

Happy Orchard Daycare LLC

515 Lomax. Idaho Falls Idaho 83401

How did you hear about us? Website _____ Friend _____ Facebook _____ Other _____

ENROLLMENT APPLICATION Enrollment Date: _____ Last 4 of SSN _____

CHILDS NAME _____ SEX _____ AGE _____ BIRTHDAY _____

HOME ADDRESS _____ Zip: _____ PHONE _____

Email Address: _____

FATHERS NAME _____ HOME ADDRESS _____ zip: _____

HOME PHONE _____ WORK PHONE _____

PLACE OF EMPLOYMENT _____

MOTHERS NAME _____ HOME ADDRESS _____ Zip: _____

HOME PHONE _____ WORK PHONE _____

PLACE OF EMPLOYMENT _____

LIVING ARRANGMENTS: () BOTH PARENTS () MOTHER () FATHER () OTHER

LEGAL GAURDIAN: () BOTH PARENTS () MOTHER () FATHER () OTHER

CHILD MAY BE RELEASED TO THE FOLLOWING PERSON(S) SIGNING THIS AGREEMENT OR FOLLOWING

NAME (and relation to child) ADDRESS Phone

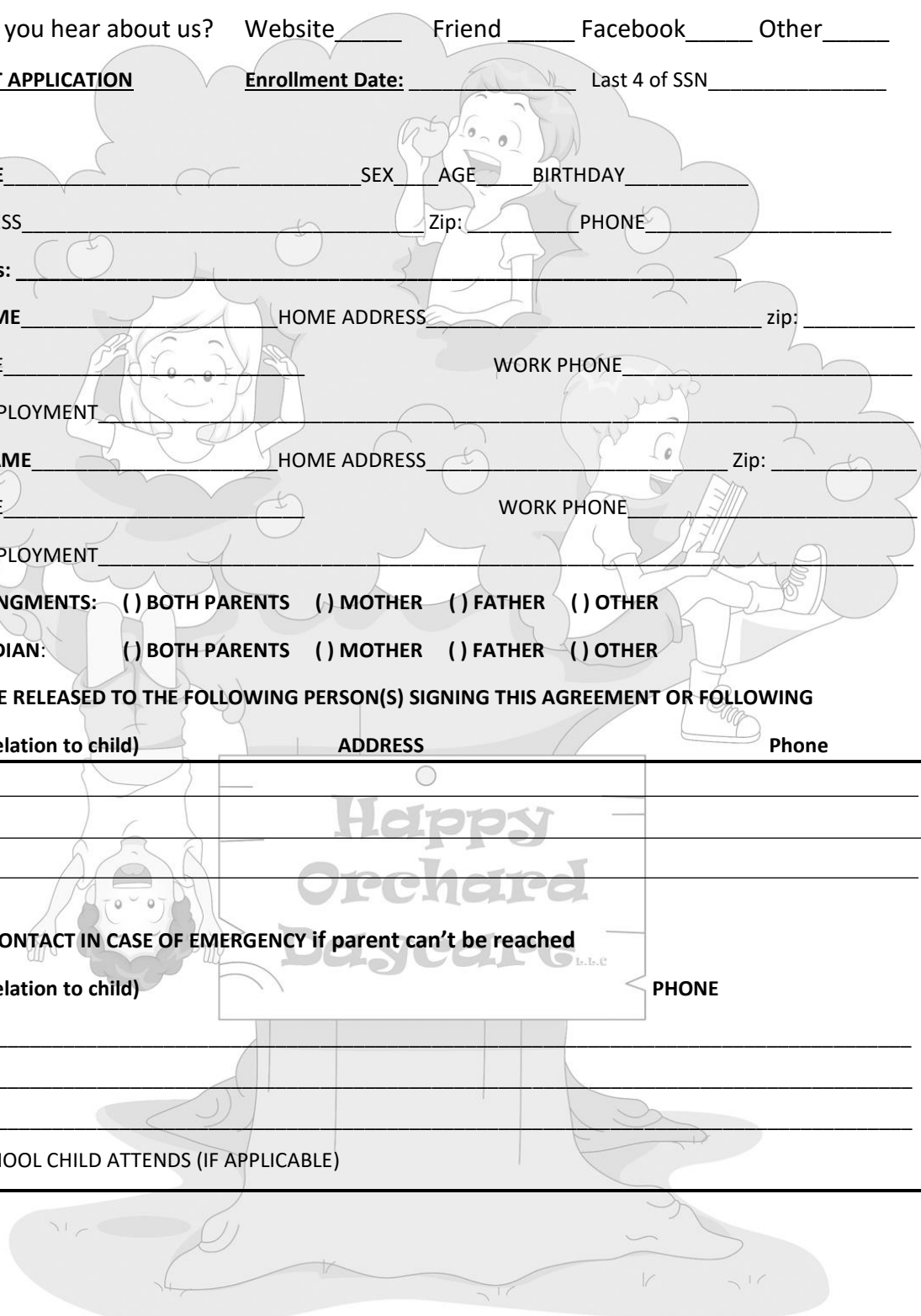
NAME (and relation to child)	ADDRESS	Phone

