



Registration Information

Child's Name: _____

Parent's Names: _____

Date of Birth: _____ Enrollment date: _____ Start date: _____

Contact Information for parents

Name: _____ Name: _____

Home Address: _____ Home Address: _____

Work Address: _____ Work Address: _____

Phone - home: _____ Phone - home: _____

Cell: _____ Cell: _____

Work: _____ Work: _____

Email: _____

Authorized Adult to Pick up our Child and remove them from center - other than parents:

Name: _____

Phone: (h) _____ (c) _____

Allergies/Medical Needs: _____

Dr. Name: _____ Phone: _____

Hospital of choice if 911 emergency: _____

Please choose the Pre-School Program you are interested in, and state time of pick up if you are choosing the extended day option.

check box for each day in the age group you need, check 9-1 program, and only add pick up time in slot provided if you choose to stay the extended day option

	M	T	W	TH	F				
2's						9-1		Extended Day:	
3's						9-1		Extended Day:	
K-ready						9-1		Extended Day:	

PLEASE SIGN AFTER READING THE FOLLOWING

- I have read the **Parent Handbook**. I am aware of my responsibilities as a parent of a child who attends **create Learning Center** and I understand the general rules, policies and procedures outlined in the handbook
- I have read and discussed with the Director of **clc** the **Behavior Management Policy** outlined in the Parent Handbook, and listed on the next page.
- I authorize **create Learning Center** to release my child to my emergency contact on file, or any other adult I deem necessary. I will follow **create's** policy by leaving a note at drop off with alternative person's name and cell phone number. If change needs to be made during my child's day, I will call or text all information to my child's teacher, Director, or the center's land line.
- I authorize **create Learning Center** to implement their emergency Medical Plan stated on the next page and in the Parent Handbook.
- **create Learning Center** uses your child's photos in artwork, as well as post photos on the website and promotional materials. I am giving permission to **clc** to use the photos of me and/or my child/ward for any of these purposes.
- I understand that my child will consume only what I put in their lunches while at the center. I will decide what is considered a nutritious meal or snack. If there are additional snacks are provided, I will give my verbal permission when necessary.
- I understand that there are inherent risks and dangers in any and all activities including the one(s) for which I have registered for myself and/or my child/ward. I also understand that there is a heightened risk and danger for myself and/or my child/ward and others by participating in the prescribed activity. Nevertheless, I agree to defend and hold harmless and to indemnify **create Learning Center**, employees and any person there within from any and all claims, actions, demands, damages, costs, and loss of services, expenses, including but not limited to attorney fees, and compensation on account of, or in any way growing out of, or arising from, my and/or my child/ward's participation in the designated activities, including but not limited to, negligence claims for bodily injury, sickness, disease or death or property damage of any kind, against any and all of the aforementioned parties, whether or not such, claim, demand, damage, cost, loss or expense is caused in part by a party indemnified hereunder. The execution of this Release is done with my full knowledge and appreciation of the act and its ramifications and is free from coercion of any kind by **create Learning Center** and their employees. I represent that I have carefully read and understand this **Release** and that I have entered into this Release knowingly and voluntarily after having had an opportunity to consult with my legal advisors, which I am encouraged to do by **clc**. I further understand that I am waiving substantial rights by signing this release.

SIGNATURE OF PARENT/GUARDIAN: _____

DATE: _____

POLICY REGARDING THE Discipline of Children

create Learning Center prohibits abusive, neglectful, corporal, humiliating or frightening punishment of the children enrolled in this facility. Our goal of discipline is designed to help children develop self-control. Setting clear limits, positive guidance and redirection is our method of solving conflicts.

We work on having the children become aware of the problem at hand, and come up with a solution to try. We empower children by giving them a voice and choice in the resolutions of problems they encounter. We don't teach, "I am sorry", but rather, "How can I fix this?" When children are not responding to these methods they will be asked to "take a break" from all activities for a few minutes. These "time outs" are an opportunity for the children to calm themselves and formulate a plan of action on what choices they will make next. When this plan is discussed with a teacher, the child then returns to activities and implements their plan. We model and facilitate if they need help, or return to a "time out" to have time to talk about what did or did not work, and what we can do next.

Standard Safety Procedures

create Learning Center parents and guardians are provided contact numbers for our director, teachers, and the consultants through communications from create Learning Center (i.e., parent's Handbook - website).

Each teacher and staff member will carry and use their own personal mobile phone as directed herein for emergency purposes.

Posted Emergency Numbers: The emergency numbers, "9-1-1" from a mobile telephone **-or-** "9-1-1" from a landline *within* the center, are posted throughout center.

Fire Drill Procedures: Information is posted over doors to each classroom and *create Learning Center* holds practice drills twice each year (Spring and Fall).

Evacuation Due to Emergency: If an evacuation due to emergency occurs, then emergency services are called and all the teachers and children are to exit out the nearest exterior door and make their way to the front field of grass to the right of the building. In case of inclement weather, the children will be placed in employee vehicles to shelter them from the rain. Then, each teacher calls each child's parent, guardian, or emergency contact for the child's pick up or to relay the child's status and see whether pick up is warranted.

Medical Emergency plan: If a medical emergency occurs, the closest staff person to the emergency (victim) will begin to administer aid. The next closest staff person (not administering aid) will call for emergency services (9-1-1) from their mobile telephone, and then will alert the director. The director will then contact the child's parent, guardian, or emergency contact.

Fire Emergency Plan: If a fire emergency occurs, then emergency services are called and all the teachers and children are to exit out the nearest exterior door and make their way to the front grassy area to the right of the building, in case of inclement weather we will be located in staff vehicles. Then, each teacher calls each child's parent, guardian, or emergency contact for the child's pick up or to relay the child's status and see whether pick up is warranted.

Civil Disturbance Plan: If a Civil Disturbance occurs, then emergency services are called and the building will go into Lock Down mode until there is a resolution. Each teacher will call each child's parent, guardian, or emergency contact to alert them of the situation and resolution.