

SONCCA-QUAKER FARMS I & II 2016-2017 REGISTRATION PACKET

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SONCCA E.I.N. # (Tax I.D. Number): 06-1155484

TO BEGIN SONCCA ON THE FIRST DAY OF SCHOOL, A COMPLETED REGISTRATION PACKET MUST BE RECEIVED IN OUR OFFICE BY THE END OF THE BUSINESS DAY ON AUGUST 12th. ANY REGISTRATIONS RECEIVED AFTER AUGUST 12th WILL HAVE A START DATE OF SEPTEMBER 15th.

AFTER SEPTEMBER 15th AND DURING THE SCHOOL YEAR, REGISTRATION MUST BE RECEIVED IN OUR OFFICE THREE BUSINESS DAYS PRIOR TO YOUR DESIRED START DATE.

2016-2017 SONCCA-QUAKER FARMS I & II REGISTRATION PACKET

Checklist of Forms

Please Complete, Sign and Return all Registration Forms listed below with your \$25.00 Registration Fee and your Final Tuition Deposit (please submit a separate check for the registration fee and the final tuition deposit) to:

**SONCCA, INC.
256 Bank Street
Seymour, CT 06483**

- Parent Agreement
- Registration Form
- Notification & Child Release Authorization Form
- Emergency Early Dismissal Information
- Medication Statement & Photograph Permission Form
- School Release Form
- Transportation Form
- Grant Information Questionnaire
- Health Assessment Form

SONCCA-Quaker Farms I parents/guardians will be notified of placement.

The Quaker Farms classroom has limited space. We will fill that room first with kindergartners and then with 1st graders to maximize space. Once it is full, children in both grades will be enrolled in the cafeteria program.

2016-2017 SONCCA-QUAKER FARMS I & II PARENT AGREEMENT

Registration for: _____

As parent/guardian of the above child, I hereby request SONCCA (Seymour-Oxford Nursery & Child Care Association, Inc.) provide care for my child at the SONCCA-Quaker Farms I & II location.

Please check appropriate days and times of enrollment.

Full Time (4-5) days

Before School

Monday

Tuesday

Part Time (1-3) days

After School

Wednesday

Thursday

Friday

Registration Fee & Final Tuition Deposit:

\$25.00 non-refundable registration fee enclosed. Check #: _____

I have enclosed the required Final Tuition Deposit of \$ _____, Check # _____ which is equal to 50% of one month's tuition.

I understand that this Final Tuition Deposit will be applied to my last month's tuition in June, 2016 or to my final tuition balance upon two-week written notification of withdrawal.

Tuition Payment Agreement:

I agree to pay a monthly payment of \$ _____, payable by the first day of the month.

I understand that if payment is not received by the 10th of the month, a late fee of \$25.00 will be applied each month. I further understand that failure to submit payment in full by the 15th of the month will result in the immediate termination of services. I understand that, while SONCCA does deliver monthly statements, I will not receive an invoice and my fee is due regardless of receipt of that statement. This fee is payable by check or money order made out to: **SONCCA, Inc., 256 Bank Street, Seymour, CT, 06483**. I understand that these fees are payable regardless of the number of days my child attends and I am responsible for notifying the site and the administrative office of any changes with regard to my child's participation in the program two weeks in advance of the change.

I also understand that I must provide SONCCA with a **written notice of my intent to withdraw** prior to the 15th of the current month for a withdrawal date of the 1st of the following month and prior to the 30th of the month for a withdrawal date of the 15th of the following month. I also understand that I am responsible for the fees due to SONCCA for my child(ren) during this period. I further understand that tuition fees will continue to be assessed to my account until a written withdrawal notice is provided.

I understand that I will be liable for any and all collection fees, legal fees and court fees incurred by SONCCA in its attempt to collect all tuition and fees as agreed upon in this registration contract.

I give my permission for financial information to be shared with _____, who is responsible for partially or totally paying for my child's monthly tuition fee.

I have received a copy of the PARENT HANDBOOK, or I have read the online PARENT HANDBOOK, including the Discipline Policy and Insurance Policy, and I understand and agree to abide by the policies and procedures contained therein.

I ALSO GIVE MY PERMISSION FOR ALL OF THE FOLLOWING:

1. For the Site Supervisor or any other qualified staff member to take whatever steps may be necessary to obtain emergency medical care, if warranted. These steps may include, but are not limited to, the following:

- a. Administering emergency first aid (by State-approved, first-aid certified SONCCA personnel);
- b. Contacting the parent or guardian, either by calling them at their place of employment, or by attempting to contact them through any of the persons listed on the emergency information form (**This form MUST be kept updated!**);
- c. Contacting the child's physician or dentist;
- d. Contacting another physician or calling an ambulance, if neither a parent nor child's physician can be reached;
- e. Accompanying your child in the ambulance to the hospital emergency room you have selected, if possible; otherwise, taking your child to Griffin Hospital;
- f. Any expenses incurred will be borne by the parents.