PERSON TO CONTACT IN CASE OF EMERGENCY if parent can't be reached

NAME (and relation to child) PHONE

NAME (and relation to child)	PHONE

NAME OF SCHOOL CHILD ATTENDS (IF APPLICABLE) _____



ENROLLMENT APPLICATION CONTINUED

CHILDS PHYSICIAN OR CLINICS NAME _____ PHONE _____

DOES CHILD HAVE ALLERGIES OR OTHER PHYSICAL PROBLEMS, MENTAL HEALTH DISORDERS OR DEVELOPMENTAL DISABILITIES WHICH WOULD LIMIT THE CHILDS PARTICIPATION IN THE CENTERS PROGRAMS AND ACTIVITIES? () YES () NO

SPECIFY: _____

SIGNATURE OF PARENT _____
/ LEGAL GAURDIAN _____ DATE _____

EMERGENCY MEDIACL AUTHORIZATION

SHOULD _____, DATE OF BIRTH _____ SUFFER ANY MEDIACL EMERGENCY WHILE IN THE CARE OF HAPPY ORCHARD DAYCARE LLC AND THE CENTER IS UNABLE TO REACH ME(US) IMMEDIATLEY, IT SHALL BE AUTHORIZED TO SECURE SUCH MEDICAL ATTENTION AND CARE FOR THE CHILD AS MAY BE NECESSARY. I (WE) AGREE TO BE RESPONSIBLE FOR THE PAYMENT OF SUCH SERVICES. I (WE) AGREE TO KEEP THE CENTER INFORMED OF CHANGES IN TELEPHONE NUMBERS, ETC. WHERE I (WE) CAN BE REACHED.

HAPPY ORCHARD DAYCARE LLC AGREES TO KEEP ME INFORMED OF ANY INCIDENTS REQUIRING PROFFESIONAL MEDICAL ATTENTION INVLOVING MY CHILD.

KNOWN MEDICAL CONDITIONS;(DIABETIC, ASTHMA, DRUG ALLERGIES)

