

MARY JOHNSON CHILDREN'S CENTER SCHOOL AGE PROGRAMS

ONE CHILD PER FORM/ ONE FORM FOR EACH CHILD is required.
 ~~This Enrollment Form is valid for one calendar year from the date of enrollment~~

MIDDLEBURY SUMMER 2021



Child's Legal Name: _____ **Preferred Name:** _____
Date of Birth: _____ **Age:** ____ **Date of Enrollment:** _____

Parent/Guardian Name: _____ **Relationship to Child** _____

Best Phone #	2 nd Phone #	Employer	Work Phone #
Mailing Address:		E-Mail:	

Parent/Guardian Name: _____ **Relationship to Child** _____

Best Phone #	2 nd Phone #	Employer	Work Phone #
Mailing Address:		E-Mail:	

EMERGENCY CONTACT PERSONS: These are the persons to be contacted in case of an emergency IF parent(s) or guardian(s) cannot be reached. These must be someone in the local area, within 20 minutes' distance if possible, in case this child needs to be picked up due to illness, etc.

Name	Best Phone #	2 nd Phone #	Work Phone #	Address



IN CASE OF EMERGENCY

IF parents/guardians or above-named person(s) cannot be contacted, AND the situation calls for immediate attention, I HEREBY AUTHORIZE MJCC SCHOOL AGE PROGRAM STAFF TO SEEK EMERGENCY MEDICAL ATTENTION FOR THIS CHILD.

SIGNATURE: _____ **DATE:** _____

CHILD'S Physician and Dentist

Doctor's Name:	Doctor's Phone Number:
Dentist's Name:	Dentist's Phone Number:

Does this child have any ALLERGIES? ____ **If yes, please list:** _____

Are any MEDICATIONS taken on a regular basis? ____ **Please list with dosage and frequency:**

MARY JOHNSON CHILDREN'S CENTER SCHOOL AGE PROGRAMS

PERMISSIONS:

PICK-UP: This is the list of **all** who may pick up this child—parent/guardian, siblings, neighbors—**ALL persons**. The SCHOOL AGE PROGRAM will not release your child to anyone except the persons listed here, and on page 1, unless written or verbal permission is provided, for your child's protection. THESE PERSONS SHOULD BE PREPARED TO FURNISH CURRENT IDENTIFICATION IF ASKED BY PROGRAM STAFF, to ensure safety of the child.

I GIVE PERMISSION FOR THE FOLLOWING INDIVIDUALS TO PICK UP MY CHILD FROM THE SCHOOL AGE PROGRAM:

NAME:	PHONE NUMBER(S)	Relationship to Child

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Access Information:

Families always have access to their child, their child's files, and, within reason, to the Program staff. MJCC School Age programs recognize that in most situations, both parents have a legal right to be a part of their child's life.

MJCC programs deny parent/guardian access to a child **only** if there is a legal document on file at the program site and the MJCC office.

If there are any individuals not LEGALLY permitted access to this child, list below:

Parent/Guardian Signature: _____ Date: _____

1). I give permission for the staff of the SCHOOL AGE PROGRAM to **administer Children's Tylenol** in the event that I cannot be reached, and my child has a fever of 101 or above.

Parent/Guardian Signature: _____ Date: _____

2). I give permission for the SCHOOL AGE PROGRAM STAFF to access my **child's immunization records** from the VT Department of Health database (immunization records only).

Parent/Guardian Signature: _____ Date: _____

3). I understand that occasionally **photographs** might be taken of children in school age programs. I give permission for photographs including my child to be used in brochures, magazine/newspaper or other publicity materials, without payment to me.

Parent/Guardian Signature: _____ Date: _____

4.) I give permission for (please check and sign):

My child to go on **field trips, off-site hikes, etc.**, with the understanding that adequate adult supervision will be maintained, and that safe transportation, if needed, will be provided.

My child to **SWIM** with the SCHOOL AGE PROGRAM—advance notice provided.

SCHOOL AGE PROGRAM STAFF to apply: **Sunscreen** **Insect Repellant**

Parent/Guardian Signature: _____ Date: _____

**MARY JOHNSON CHILDREN'S CENTER
SCHOOL AGE PROGRAMS**

Health Information:

A). Has this child ever had an **allergic reaction**? Yes ____ No ____

If yes, please describe warning signs or indicators of the allergic reaction that might be observable in your child in the event of accidental contact with the cause of the reaction here.

Please speak to a site director about the specifics of the reaction, and provide written directions for staff, if appropriate and necessary.

B). Does this child have any **medical conditions/ diagnoses**? Yes ____ No ____

If yes, please detail or describe here.

