereau's Social Media Platforms and Website to share with parents

*Initial*

\_\_\_\_\_  
(Parent's Printed Name)

\_\_\_\_\_  
(Parent's Signature)

\_\_\_\_\_  
(Date)

# Payment Contract

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

I, \_\_\_\_\_ understand that Guchereau Learning Academy payment policy is as follows:

Each month's tuition is due by the 28th of the month. If this payment is not made by the 28th, there is a \$25.00 late fee added to the account. If the full payment is not made by the last day of the month then your account will be suspended and your child will not be allowed to be in attendance after this date.

A \$35.00 NSF Fee will be added to all checks returned unpaid.

If a spot is forfeited and you would like to re-enroll your child at a future date then your payment policy will change to be a full month's tuition is due at the first of the month, and an account not paid on the first of the month will result in your spot automatically being forfeited.

If you have any additional questions, please do not hesitate to ask.

\_\_\_\_\_  
(Parent's Printed Name)

\_\_\_\_\_  
(Parent's Signature)

\_\_\_\_\_  
(Date)

**By Signing Below, I agree that I have been given and fully understand the following policies:**

\_\_\_\_\_ I have received a copy of the Guchereau Learning Academy's Handbook. I have thoroughly  
*Initial* read and understand my handbook that includes policies such as fees, two weeks' notice of withdrawal, \$1.00 per minute per child late pick up fee after 5:30pm, and student drop offs are not allowed after 9:30 A.M. without a doctor's excuse. Doctor's excuses will not be accepted after 12:00pm.

\_\_\_\_\_ If late pick up occurs three times in a three month period the child(ren) will be suspended  
*Initial* Initial from care for three days, and upon the next occurrence the child will be released from care.

\_\_\_\_\_ I have been given a center tour and a pre-enrollment orientation.  
*Initial*

\_\_\_\_\_ I have been given a copy of the behavior management policy.  
*Initial*

\_\_\_\_\_ I have been given a copy of the non-discrimination policy.  
*Initial*

\_\_\_\_\_ I have been given a copy of the emergency/ evacuation procedures.  
*Initial*

\_\_\_\_\_  
(Parent's Printed Name)

\_\_\_\_\_  
(Parent's Signature)

\_\_\_\_\_  
(Date)

## Specials and Allergies

Dear Parents,

Here at Guchereau we provide 100% juice for snack and whole milk for lunch, as well as a healthy hot lunch. We also provide water as a substitute for those drinks, as we understand that some families would like alternatives. If you choose to provide either alternative milk or a lunch from home for your child's lunch, please list it in the appropriate places below. Thank you for your understanding.

Child's Name (First and Last):

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For snack I would like my child to be provided: (please choose one)

Juice

Water

For lunch I would like my child to be provided: (please choose one)

Milk

Juice

Water

Other, provided by myself:

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The school will provide my child with a school lunch: (please check yes or no)

Yes

No, I will send a healthy lunch with my child (We are not allowed to heat items brought from home, as per licensing)

Please list any allergies or foods your child is NOT allowed to be served:

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(Parent's Printed Name)

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(Parent's Signature)

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(Date)



## Permission to Post Allergies

I \_\_\_\_\_ give Guchereau Learning Academy permission to post my child \_\_\_\_\_ Allergy/Allergies in the classroom where it will be visible to others.

Child's Allergy/Allergies: \_\_\_\_\_

\_\_\_\_\_  
(Parent's Printed Name)

\_\_\_\_\_  
(Parent's Signature)

\_\_\_\_\_  
(Date)

## video Surveillance Policy

Safety and security of our children, visitors, and staff remains our highest concern at Guchereau. To further this high priority, Guchereau uses 24-hour video surveillance with audio.

Security cameras are appropriately positioned in all classrooms, common areas, outdoor play areas, and parking lots to protect our children and staff against harm.

Because we respect the privacy of our children, families, and staff, video surveillance will be reserved for viewing purposes only, and only Directors and Assistant Directors shall have access to live surveillance. Parents or other representatives of our families will not have access to surveillance records unless an emergent situation arises requiring viewing of past video, in which case a request may be submitted to home office describing the emergency. When a request is submitted, only home office staff will have access for viewing the requested footage and will notify parents of their findings pertaining to the situation in question.

Video surveillance will only be released to city, state, or federal agencies who provide identification and the proper documentation for the footage being requested.

We appreciate your understanding and cooperation as we strive to provide a safe environment and protect the privacy of the children and families we serve.

By signing below, I, \_\_\_\_\_, am acknowledging acceptance of the Video Surveillance Policy.

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

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Welcome to the Guchereau family! We would like to remind you that children must be signed in and out daily. Below is a list of all people that you have authorized Guchereau to release your child to. Please notify each pick up person that they will be asked for ID if they are not recognized by a staff member. You may update this list anytime it is needed by speaking to someone in the office. If you have any questions or concerns, please let us know. Thank you!

Child: \_\_\_\_\_

Name: \_\_\_\_\_ Number: \_\_\_\_\_

Name: \_\_\_\_\_ Number: \_\_\_\_\_

Name: \_\_\_\_\_ Number: \_\_\_\_\_

Name: \_\_\_\_\_ Number: \_\_\_\_\_

Name: \_\_\_\_\_ Number: \_\_\_\_\_

Name: \_\_\_\_\_ Number: \_\_\_\_\_



## EFT Authorization Form

I hereby authorize Guchereau Learning Academy

Childs Name: \_\_\_\_\_

To make my periodic payment on my behalf from the checking or credit account listed below and transfer it to Guchereau Learning Academy.

**Payment will be pulled on the 1st and 15th (if you want to divide payment) of Each Month**

**Please check here if you would like whole amount pulled on first half**

**Checking Account Transfer /Check**

\_\_\_\_\_  
(Account Number)

\_\_\_\_\_  
(Name on Account)

\_\_\_\_\_  
(Routing Number)

\_\_\_\_\_  
(Account Holder Phone Number)

\_\_\_\_\_  
(Bank Name)

\*You can choose to give a voided check to keep in the safe.

**Credit Card Charge**

Visa  AMEX  MasterCard  Discover

\_\_\_\_\_  
(Credit Card Number)

\_\_\_\_\_/\_\_\_\_\_  
(Expiration Date)

\_\_\_\_\_  
(CVV Number)

\_\_\_\_\_  
(First Name)

\_\_\_\_\_  
(Street Address)

\_\_\_\_\_  
(Last Name)

\_\_\_\_\_  
(City, State, Zip)

\_\_\_\_\_  
(Phone Number)

I understand that I am in full control of my payment and if at any time I decide to make any changes or discontinue this service, I will notify Guchereau Early Learning Academy. Change of Payment will not affect the terms of my contract.

\_\_\_\_\_  
(Parent's Printed Name)

\_\_\_\_\_  
(Parent's Signature)

\_\_\_\_\_  
(Date)