

**FOR OFFICE USE:** Assigned Classroom \_\_\_\_\_ FT/ MWF/ TR

**Enrollment Start Date:** \_\_\_\_\_

**MARY'S LITTLE LAMBS PRESCHOOL  
STUDENT ENROLLMENT APPLICATION (Please print legibly)**

Child's Full Name \_\_\_\_\_ Gender: Male Female

Date of Birth \_\_\_\_\_ Age by months: \_\_\_\_\_

Home/Cell Phone (Best contact number) \_\_\_\_\_

**Parent/Guardian Information:**

Mother's Name \_\_\_\_\_

Address: \_\_\_\_\_ Cell # \_\_\_\_\_

\_\_\_\_\_ Phone Carrier (e.g. AT&T) \_\_\_\_\_

Email: \_\_\_\_\_ Employer \_\_\_\_\_

Work Schedule/Hours: \_\_\_\_\_ Work # \_\_\_\_\_

Father's Name \_\_\_\_\_

Address: \_\_\_\_\_ Cell # \_\_\_\_\_

\_\_\_\_\_ Phone Carrier (e.g. AT&T) \_\_\_\_\_

Email: \_\_\_\_\_ Employer \_\_\_\_\_

Work Schedule/Hours: \_\_\_\_\_ Work # \_\_\_\_\_

Marital Status? \_\_\_\_\_

Custody Information \_\_\_\_\_

**Names of those who are authorized to pick up your child:**

1. Name \_\_\_\_\_ Home/Cell # \_\_\_\_\_ Work # \_\_\_\_\_

Relation to child \_\_\_\_\_

2. Name \_\_\_\_\_ Home/Cell # \_\_\_\_\_ Work # \_\_\_\_\_

Relation to child \_\_\_\_\_

3. Name \_\_\_\_\_ Home/Cell # \_\_\_\_\_ Work # \_\_\_\_\_

Relation to child \_\_\_\_\_

**\* We will ask to see a photo ID for any individual we do not recognize. A person must be at least 18 years of age to be allowed to pick up your child.**

**Non-Authorized Pick-up (Court Documents Required)** \_\_\_\_\_

MLLP program cannot withhold a child from his/her parent without a court order. If you have custody and do not wish for your child's other parent to be allowed to pick him/her up, we must have a copy of the court order stating no contact.

**EMERGENCY CONTACT INFORMATION**

Name: \_\_\_\_\_ Home # \_\_\_\_\_

Relationship: \_\_\_\_\_ Work # \_\_\_\_\_

Address: \_\_\_\_\_ Cell/Pg. \_\_\_\_\_

Name: \_\_\_\_\_ Home # \_\_\_\_\_

Relationship: \_\_\_\_\_ Work # \_\_\_\_\_

Address: \_\_\_\_\_ Cell/Pg. \_\_\_\_\_

Name: \_\_\_\_\_ Home # \_\_\_\_\_

Relationship: \_\_\_\_\_ Work # \_\_\_\_\_

Address: \_\_\_\_\_ Cell/Pg. \_\_\_\_\_

**No one other than the above listed names may remove a child unless I receive an emergency phone call, or I am presented with an authorization signed by the Parent/Guardian.**

**Parent/ Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Medical Information:**

**Immunizations:** Please provide an updated copy of your child's Immunization Record if your child is *not* immunized in the State of Arkansas. For children immunized in AR, we request your permission to access a copy of the immunization record through the AR WebIZ database for licensed preschools.

