



Mundo Pequeño Spanish Immersion Child Care

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Enrollment & Tuition Agreement

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- ❖ Dental Screening

To Register:

1. Confirm space availability with the Director.
2. If your start date is less than 3 months away, complete the application packet and return it to the Center along with the tuition deposit. If your start date is 3 months or longer away, you may wish to wait to submit the Child's Personal Information form so that it is more current to your child upon enrollment.
3. All registration materials, including the Health Care Summary Form and Immunizations List, and the registration fee should be submitted at least one week in advance of your start date.

Updated by/date: _____



Enrollment Application

Please share with us how you heard of our Center.

Please describe what most interests you about enrolling your child at MPLC.

What benefits do you most hope your child will gain from becoming bilingual/ learning a second language?

MPLC encourages family involvement and focuses on building a community of families who support a quality early childhood experience for all children in the Center. Are there any special talents you would be willing to share as a volunteer or by visiting the children's classroom at a convenient time?

Please circle any of the following activities you would be interested in participating in as a volunteer:

- Speak with prospective parents
- Read with the children
- Share about your career
- Volunteer in the classroom

Updated by/date: _____



Enrollment and Tuition Agreement

Child's Name: _____

Enrollment Options

Tuition prices are assigned by age:

Infant & Toddlers 0-24 months \$ 280 x week.

2 - 3 years old: \$ 270 x week.

3 - 5 years old: \$ 245 x week.

START DATE: Date child will begin attending Mundo Pequeño Spanish Immersion Child Care Center: _____

REGULAR HOUR OF ARRIVAL: My child will arrive at the Center at _____ am.

REGULAR HOUR OF PICK UP: My child will be picked up from the Center at _____ pm.

You are welcome to use the center from 6:30-6:00 but we ask you to let us know if you will be regularly dropping off and picking up at set times so that we can always ensure appropriate child/staff ratios.

MULTIPLE CHILDREN ENROLLED: If more than one child is enrolled in the center, tuition for the 2nd child will be discounted by 10%. (Discount will apply to the child with the lower tuition rate.) The discount does not apply to other fees. Number and ages of children enrolled:

Financial Policies

1. **Registration Fee: \$40/Child:** I (we) agree to pay Mundo Pequeño Spanish Immersion Childcare Center a non-refundable registration fee that covers the registration process and materials. This fee is due at the time of enrollment or noncontiguous re-enrollment and does not apply to tuition.
2. **Ongoing Tuition Payments:** I (we) agree to pay Mundo Pequeño Spanish Immersion Childcare Center ongoing tuition payments of care in two-week increments. Tuition Due Dates are listed in the Parent Handbook. Payments are due the Friday that precedes the two-week period it will cover. The delay in receipt of an invoice should not prevent payment of tuition. Tuition is consistent and due dates are provided for the entire year.

Updated by/date: _____

3. **Other Fees:** I (we) understand that the late pick-ups (\$20), Insufficient funds/Returned payment (\$25), (See Parent Handbook for more detailed information on late pick-ups.)
4. **Vacation, Illness, Holidays, and School Closures:** I (we) understand that I am responsible to pay tuition regardless of illness, absence, school closure, and/or holidays. Tuition will not be adjusted for absences due to illness, school closure for holidays or due to weather conditions. (approved holidays are listed in the Parent Handbook) If snow/weather forces the closure of the Center, notice will be given via Brightwheel App no later than 6:00 am.

After one year of enrollment, families are eligible for one week of vacation without tuition by notifying the Director directly at least two weeks in advance.

5. **Withdrawing from Enrollment/Change of Enrollment:** I (we) understand that by signing this form that my child will be enrolled continuously for the schedule I choose until such a time I indicate a change of schedule or withdrawal. If I choose to change my schedule or withdraw my child(ren) from the Center, I will provide written notice 30 days in advance of the desired scheduled date or the final date of attendance. The final two weeks shall be covered by the tuition deposit I provided at time of enrollment. An Enrollment Withdrawal Form is available at the end of this packet for you to retain.
6. I (we) understand that I will be notified of any **tuition rate adjustments** no later than July to take effect in September of that current school year.
7. Mundo Pequeño Spanish Immersion Childcare Center reserves the right to terminate enrollment at will. Examples of potential situations that could result in suspension/disenrollment/termination include:
 - A child exhibiting unmanageable behavior.
 - A child with educational or medical needs for which the Center does not have the expertise or resources to manage.
 - If we feel we are unable to satisfy a family's expectations.
 - If financial obligations are not met on a timely basis;
 - If a family shows disrespect/disregard for any staff member, parent, or child.

**When possible, the Center will provide a two-week notice to parents but reserves the right to issue an immediate or shorter notice of disenrollment as deemed necessary.
8. Along with the Enrollment Packet I have received a copy of the Mundo Pequeño Spanish Immersion Childcare Center Parent Handbook and I agree to adhere to the policies and procedures contained within. I have read the conditions of this enrollment/tuition agreement, and I understand and accept each condition as a policy of Mundo Pequeño Spanish Immersion Childcare Center.

Parent/ guardian signature: _____

Parent/ guardian name printed: _____

Date: _____

Updated by/date: _____



Children's Record and Registration Form

Child's Name (First, Middle, Last) _____

Birth Date : _____ Nickname: _____ Female _____ Male _____

Child Lives with: _____ Both Parents _____ Mother _____ Father Other - Please describe:

Child's Home Address: _____

City _____ State _____ ZIP _____

Phone # _____

Email Address(es):
_____, _____

Parent Marital Status: Single ___ Married ___ Partnered ___ Separated ___ Divorced ___ Widowed ___

Parent/Guardian _____ Cell phone _____
Employer Name _____ Work Phone _____
Business Address _____ Occupation _____

Parent/Guardian _____ Cell phone _____
Employer Name _____ Work Phone _____
Business Address _____ Occupation _____

The best way to reach a parent/guardian while the child is at the center: _____

Emergency Contacts
(MUST BE FILLED OUT COMPLETELY)

Name	Relationship	Phone number	Address

Updated by/date: _____



Children's Personal Information Form

Child's Name: _____ Birth Date: _____ Date: _____

Health Information:

Name, address, and telephone of medical and dental care providers

MEDICAL _____

DENTAL _____

PREFERRED HOSPITAL _____

Has your child been seen by a medical specialist other than their regular MD? Please describe:

Is your child taking any medications now (including laxatives, vitamins, etc.)