2. For SONCCA to obtain a copy of the health record on file at the child's school.

3. For my child to use all of the playground equipment and to participate in all of the SONCCA program activities, unless exceptions are noted here: _____.

4. For my child to leave the school premises under supervision of a staff member for neighborhood walks or for field trips, provided that I have signed the specific permission slip for the planned activity. Means of transportation, if any, will be noted.

5. To obtain information which might enhance my child's adjustment to the SONCCA program from my child's school.

6. For my child to be included in evaluations associated with the program.

I ALSO UNDERSTAND THAT:

1. SONCCA will not be responsible for anything which may happen as a result of false information given at the time of enrollment or during the program year.

2. I am responsible for the daily signing in and signing out of my child and SONCCA will not assume responsibility for any child not signed in by a responsible adult upon arrival for the AM session or not signed in by a responsible adult when coming to the PM session via transportation other than that which the school provides.

3. Parents are expected to carry insurance for their children. SONCCA does not carry "medical payments for children" insurance or pay any medical reimbursement.

4. If both parents do not sign this page and both parents want to be allowed to pick up the child, the other parent's name must be included on the authorized pick-up page.

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date

*Date you would like your child to start: _____
(If your chosen start date cannot be accommodated, we will call.)

ADMINISTRATIVE

Date starting program: _____

\$25.00 Registration Check # _____

Final Tuition Deposit Check # _____

ProCare _____

Billing _____

2016-2017 SONCCA-QUAKER FARMS I & II REGISTRATION FORM

Child's Name: _____ Site: Quaker Farms I & II
Address: _____ Phone: _____
Age: _____ Date of Birth: _____ Gender: _____ Grade 2016-2017: _____

MOTHER'S (LEGAL GUARDIAN'S) NAME: _____

Address and Phone if different from above: _____

Date of Birth: _____
verification purpose

Place of Employment: _____

Business Address: _____

Business Phone: _____ Cell Phone: _____

FATHER'S (LEGAL GUARDIAN'S) NAME: _____

Address and Phone if different from above: _____

Date of Birth: _____
verification purpose

Place of Employment: _____

Business Address: _____

Business Phone: _____ Cell Phone: _____

CHILD'S PHYSICIAN: _____ Phone: _____

Address: _____

CHILD'S DENTIST: _____ Phone: _____

Address: _____

HOSPITAL PREFERRED: _____

Health Insurance Company _____ Policy Number: _____

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date

IF THERE IS ANY ADDITIONAL INFORMATION WHICH YOU BELIEVE WILL ASSIST SONCCA IN PROVIDING AN OPTIMAL EXPERIENCE FOR YOUR CHILD, PLEASE SHARE THAT INFORMATION ON A SEPARATE PIECE OF PAPER AND INCLUDE IT WITH THE REST OF THE FORM

E-mail Address: _____

Please provide an e-mail address at which you would like to receive information.

**2016-2017 SONCCA-QUAKER FARMS I & II
NOTIFICATION & CHILD RELEASE AUTHORIZATION**

CHILD'S NAME: _____

If SONCCA cannot reach me, I authorize the following person(s) to be notified. I also authorize SONCCA to release my child to any of the following person(s). This (these) individual(s) has(have) my permission to sign him/her in or out in the event that I am unable to do so. State regulations require that at least one person other than parents be listed (at least one of the persons listed must be local, within a 10-minute drive, and available for an emergency pickup). **Please cross out and initial any blank areas.**

NAME: _____ **HOME PHONE:** _____

ADDRESS: _____

RELATIONSHIP: _____ **WORK/CELL PHONE:** _____

NAME: _____ **HOME PHONE:** _____

ADDRESS: _____

RELATIONSHIP: _____ **WORK/CELL PHONE:** _____

NAME: _____ **HOME PHONE:** _____

ADDRESS: _____

RELATIONSHIP: _____ **WORK/CELL PHONE:** _____

NAME: _____ **HOME PHONE:** _____

ADDRESS: _____

RELATIONSHIP: _____ **WORK/CELL PHONE:** _____

NAME: _____ **HOME PHONE:** _____

ADDRESS: _____

RELATIONSHIP: _____ **WORK/CELL PHONE:** _____

NAME: _____ **HOME PHONE:** _____

ADDRESS: _____

RELATIONSHIP: _____ **WORK/CELL PHONE:** _____

I understand that my child will be permitted to leave SONCCA ONLY with those individuals listed above, all of whom are at least sixteen years of age.

I also understand that if both parents have not signed the forms and are not listed on this page, they will not be allowed to pick-up their child.

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date

**2016-2017 SONCCA-QUAKER FARMS I & II
EMERGENCY EARLY DISMISSAL INFORMATION**

Please place a check in the appropriate space to indicate your child's school.