SIGNATURE _____ DATE _____

PHONE _____

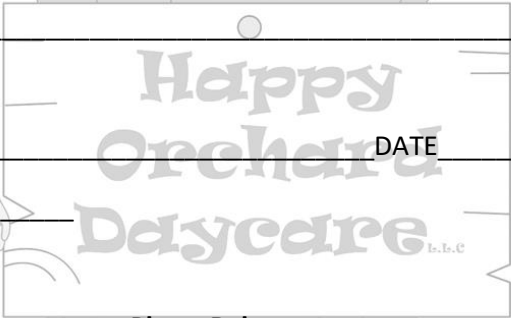


Photo Release

_____ I give permission to have my child's image used on social media as well as the website.

_____ I do not give permission for my child's likeness to be used.

_____ I give permission that I can receive photos of my child but not to use on social media.

Signature: _____ Date: _____

POLICIES AND PROCEDURES

- HAPPY ORCHARD DAYCARE IS OPEN FROM 5:30AM TO 6:30 PM MONDAY THRU FRIDAY. WE ARE CLOSED ON THE FOLLOWING HOLIDAYS; NEW YEARS DAY, MEMORIAL DAY, INDEPENDENCE DAY, LABOR DAY, THANKSGIVING DAY, CHRISTMAS DAY. (rates will not be prorated for weeks(months) in which a holiday falls.)
- Schedules are required on Sundays for the week of care. In the event of an emergency please contact us as soon as possible. Failure to provide your schedule may result in your child being turned away due to adult/child ratios being exceeded.
- Part time hours are under 24 hours a week, and any hours over 25 up to 43 hours a week, is classified as full time. All hours over 43 hours a week will be charged at \$5.00 an hour. ICCP does not cover hour overages.
- There is a \$100.00 registration fee per family to be paid at the time of enrollment.
- There will be a supply fee collected annually in August of \$50.00 per child. This fee is to help cover the cost of insurance, educational materials and other miscellaneous supplies purchased for your child.
- All enrollment forms and a signed contract, must be filled out completely before your child(ren) can start. Up to date Immunization records must be provided for each child and kept on file at the center.
- A child shall not be subjected to any manner of corporal, unusual or severe punishment inflicted on the body in any manner including spanking and no profanity, abusive language or tone will be tolerated in our center. The only type of discipline used in our center is the time out chair. Parents will be notified when inappropriate behavior continues. We expect complete cooperation from parents when discipline problems occur.
- All medication will be secured in the kitchen and will not be given out without the completion of the medication form and parent authorization.
- Sick children must be kept at home. We consider a child to be sick with an oral temperature of 100.4 degrees, throw up one or more times, have diarrhea 3 or more times, have a sore throat, etc. Should your child develop any of these symptoms while at the center you will be called and asked to pick up your child(ren) immediately. Any child with a communicable disease will not be allowed to attend the center until the recommended re-admission guidelines are satisfied as suggested on the chart posted near the front entrance of the center. Together we can keep our children healthy and happy.
- Late fee for late pick up is \$15.00 per fifteen-minute increment after 6:30.

- We have a no smoking policy in our center, and on the property. This includes staff, parents and visitors.
- The centers policy for the protection of our children in the center in the event of severe weather, fire, gas leak, bomb threat or any other type of emergency is posted in each room. We conduct frequent fire drills to keep the staff and children familiar with the procedures.
- Happy Orchard Daycare LLC will provide nutritious breakfast, lunch, dinner and snack to all children in attendance.
- Each parent is responsible for providing a change of clothes for their child(ren) in the event of an accident. Each article of clothing should have the child's(rens) name written on it. In the event a change of clothes is not available for your child loaner clothes will be provided for your child. These clothes are expected to be returned to the center laundered the next day. Failure to return the items of clothing will result in the following charges being added to your account. Shirt \$2.00, pants \$3.50 undergarments \$1.50. As you know in Idaho our weather can change quickly, please ensure that your child(ren) have the appropriate outerwear when they come to the center. Diapers are supplied by the parents and staff will keep you informed of needs, if you should run out of diapers a charge of \$1.00 per diaper we supply will be added to your account. Happy Orchard Daycare LLC Provides wipes.
- Our center has posted notices in the front of the building which include licensing, rules, communicable disease chart, access policy and emergency plans for evacuation.
- Happy Orchard Daycare LLC is required to report any suspected child abuse, neglect, exploitation, or deprivation to the department of Family and Children's services. (Health and Welfare)
- Happy Orchard Daycare LLC is required to report any suspected reportable communicable diseases to the Health Department.
- Happy Orchard Daycare LLC has my permission to transport _____ to and from school (if applicable) as well as on field trips and to special events. I understand addition adult supervision will be required and individual permission slips will be required for each field trip/special event.
- **IF YOUR CHILD(REN) PURPOSLEY DAMAGE HAPPY ORCHARD DAYCARE LLC PROPERTY (OUTSIDE OF NORMAL WEAR AND TEAR) THE COST OF REPAIRS AND/OR REPLACMENT WILL BE CHRGD TO YOUR ACCOUNT. An itemized list will be provided.**
- **IF YOU PLAN TO DISENROLL YOUR CHILD(REN) FROM HAPPY ORCHARD DAYCARE LLC A WRITTEN TWO WEEK NOTICE IS REQUIRED. FAILURE TO PROVIDE THIS NOTICE WILL RESULT IN YOUR BEING CHARGED FOR THE REMAINDER OF THE MONTH. IF NOT PAID FURTHER EFFORTS TO COLLECT WILL BE PURSUED.**
- **HAPPY ORCHARD DAYCARE LLC OFFERS DISOUNTS FOR AUTOPAY AS WELL AS MUTI-CHILDREN.**