**Parent/ Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Family Doctor \_\_\_\_\_ Phone # \_\_\_\_\_

Location and Address: \_\_\_\_\_

Family Dentist \_\_\_\_\_ Phone # \_\_\_\_\_

Address: \_\_\_\_\_

Insurance Company \_\_\_\_\_ Policy # \_\_\_\_\_

**Authorization and permission given for:**

**(Please Initial)**

- A. Emergency aid, medical and/or dental care and transportation  
Of your child for emergency treatment..... \_\_\_\_\_
- B. Administer first aid or CPR in event of emergency..... \_\_\_\_\_
- C. Parent responsible for medical costs for injuries occurred on  
Mary’s Little Lambs Preschool premises..... \_\_\_\_\_
- D. Your child to participate in water activities..... \_\_\_\_\_
- E. Apply sunscreen as needed for outdoor activities..... \_\_\_\_\_

**CONSENT FOR EMERGENCY MEDICAL CARE WHEN PARENTS CANNOT BE REACHED**

I/We, \_\_\_\_\_, parent/guardian, of \_\_\_\_\_, do hereby request and give consent to the Director/Caregiver of Mary’s Little Lambs Preschool, or his/her duly representative, for said child to receive medical or surgical aid as may be deemed necessary and expedient by a duly licensed or recognized physician or surgeon in case of an emergency when the parents cannot be reached. Consent is also given to the Director/Caregiver or his/her duly appointed representative to transport said child for emergency medical treatment, if the parents cannot be reached. Parents will be responsible for all medical costs.

**Parent/ Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**RELEASE OF PUBLICATION**

Video or still pictures are at times part of our program and only for our program which includes our web pages, social media pages, magazines or tv, and/or classroom project activities. Your permission for pictures is requested.

I/We give permission for Mary’s Little Lambs Preschool to photograph me and/or my child and use for publicizing activities.

**Parent/ Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**NOTE:** Pictures are used for your child’s portfolios or ProCare app communication. If this is the only consent for classroom activity use only, please make a note in the space provided above. “Class activities only”.

I acknowledge that I have received Mary's Little Lambs Preschool Parent Handbook as well as a copy of the Kindergarten Readiness Indicators Checklist prepared by the Arkansas State Department. I have read and accept all policies and procedures and the enrollment conditions of Mary's Little Lambs Preschool. I understand that I may ask for a conference with caregiver(s) as needed.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

**PRIVATE PAYER FEE AGREEMENT (NON-VOUCHER)**

(please initial)

\_\_\_\_\_ A \$100.00 non-refundable registration fee must be paid at the time your child is enrolled and re-enrolled into the program. Additional fees may apply for siblings.

\_\_\_\_\_ I understand that payment is due on Friday *before* the week of service. There will be a \$15.00 late charge for payments made thereafter. An additional \$10.00 late fee will be assessed after each week for open balances. There is a \$20.00 fee for insufficient returned funds.

\_\_\_\_\_ There are no refunds or credits for absences, illness, or holidays. Tuition must be paid in full.

\_\_\_\_\_ I understand that there is a supply fee of \$125.00 to be paid on the first Monday of March and first Monday in September. \$100.00 for each additional child. Pro-rated supply fee is \$25.00 per month.

\_\_\_\_\_ I understand that there will be a \$10.00 charge per child for each 5-minute increments for late pick-up after 6:00 p.m. according to the facility clock. There is no early drop-off before 7:00 a.m.

\_\_\_\_\_ I understand my child's tuition rate and agree to pay in full for each week of service, including weeks that the center may be closed for holidays or inclement weather (see Parent Handbook for specific closures).

\_\_\_\_\_ I understand I may be charged for not providing a full two weeks' notice of withdrawal from the center in writing.

If I default on the above agreement and do not make payment within two weeks, my child's enrollment may be terminated, and I will be responsible for the costs of collection.

Parent/ Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

**SCHOOL READINESS ASSISTANCE PARTICIPANT FEE AGREEMENT (If applicable)**

(please initial)

\_\_\_\_\_ I understand that payment is due on Friday before the week of service. There will be a \$15.00 late charge for payments made thereafter. An additional \$10.00 late fee will be assessed after each week for open balances. There is a \$20.00 fee for insufficient returned funds.

\_\_\_\_\_ There are no refunds or credits for absences, illness, or holidays. Tuition must be paid in full.

\_\_\_\_\_ I understand that there will be a \$10.00 charge per child for each 5-minute increments for late pick-up after 6:00 p.m. according to the facility clock. There is no early drop-off before 7:00 a.m.