If you are unsure about whether this child's situation needs to be shared with staff, please speak with a site director to help you decide.

EXCHANGE OF INFORMATION (please check and sign/date):

I give permission for the SCHOOL AGE PROGRAM staff to share information in the best interest of this child with school staff school counselor other team members

I give permission for school staff school counselor other team members to

Exchange information in the best interests of this child.

Parent/Guardian Signature: _____ **Date:** _____

(Permissions granted here are valid for one year from the date listed above.)

Family Information:

The SCHOOL AGE PROGRAMS ask for a bit of information about family relationships and people that are important in their lives, to best serve this child. For safety and legality, we ask for brief, clear answers to the following questions:

A). Does this child have any siblings? Yes ____ No ____

If yes, please list their names and ages:

B). Are this child's parents/guardians – Separated? Yes ____ No ____ Divorced? Yes ____ No ____

If appropriate, briefly describe this child's custody and/or visitation arrangements.

Please note: If one parent/guardian is not allowed to pick up this child, or to have access, we must have a copy of legal documentation stating this in the child's file. (see Parent/Guardian Access on page 2 of this form). Please advise of any changes as they occur during the year.

C). Please describe the important people in this child's living situation, (as a part of this child's extended family, relatives, living together with others, etc., for examples.

School Information at time of enrollment: School Child is Attending: _____

Grade Completed by start of Summer Session: _____ **And** Grade for School Year: _____

Does this child receive specialized services at school? Yes ____ No ____

Individualized education Plan (IEP)/ learning specialist/classroom assistant/counselor? Yes ____ No ____

If yes, how may SCHOOL AGE PROGRAMS meet special needs?

**MARY JOHNSON CHILDREN'S CENTER
SCHOOL AGE PROGRAMS**

Please check your enrollment form for accuracy and completeness. ***This becomes our best record of your child's information, and is required by our licensing agency, the Vermont Child Development Division.*** You will receive confirmation of your child's official acceptance from MJCC School Age Programs.

I understand the questions asked in this form (pages 1-3), and I have completed them fully and correctly. I understand that my child is not enrolled until this form and any other necessary documents are on file with Mary Johnson Children's Center School Age Programs.

Parent/Guardian Signature: _____

Date: _____

General Interest Survey Questions:

- 1) How can we best meet the needs of your child?
Likes _____.
Dislikes _____.
My child is fearful of _____.
Interests? Talents? Skills? _____

- 2) How long will your child spend at an activity he or she enjoys?

- 3) What techniques work best when your child is upset?

- 4) How does your child tend to enter group experiences?

- 5) Can your child express himself/herself verbally so that others are able to understand him or her? If not, how does your child communicate with others?

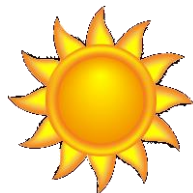
- 6) Any other information you would like our staff to know?

~~ AFTER SCHOOL CARE 2021-2022 ~~

I wish to enroll this child in the Middlebury After School Program for the fall of 2021. I verify the information on this form is current and up-to-date for the school year. **I understand that a separate school-year tuition agreement (page 7) must be signed to complete school-year enrollment.**

Parent/Guardian Signature: _____ Date: _____

**MARY JOHNSON CHILDREN'S CENTER
SCHOOL AGE PROGRAMS**



**Tuition Agreement
SUMMER 2021**

For MJCC Use:
Deposit Received _____
Date _____
Amount _____
Check # _____
Initials _____
STAMP BELOW

Mary Johnson Children's Center is a nonprofit corporation which is dependent upon tuition fees to cover salaries and other expenses. Fees must be paid regularly and promptly.

TUITION IS DUE REGARDLESS OF ATTENDANCE.

Staff is assigned and programs developed based on the numbers of children enrolled on a daily basis. Tuition is based on the total yearly costs of the program, payable weekly as a convenience to parents.

NOTIFICATION OF CHANGES MUST BE GIVEN TO THE SCHOOL AGE CARE PROGRAMS DIRECTOR AT THE MJCC OFFICE.

Parents may change a schedule, or withdraw a child at any time, with the required two weeks' notice. Parents wishing to withdraw their child, but who fail to provide two weeks' notice will be liable for the last two weeks' tuition.

TUITION ADJUSTMENTS:

For families with two or more children attending, the cost for each additional child attending per day is listed below. If you have questions, call MJCC, at 802-388-2853.