Oxford:

Quaker Farms School Oxford Center School Great Oak Middle School

Teacher's Name: _____ Grade: _____

When school is canceled prior to the normal time due to inclement weather or other emergency, the school buildings are closed and the SONCCA PM Session is canceled. The SONCCA staff does not become responsible for my child, therefore:

My child, _____, should

Please check one:

walk to: be picked up by: take his/her regularly assigned bus # _____ to:

NAME: _____

ADDRESS: _____ PHONE: _____

The school has limited telephone lines; therefore, I understand that the school will **NOT** be able to phone me or the person listed. The person listed above is willing to remain informed and contact me should such a situation occur.

Please note only with extenuating circumstances can these plans be changed once they have been communicated to the school office. They cannot be changed on the day of the emergency.

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date

Administrative

One copy SONCCA file (Original copy to School)

**2016-2017 SONCCA-QUAKER FARMS I & II
MEDICATION STATEMENT & PHOTOGRAPH PERMISSION FORM**

CHILD'S NAME: _____

MEDICATION STATEMENT

When a child's physical form states s/he takes a medication, but the parent does not provide SONCCA with that medication, SONCCA requires a signed statement from that parent saying:

Although my child's physical form states that s/he takes medication for _____ (fill in the name of the illness), I do not feel it is necessary to provide SONCCA with the medication to be kept on site.

I understand, if the medication on the physical form is one which counteracts an emergency situation, like an asthma attack, an allergic reaction or a seizure, SONCCA requires an Action Plan signed by the child's doctor.

Parent/Guardian Signature _____

PHOTOGRAPH PERMISSION AGREEMENT:

- I give permission to SONCCA (Seymour-Oxford Nursery & Child Care Association, Inc.) to take and use photographs of my child participating in the SONCCA program for publicity and fund development purposes, some of which may be included on the SONCCA website.

- I do not give permission to SONCCA (Seymour-Oxford Nursery Child Care Association, Inc.) to take and use photographs of my child participating in the SONCCA program for publicity and fund development purposes, or to be shown on the SONCCA website.

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date

2016-2017 SONCCA-QUAKER FARMS I & II SCHOOL RELEASE FORM

Please complete both forms – your child cannot be released from his/her classroom without parent's written permission.

I give permission for _____ to be released by his/her
Child's Name

classroom teacher to the SONCCA Quaker Farms program after school on the following days:
(please indicate days needed)

Monday Tuesday Wednesday Thursday Friday

Parent's Signature

Date

Parent's Signature

Date

(SONCCA COPY)

2016-2017 SONCCA-QUAKER FARMS I & II SCHOOL RELEASE FORM

I give permission for _____ to be released by his/her
Child's Name

classroom teacher to the SONCCA Quaker Farms program after school on the following days:
(please indicate days needed)

Monday Tuesday Wednesday Thursday Friday

Parent's Signature

Date

Parent's Signature

Date

(Teacher's Copy: Parent to provide copy to teacher)

2016-2017 SONCCA-QUAKER FARMS II BUS TRANSPORTATION PERMISSION FORM

CHILD'S NAME: _____

SONCCA Site: Quaker Farms School

Program Year: September, 2016 - June, 2017

I, _____, give permission for my child,
(Parent/Guardian's Name)

_____, to be transported
(Child's Name)

(Check all that apply)

- from the Before School SONCCA session at Quaker Farms to Center School.
- from Center School or Great Oak Middle School to the SONCCA-Quaker Farms II After School.

Parent's Signature

Date

Parent's Signature

Date

2016-2017 SONCCA-QUAKER FARMS II BUS TRANSPORTATION PERMISSION FORM

CHILD'S NAME: _____

SONCCA Site: Quaker Farms School

Program Year: September, 2016 - June, 2017

I, _____, give permission for my child,
(Parent/Guardian's Name)

_____, to be transported
(Child's Name)

(Check all that apply)

- from the Before School SONCCA session at Quaker Farms to Center School.
- from Center School or Great Oak Middle School to the SONCCA-Quaker Farms II After School.

Parent's Signature

Date

Parent's Signature

Date

SONCCA
2016-2017 GRANT INFORMATION QUESTIONNAIRE

It is through the receipt of grants that SONCCA is able to provide quality care for your child at reasonable tuition rates. The following information is requested by local, state, federal, and other funding sources as a grant submission and reporting requirement. Please note, names are not required. This form will be removed from your child's file and placed in our Grant Statistics file to be used when grant applications are made. If you wish, you may remove it from the rest of the packet and send it to the office separately.

Please place a checkmark in the appropriate items and fill in all blanks as appropriate:

Town: Seymour Oxford

Child's age: _____ Gender: _____ Grade as of September 2016: _____

Child's heritage:

Asian African-American Caucasian Hispanic
 Native American Other, Please write in: _____

Family size: _____ Number of Adults: _____ Number of Children: _____

Number of parents/guardians in household: _____

Number of parents/guardians working: _____ in training: _____

Income: A. \$23,850 - \$32,913
 B. \$32,913 - \$47,700
 C. \$47,700 - \$71,500
 D. \$71,500 - \$110,000
 E. More than \$110,000

Child is cared for by : Parent (s)
 A "supervising adult" (grandparents, foster parents, etc.)