\_\_\_\_\_ I understand & agree to pay tuition or co-pay for each week of service, including weeks that the center may be closed for holidays or inclement weather (see Parent Handbook for specific closures).

\_\_\_\_\_ I understand that I will be financially responsible for days that exceed the allotted number of absent days or holidays per voucher agreement. ADE requires all families to sign their child in/out daily. Failure to do so may be deemed an absent day.

\_\_\_\_\_ I understand I will default to Private Payer tuition & fees should vouchers become cancelled, void or de-obligated.

If I default on the above agreement and do not make payment within two weeks, my child’s enrollment may be terminated, and I will be responsible for the costs of collection.

**Parent/ Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**SHAKEN BABY SYNDROME**

I have read information on Shaken Baby Syndrome in the Mary’s Little Lambs Parent Handbook.

**Parent/ Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**MARY'S LITTLE LAMBS PRESCHOOL  
DISCIPLINE POLICY**

Discipline will be appropriate to the developmental level of the child. We use Conscious Discipline methods. Positive guidance and re-direction will be enforced. Children will be given choices when resolving a situation and will also be asked for their own input on how to make the situation better. This teaches them how to make positive, responsible choices and to get along with other children. In most instances, children only need a few minutes of time away from the situation. Discipline will never be physical or associated with food or toileting.

I have read and understand the discipline policy of the childcare facility. I give my permission for the use of all methods set out in the handbook.

**Parent/ Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**HIPAA Release for Allergy and Medical Postings**

I authorize Mary's Little Lambs Preschool to post my child's allergy/medical alert/diet restrictions in their assigned classroom, in the kitchen and other areas as needed. I understand that this information will be posted to ensure all staff members are aware of my child's allergy/medical needs.

**Parent/Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**CONSENT FOR CHILD DEVELOPMENT SCREENING**

Our center offers free developmental screening by our trained staff members using the assessment tool Ages and Stages, an approved provider of Continuing Education. This is an opportunity for parents to be informed of their child's developmental skills in early childhood education. All results will remain confidential and released upon parental request and/or Parent/Teacher Conferences.

**Parent/Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Mary's Little Lambs Preschool is required by Arkansas State licensing to inform parents that your child(ren) is subject to interviews by licensing staff, child maltreatment investigators and/or law enforcement officials for the purpose of determining licensing compliance or for investigative purposes. **(Child interviews do not require parental notice or consent.)** We will ensure a manager is present with your child if this happens.

**I/We have read and understand the above statement and will comply with the requirements necessary with Mary's Little Lambs Preschool.**

**Parent/Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**CHILD'S PERSONAL INFORMATION**

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

**Please list any food allergies & medications in detail here:**

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**Does your child have a special toy, blanket, song, etc...helpful to our staff to build relationships?**

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**Child's favorite foods, games, videos:** \_\_\_\_\_

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**Is your child toilet trained?** \_\_\_\_\_

**Physical or emotional problems your child might have:** \_\_\_\_\_

**Special problems:** Medications \_\_\_\_\_

Allergies\_\_\_ Temper Tantrums\_\_\_ Diabetes \_\_\_ Frequent colds\_\_\_ Biting\_\_\_

Sun Sensitivity\_\_\_ Seizures\_\_\_ Fainting Spells\_\_\_ Bed wetting\_\_\_ Other\_\_\_

**Are there any cultural or child-rearing practices for us to be aware of?**

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**Any siblings? If so, what are their names and ages?** \_\_\_\_\_

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**Other useful information:** \_\_\_\_\_

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**<THIS SPACE INTENTIONALLY BLANK>**





**AUTHORIZATION AGREEMENT  
AUTOMATIC PAYMENTS (ACH BANK DEBITS)**

I, \_\_\_\_\_, hereby authorize **MARY’S LITTLE LAMBS PRESCHOOL**, hereinafter called COMPANY, to initiate debit entries and to initiate, if necessary, credit entries and adjustments for any debit entries in error to my (our) account indicated below and the financial institution named below, hereinafter called FINANCIAL INSTITUTION to credit and/or debit the same to such account. *There is a \$20.00 fee for all returned debits/checks.*

