

The Earth Tortoise School  
2019/2020 Enrollment Forms

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

Birth date: \_\_\_\_\_ Age: \_\_\_\_\_

Desired Start Date: \_\_\_\_\_

Date Entered Care: \_\_\_\_\_ Age at Entry: \_\_\_\_\_

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

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

Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Employer Name: \_\_\_\_\_

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

Employer's Phone: \_\_\_\_\_

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

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

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

Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Employer Name: \_\_\_\_\_

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

Employer's Phone: \_\_\_\_\_

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

Alternate Emergency Contacts:

(To be contacted if parent/guardian cannot be reached and is authorized to pick up your child. Must provide picture ID at pick up)

Name: \_\_\_\_\_  
Relationship: \_\_\_\_\_  
Phone: \_\_\_\_\_

Name: \_\_\_\_\_  
Relationship: \_\_\_\_\_  
Phone: \_\_\_\_\_

Name: \_\_\_\_\_  
Relationship: \_\_\_\_\_  
Phone: \_\_\_\_\_

Medical Provider Information:

Physician's Name: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Dentist's Name: \_\_\_\_\_  
Phone: \_\_\_\_\_

- I do/do not allow The Earth Tortoise School to publish photos of my child to website and/or Facebook page (please circle one)
- I have read and will comply with policies laid out in The Earth Tortoise School Parent Handbook.

Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Emergency Medical Release Form

For minor injuries, Earth Tortoise School staff will administer appropriate First Aid and call the parent. The parent can then decide if they would like to pick up their child and see a physician. In case of a more serious injury, it is at The Earth Tortoise School staff's discretion to insist that a child is picked up and further evaluated at home. All injuries will be logged and kept in the child's file. Under no circumstances will a staff member transport a child to a doctor or hospital to seek medical treatment.

In case of an emergency situation, I \_\_\_\_\_, legal guardian of \_\_\_\_\_, authorize The Earth Tortoise School staff to summon an ambulance at my expense to transport my child to the hospital. I understand every attempt will be made to reach me but in case I cannot be reached, I give The Earth Tortoise School my permission to seek medical attention for my child. Children will be transported to Adventist Medical Center at 305 NE 102nd Ave unless otherwise specified:

Preferred Hospital: \_\_\_\_\_

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

Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Employer: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Employer: \_\_\_\_\_ Phone: \_\_\_\_\_

Pediatrician's Name: \_\_\_\_\_

Medical Group: \_\_\_\_\_

Health Insurance Group: \_\_\_\_\_

Child's Health Insurance Number: \_\_\_\_\_

Allergies: \_\_\_\_\_

Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Health Policy Agreement

The State of Oregon's Office of Child Care mandates that children with:

- a fever of 100.3 and higher,
- vomiting,
- diarrhea,
- unusual yellow color of the skin or eyes,
- severe cough,
- skin or eye lesions that are severe, weeping, or pus-filled,
- stiff neck and headache,
- unexplained rash
- difficulty breathing or abnormal wheezing, and/or
- complaints of severe pain

cannot be in group care. Please keep your child home if they exhibit these symptoms. If these ailments appear while the child is in school, we will inform you to pick your child up.

**Children may return to school after they have been free from these symptoms without the use of medications for AT LEAST 24 hours - with the exception of vomiting and diarrhea for which we require your child to be home for AT LEAST 48 hours after the last symptom or episode.**

We understand that colds will linger but if children are lethargic and having trouble participating in daily activities, we will use our best judgment and send them home as needed. You may bring medication to school to continue treatment after the illness is no longer contagious and the child does not exhibit the symptoms listed above. We cannot give medication to treat any ailments if any of the above symptoms are present and we will not administer medication to mask symptoms. If your child requires medication to feel well, they need to remain home until that medication is no longer needed. We will ask you to sign a form authorizing us to dispense medication according to the directions on the label. To stay as healthy as possible, we wash our hands regularly and sanitize the classroom throughout each day.

I, \_\_\_\_\_, parent of \_\_\_\_\_,  
have read and understand the Earth Tortoise School's Health Policy and agree to comply with these policies.

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

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

# Tuition and Fee Payment Agreement

At the time of enrollment, a one-time application fee is due along with the last month's tuition appropriate to the schedule enrolled for.

- One Time Enrollment Fee \$100
- Last Month's Tuition see options below

The Earth Tortoise School offers several schedule options with the hopes of having the flexibility to meet the needs of the families in our community. Please check the option needed and write in which specific days you are interested in.

<u>Schedules Available</u>		<u>Monthly Tuition</u>
○ 3 days/week	8 to 12:00	\$552
○ 4 days/week	8 to 12:00	\$641
○ 5 days/week	8 to 12:00	\$726
○ 2 days/week	8 to 4:00	\$753
○ 3 days/week	8 to 4:00	\$913
○ 4 days/week	8 to 4:00	\$1063
○ 5 days/week	8 to 4:00	\$1209
○ After Care	4 to 5:00	\$12/hour
A minimum enrollment of 4 children is required to make After School Care available.		
○ Drop-In Rate		\$12/hour
Available to enrolled families and dependent on space availability on any given day		

This is a community of children and families so consistency is key to everyone's success. We assume families are enrolling for a calendar year so monthly tuition has been assessed on an annual basis and divided into 12 equal payments.

An annual materials fee is assessed each September.

- Annual Materials Fee \$150

Application Fee – A one time application fee is due with the enrollment paperwork. This fee is due to either enroll for an upcoming guaranteed start date or to be placed on a wait list for any potential future availability. The application fee is non-refundable.