RATES

**Full Day: per day \$ 39.00; second/each additional child \$31.00
Full week enrollment (5 full days): per week \$195.00; second child \$155.00**

POTENTIAL SURCHARGE FOR LATE PAYMENTS:

The Board of Directors has determined that in order to avoid late payment of tuition, and remain equitable to all parents and guardians, A SURCHARGE OF 10% MAY BE ASSESSED AGAINST ANY PARENT OR GUARDIAN WHO IS MORE THAN 30 WORKING DAYS LATE IN PAYING AMOUNTS DUE, AND WHO HAS NOT AGREED TO A PAYMENT PLAN WITH CENTER DIRECTOR. The Center Director is authorized to terminate a child's enrollment for failure to pay tuition and penalty charges. In addition, the Board of Directors may act to collect overdue accounts by legal processes.

I understand and agree to the above terms and conditions.
 I hereby enroll my child _____ in the MJCC SUMMER Program.
My child's days will be: M T W TH F
My child's hours will be: _____ to _____
SIGNATURE _____ DATE _____

**MARY JOHNSON CHILDREN'S CENTER
SCHOOL AGE PROGRAMS**



Summer 2021

WEEKLY ENROLLMENT

Program

MIDDLEBURY

Child's Name: _____ **Age:** _____

Parent/Guardian: _____

Address: _____

Phone : _____ E-Mail : _____



Please mark with an X EACH day of the week, and in EACH week that your child will be attending. These are the days that you will be charged the daily rate. You may change this if necessary, with the approval of the MJCC School Age Programs Director. (schoolage@mjcvt.org)

WEEKS	Monday	Tuesday	Wednesday	Thursday	Friday
WK #1 June 21 - 25					
WK #2 June 28 - July 2					
WK #3 July 5 - 9	Holiday— No Program				
WK #4 July 12 - 16					
WK #5 July 19 - 23					
WK # 6 July 26 - 30					
WK #7 Aug 2 - 6					
WK #8 Aug 9 - 13					



I understand and accept these conditions and charges, and agree to pay for the days my child is enrolled. I understand any changes must be approved by the MJCC School Age Programs Director.

Parent/Guardian Signature: _____ Date: _____

**MARY JOHNSON CHILDREN'S CENTER
SCHOOL AGE PROGRAMS**

**FOR SCHOOL YEAR
ENROLLMENT
ONLY**

**COMPLETE THIS
FORM
AND
AFTERSCHOOL
INFO
VERIFICATION
(BOTTOM of PAGE 4)**

**Program Site:
Check One**

- MIDDLEBURY
- SALISBURY
- WEYBRIDGE



**Tuition Agreement
SCHOOL YEAR 2021-2022**

Mary Johnson Children's Center is a nonprofit corporation which is dependent upon tuition fees to cover salaries and other expenses. Fees must be paid regularly and promptly.

TUITION IS DUE REGARDLESS OF ATTENDANCE.

Staff is assigned and programs developed based on the numbers of children enrolled on a daily basis. Tuition is based on the total yearly costs of the program, payable weekly as a convenience to parents.

NOTIFICATION OF CHANGES MUST BE GIVEN TO THE SCHOOL AGE CARE PROGRAMS DIRECTOR AT THE MJCC OFFICE.

Parents may change a schedule, or withdraw a child at any time, with the required two weeks' notice. Parents wishing to withdraw their child, but who fail to provide two weeks' notice will be liable for the last two weeks' tuition.

TUITION ADJUSTMENTS:

For families with two or more children attending, the cost after the first child is listed below for each additional child attending per day. If you have questions, call MJCC, at 802-388-2853.

RATES

Daily Afterschool Rate:	\$ 19.00	(\$15.00)
Half-Day/early Release per day	\$ 29.00	(\$25.00)
Vacation Day/Extended Day (full day): per day	\$ 39.00	(\$31.00)

POTENTIAL SURCHARGE FOR LATE PAYMENTS:

The Board of Directors has determined that in order to avoid late payment of tuition, and remain equitable to all parents and guardians, A SURCHARGE OF 10% MAY BE ASSESSED AGAINST ANY PARENT OR GUARDIAN WHO IS MORE THAN 30 WORKING DAYS LATE IN PAYING AMOUNTS DUE, AND WHO HAS NOT AGREED TO A PAYMENT PLAN WITH CENTER DIRECTOR. The Center Director is authorized to terminate a child's enrollment for failure to pay tuition and penalty charges. In addition, the Board of Directors may act to collect overdue accounts by legal processes.

- I understand and agree to the above terms and conditions.
- I hereby enroll my child _____ in the _____ AFTERSCHOOL Program.

My child's days will be: M T W TH F

My child's hours will be: _____ to _____

SIGNATURE _____ DATE _____