

Vermont Hills Family Life Center

2020-21

Today's Date _____ Birth Day _____ Start Date _____

Student's Full Name _____

Parent's Name _____

Parent #1 _____	Parent #2 _____
Address _____	_____
City/Zip _____	_____
Home Phone _____	_____
Employer _____	_____
Position _____	_____
Work _____ Cell _____	Work _____ Cell _____
Work Hours: From _____ To _____	From _____ To _____
Email Address _____	Email Address _____

Child's Emergency Information

Physician _____ Phone _____

Dentist _____ Phone _____

ALLERGIES: _____

Please disclose any additional information/medication/special needs:

School Age Children Only

Attendance School:

Grade entering in Fall 2020

Parent or district/school
will provide

___ On line access for my child's learning

___ Computer, lap top, iPad

___ Supplies (list available)

If parent cannot be reached, who may make a local emergency decision for you and may be authorized to pick up child from the Site? Photographs may be submitted, as child will not be allowed to leave with any other person unless authorized proof in writing and a picture ID is produced.

Name _____

Relationship _____ Phone (____) _____

Name _____

Relationship _____ Phone (____) _____

Permission is given to Vermont Hills Family Life Center for the following: (Please check)

- As legal guardian, I hereby authorize Vermont Hills Family Life Center to consent to medical or surgical treatment for my child, when child is brought for treatment and when parent or guardian cannot be reasonably located. An ambulance may be called if necessary.
- My child may be taken on walks with proper supervision.
- My child may have his/her photo taken and used for VHFLC publicity purposes.

Signature: Parent or Guardian _____

Date _____

Credit

The fees are set to offset the cost of staff, supplies, building cost, etc. Therefore, we do not provide any credit or trading of days for absences, illness, vacation or inclement weather/emergency closures.

Late Pick-Up

\$1 per minute late fee after program is closed or 6 PM

Registration Fee

Registration fee is paid annually and is non-refundable, see tuition sheet.

School Communication *school age only*

I give permission for VHFLC staff to communicate with school personnel regarding my child's on-line learning or behavior.

Inclement Weather/Earthquake/Emergency Closures

Please refer to your individual site and Parent Handbook.

Late Payments

If payment is 5 days past the due date a late fee of \$30.00 will be assessed. If two late charges are assessed within the school year by VHFLC you may be put in the RISK POOL and VHFLC will contact you for payment options.

Handbook

I have read the parent handbook and agree to the stated policies within it.

DHS through ERDC

DHS provider listing or other voucher forms must accompany registration materials or payment is the responsibility of the parent. The parent must pay the registration fee at the time of enrollment. Parent is responsible for any Co-Pays.

Changing Schedule

We allow you the opportunity to change your schedule, up to a maximum of four times per school year. Your change will only be effective when the Main Office is informed in writing. Your change must be received at the main office by mail, scan or email no later than the 20th of the current month to be effective on the 1st of the next month. If you wish a mid-month change, the office must be notified no later than the 5th for the effective date to start on the 15th.

Finder's Fee *School Age children only*

School Age Parents at school site must call our main office at 503-452-8633 when child is absent, ill, or not coming in. A finder's fee of \$10.00 will be assessed when staff is taken away from attending other children to track down absent child. School age children at **St. Luke or St. Andrew** must call the site phone number to notify us if child is not attending or the same finder's fee applies.

Winter/Spring Breaks *School Age children only*

Please see the calendar for Holiday closures. Care is available one week during the Christmas Break; December 28-30, 2020. We will not offer care December 21-25, 2020 & Spring Break March 22-26, 2021. Tuition for the months of December and March will remain the same. June will be prorated, depending on last day of school.

Behavior Policy

I have agreed to support the Behavior Policy as outlined.

Site Release

I understand that my child's site provides space for the Vermont Hills Family Life Center Program. This site has a contract with VHFLC to provide child care and does not supervise the running of the programs.

By signing below, I agree to all above policies.

Parent/Guardian Signature: _____ Date: _____