Last Month's Tuition – Last month's tuition is due at the time of enrollment. This payment is based upon the tuition for the schedule your child is enrolling for. This prepayment will be applied to your child's last month at The Earth Tortoise School with a written 60 day notice. Payment plans can be arranged. This prepaid last month's tuition is nonrefundable.

Monthly Tuition - Tuition is due on the 20th of the month previous to the one for which that tuition will be applied. For example, tuition for September is due on August 20th. Tuition is considered late if it is not turned in by the 25th. There is a \$25 fee for late tuition. Children may become ineligible to attend until balances due are cleared. Tuition is not pro-rated for any reason including, but not limited to, school closures, inclement weather, power outages, child's absence, mid-month enrollment or dis-enrollment. The Earth Tortoise School asks for a 30 day notice when requesting a change in your enrollment schedule however we may not always be able to accommodate a schedule change request. The full difference of tuition will be due upon approval of your request. If you choose to decrease your attendance, no pre-paid tuition will be refunded but instead will be credited to your account towards the following month's tuition.

Annual Materials Fee – An annual materials fee of \$150 is assessed each September. This materials fee is applied towards the cost of on-site laundry, classroom materials, and facility upkeep. This fee will be pro-rated for families enrolling mid year.

After School Care - After School Care is available on an enrollment basis. Families must commit to a set After School Care schedule and pay for this option along with the Monthly Tuition. After School Care Tuition is not pro-rated for any reason including, but not limited to school closures, inclement weather, power outages, child's absence, and mid-month enrollment or dis-enrollment. If at any point you no longer need After School Care, the Earth Tortoise School requires a 30 day notice to amend your schedule and tuition to ensure commitments to staff. A minimum daily enrollment of children in After School Care is required to make this option available.

Drop In Rate - We do offer a Drop In Rate for care outside of your family's agreed upon enrollment schedule at \$12 an hour, which is available Monday through Friday up to 5pm if After Care is available. However, any Drop In hours must be preapproved at least a day before use to ensure that we can maintain teacher to child ratios. We may not always be able to accommodate Drop In requests.

Late Pick Up Fee - Please understand that picking your child up late is very difficult on the classroom because teacher/child ratios may not be maintained and this puts a large burden on our own family commitments. We understand that on rare occasion things like traffic, an appointment running late, etc. may cause you to run late yourself but habitual late picks are not acceptable. If your child is picked up late (past their enrollment schedule), a late fee of \$1 a minute will be applied. If late pick ups continue, The Earth Tortoise School reserves the right to increase the late pick up fee up to \$5 a minute at the administration's discretion. In the event that a child is picked more than ten minutes late three times for the 5pm After Care Pick Up time, that family's After Care privileges shall be revoked. Thank you for your understanding.

Tuition rates are reassessed on an annual basis and are subject to change.

Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Family Profile and History

- Who are the members of your household? What is their relationship to your child?

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- Who are some other important people in your child's life?

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- What languages are spoken at home?

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- Do you have any animals at your home? What are they and what are their names?

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- Is there anything else you would like us to know about your family, especially if it might impact your child at school? (Some examples might be: parent work schedules or frequent business trips, involvement in an extended community that your child is a part of, recent or upcoming moves, etc.)

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- Does your child or members of your family have any medical history/conditions that you would like to share that may impact your child's time at school (some examples might be: asthma, allergies, previous hospitalization, epilepsy, brain trauma or spina bifida, etc.)

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- Does your child or members of your family have any history of experiencing social/emotional/behavioral obstacles or are neurodivergent? (Some examples might be ADHD, autism, dyslexia or other learning disabilities, language delays or sensory processing disorders, etc.)

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- Additional Information or Comments?

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## The Enrollment Process

Enrollment - To secure your space, please include the enrollment fee and non-refundable last month's tuition with your Enrollment Forms. Checks can be made out to The Earth Tortoise School. If you would like to make payments towards the last month's tuition, individual arrangements can be made. Should you decide that you do not need care at The Earth Tortoise School, this prepaid tuition will be forfeited. First month's tuition will then be due on the 20th before your child's first day.

Pre-enrollment - If the program is full, we will make every effort to give you an estimated timeline of availability. If you would like to enroll for a space that will become available in the future – one for which we can guarantee a start date, you may pre-enroll for the space by paying the last month's tuition. If we cannot guarantee the timing of the next availability but you would like to pre-enroll for the first future space to become available regardless of timing, you may pay half of the last month's tuition along with your enrollment fees. Once a specific enrollment date can be guaranteed, the remainder of the last month's tuition will be due. First month's tuition will be due on the 20<sup>th</sup> before your child's first day of school.

Waitlist – If you would like to be placed on a waitlist for future enrollment opportunities, please complete the enrollment paperwork and return with the application fee. Families will be placed on the waitlist in the order they applied. Please understand that anyone that pre-enrolls for a future space (see above) is essentially moving to the top of the wait list and will be given priority to any upcoming spaces with their payment of the last month's tuition.

Disenrollment - When your family's situation changes and you need to dis-enroll, a 60 day notice by the 1st of the month is required. The last month's tuition prepaid at the time of enrollment will then be applied to your child's last month at The Earth Tortoise School. (For example, if your child's last month with us is December, 60 day notice of disenrollment must be given by November 1st. November tuition is due as usual and the last month's tuition credit will be applied to the month of December.) Any pre-paid tuition is non-refundable and no tuition credit will be applied if the notice of dis-enrollment given is less than 60 days. Tuition is not pro-rated for a partial month if your child's last day of school with us is mid-month.

Acknowledgements – I acknowledge that I have received The Earth Tortoise School's Parent Handbook and have read the material contained within. I understand the policies and procedures outlined in both the Parent Handbook and these Enrollment Forms and agree to adhere to them to my best ability.

Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_