Happy Orchard Daycare LLC

Childcare contract (One per family)

Date _____

Parent or legal guardian contracting for service: _____

Address _____

Phone number _____ SSN: _____

DL: _____

Name and age of each child for whom care services will be provided.

_____	_____
_____	_____
_____	_____

Fee schedule and payment terms

6 wks. - 12 months	13 months - 35 months	36 months - 5 yrs.	school age
_____	\$262/ part time	\$249/ part time	\$175/ part time
\$550/ full time	\$525/ full time	\$498/ full time	\$350/ full time

\$100.00 enrollment fee is due before children will be added to the schedule.

ICCP Co-Pays are required by the 15th of the month. For Private pay, payments are required by the 25th of the month.

We reserve the right to suspend service if your account falls more than 10 days past due. A late fee of \$15.00 per day up to 5 days will be added on day 6, interest will be added to all past due accounts at a rate of 35% of past due balance per 30 days until the account is paid in full. If services are terminated due to non-payment, accounts will be assigned to Trust Financial for collection and additional fees will apply.

Fees are for reservation of services on a "use it or lose it" basis and are non-refundable.

If a payment by check is dishonored by your bank a fee of \$35.00 will be charged. Future payments may be required to be in cash or certified funds if your check is dishonored.

Parents/Legal Guardians who enroll in auto pay will receive a 10% discount per child enrolled for services.

Transportation to and from school is \$55.00 a month and \$35.00 one way, plus \$5 for each additional sibling at the same school.

Family discounts 2nd child \$25.00 3rd child and above \$40.00 each.

Your child is not considered enrolled until all fees and paperwork have been returned to the center.

During Family vacations or other extended absences from the center the parent or legal guardian may pay 1/2 of the week's tuition to reserve the child(rens) spot upon your return. If this fee is not paid during your absence your child(ren) may not be accepted back into care upon your return. Special rules apply to recipients of ICCP, please see the parent handbook for limitations and restrictions.

When on ICCP the hours you are covered for are for work or school only, any days you are not working and bring the child(ren) will be up to you to cover the cost of.

Happy Orchard Childcare LLC's policies in regards to hours of operation, earliest drop offs and latest pick-ups, meals and special foods, medications, accommodations for medical conditions, drop offs and pick up by a person other than the parent or legal guardian, and all other policies governed by this agreement are contained in Happy Orchard Daycare LLC parent handbook and hereby incorporated in this agreement by reference.

This agreement may be terminated by either party with 2 weeks advance written notice to the other party.

As per our agreement upon enrollment, I agree to pay the amount of _____ per _____ and a Transportation fee of _____ per week (if needed). If I fail to pay this amount the services can and will be denied to me.

Date: _____

Parent or legal guardian

Owner, Happy Orchard Childcare LLC

Date Modified for ICCP

As per our agreement upon enrollment, I agree to pay the amount of _____ per _____, in the event that ICCP doesn't cover then I am responsible for the charges. I receive ICCP which covers a portion of the childcare bill, in which case I will pay my Co-pay of _____ per month. Transportation fee is _____, not covered by ICCP.

Total amount parent is responsible for is _____ per month.

Monthly Billed amount is _____ per month.

Parent or legal guardian

Owner, Happy Orchard Daycare