\_\_\_\_\_  
(Financial Institution Name)

\_\_\_\_\_  
(Branch)

\_\_\_\_\_  
(Financial Institution Address)

\_\_\_\_\_  
(City/State/Zip)

*Please print legibly:*

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

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

Type of Account:  Checking  Savings

This authority is to remain in full force and effect until COMPANY has received written notification from me (or either of us) of its termination in such time and manner as to afford COMPANY and FINANCIAL INSTITUTION a reasonable opportunity to act on it.

\_\_\_\_\_  
(Signature)

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

\_\_\_\_\_  
(PRINT Account Holder Name)

\_\_\_\_\_  
Print your child’s name here

**HOW WOULD YOU PREFER YOUR ACCOUNT TO BE DEBITED?**

WEEKLY  BI-WEEKLY

**\*\*PLEASE ATTACH COPY OF VOIDED CHECK TO THIS FORM\*\***



## AUTHORIZATION AGREEMENT AUTOMATIC PAYMENTS BY CREDIT/DEBIT CARD

I, \_\_\_\_\_, hereby authorize **MARY’S LITTLE LAMBS PRESCHOOL**, herein after called COMPANY, to initiate charged/debit entries and to initiate, if necessary, credit entries and adjustments for any debit entries in error to my (our) account indicated below. *There is a \$20.00 charge for all chargebacks/retrieval fee.*

*Please check one and print legibly:*

VISA \_\_\_\_\_ MasterCard \_\_\_\_\_ Discover \_\_\_\_\_ Amex \_\_\_\_\_

\_\_\_\_\_  
Credit Card Number                      Expiration Date                      CSC (3 digit on back)                      Billing Zip code

**\*\*NOTE: There is an added surcharge fee rate of 0.95% up to 3.50% per swipe depending on your credit card company.**

This authority is to remain in full force and effect until COMPANY has received written notification from me (or either of us) of its termination in such time and manner as to afford COMPANY and FINANCIAL INSTITUTION a reasonable opportunity to act on it.

\_\_\_\_\_  
(Signature)

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

\_\_\_\_\_  
(PRINT Card Holder Name)

\_\_\_\_\_  
Print your *child’s* name here

Email receipt to: \_\_\_\_\_

### HOW WOULD YOU PREFER YOUR ACCOUNT TO BE CHARGED?

\_\_\_\_\_ WEEKLY      \_\_\_\_\_ BI-WEEKLY

<i>OFFICE USE ONLY</i>
Date Screener Received _____
Date Office Received _____

Regional Therapy Services, Inc.

www.regionalthrapy.net

**FREE DEVELOPMENTAL SCREENING**

**Mary's Little Lambs Preschool**

**Birth to 6 years**

We provide free developmental screenings as a community service for children throughout Northwest Arkansas at their childcare center. This is a great opportunity for parents to be informed of your child's skills necessary for normal development. These skills are vital to your child's educational experiences. We strive to ensure that children meet their full potential. You will receive information regarding your child's screening once it is completed- usually within 3-4 weeks. Feel free to contact us if you have further questions or concerns regarding your child's development. We are glad to serve children and families of Northwest Arkansas.

- Deedra Branscum, Lead Therapist, Call or text (479) 790-7979
- Meghan Delaney, BS, Certified Child Dev. Specialist, Call or text (417) 343-2997

Child's Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Parents Name \_\_\_\_\_ Phone # \_\_\_\_\_

Insurance Type: Medicaid/AR Kids \_\_\_yes\_\_\_no Other Insurance Type \_\_\_\_\_

NOTE: We do not bill for the free screening service. This information is used to determine type of testing and qualifying criteria for the screening as different insurances have different requirements.

Child's main language: English \_\_\_\_\_ Other (please list) \_\_\_\_\_

Concerns:

\_\_\_\_\_  
Legal Guardian/Parent Signature

\_\_\_\_\_  
Date