Does your child have any challenges (physical/other) or serious illness/disease?

Has your child had any serious accidents/poisonings/hospitalizations?

Has your child had any of the following: (Please circle)

- 3 or more ear infections in the last year.
- 3 or more colds with fever in the last year.
- Premature birth, birth injury.
- Trouble breathing at birth.
- Convulsions/seizures.
- Head injury.

Updated by/date: _____

Allergies: Eczema, hives, drug/food intolerance, hay fever, wheezing, asthma, insect stings. Please describe:

Please describe any other specific dietary, medical, or other individualized needs not previously mentioned.

Have you made special arrangements for the care of your child should they become ill at the Center?



ALL CHILDREN

- Please describe your child's personality:

- What are your child's favorite activities?

- Does your child enjoy playing with others?

- What are the primary and secondary languages spoken at home?

- Does your child have previous experience in a group setting? Y / N, please describe:

- Communication behaviors:

- Please describe how your child responds to interaction with adults and other children and to being separated from parents:

- How do you comfort your child? (Does your child have a special blanket, stuffed animal, or toy they use for comfort?)

- Please describe any other special needs, fears, or concerns you have about your child that you would like us to know about:

- Is there any information you would like us to know related to your child's/family's race, religion, home language, culture, or family structure?

- What goals do you have for your child this year? (Social, Emotional, Physical)

- Other children in the household (Name, Age, Relationship)

- Other adults regularly in the household (Name, Age, Relationship)

- Other important people in your child's life (Name, Age – if applicable, Relationship)



CHILDREN 36 MONTHS TO 5 YEARS

Please describe your child's habits related to Eating:

Sleeping (naps – frequency and length):

Toileting (fully toilet trained? Needs help? Other?):

Dressing:

Are there any discipline techniques you use with your child that work well?

INFANTS AND TODDLERS 24-36 MONTHS

Do you have any special way of helping your child go to sleep?

Does your child cry when they go to sleep?

What is your child's current sleeping schedule?

Does your infant (2-15 months) prefer to sleep on their stomach, side, back?

Does your child use a pacifier?

Updated by/date: _____

Does your child need a blanket or toy to sleep?

Will your baby drink breast milk or formula at the Center & what kind of formula (if applicable) and bottle do you use? (Please fill out the infant feeding schedule form.) Has your child had any feeding problems? Please describe:

Do you use cloth or disposable diapers? Does your child experience diaper rash and how do you treat it?



Enrollment Authorization Form

- ✓ **Enrollment Authorization Form for Emergency Care & Treating Minor Injuries or Accidents & Administer Over-the-Counter Products:** I hereby authorize staff of Mundo Pequeño Bilingual Learning Center to administer medical treatment and /or first aid for any minor injury or accident while my child is in their care. In addition, I authorize the use of **diaper wipes, ointments, insect repellents, and sunscreen**. I give my permission for emergency care decisions to be made by Mundo Pequeño Bilingual Learning Center staff regarding my child in the event of any emergency. Please indicate if any of the above in bold is not authorized.

Parent/Guardian Signature: _____ Date: _____

- ✓ **Permission to Participate:** I hereby grant permission for my child to participate in any and all of the Center activities and to use the play equipment to include all indoor and outdoor toys and equipment.

Parent/Guardian Signature: _____ Date: _____

- ✓ **Child Protection Service Acknowledgment:** In the event that Mundo Pequeño Spanish Immersion Childcare Center has reason to suspect the occurrence of physical, sexual, or emotional abuse, neglect or exploitation of a child, we will, as required by Iowa Law, report the incident immediately by telephone to the Child Protective Services and/or the appropriate authorities.

Parent/Guardian Signature: _____ Date: _____

- ✓ **Persistent Unacceptable Behavior and Termination of Care Policies:** I have read and understand the Center's policies on persistent unacceptable behavior and termination of care. Please see Mundo Pequeño Parent Handbook regarding Suspension / Expulsion Policy.

Parent/Guardian Signature: _____ Date: _____

- ✓ **Providing updates to the Center when enrollment information changes:** I understand that I am responsible to provide updates to the Center if any information in the Enrollment Materials needs to be updated, including a health care summary and immunizations at 33 months and following well-child visits, address/contact info, emergency contact, persons authorized for pick up, medical information etc.

Parent/Guardian Signature: _____ Date: _____

Updated by/date: _____

- ✓ **Use of children's images & Publicity Participation:** Permission is given for my child's image to be captured (photos/short video clips) during center activities. Images will only be used internally among our community of families/within our Center. I understand that the use of any image that shows my child's face that the Center may wish to use for promotion on the Center's website, social media, or elsewhere externally **WILL NOT** be used without an additional notification by paper that includes the image to be used, explains the intended use, and giving the parent an opportunity to opt out. Any image used internally or externally will not include any child's name and will remain anonymous. I relinquish all rights, title, and interest in the images. (Media release Form Included)

Parent/Guardian Signature: _____ Date: _____

Updated by/date: _____



Emergency Authorization Form

Child's Name (First, Middle, Last): _____ Birth date: _____

Child's Mother/Guardian: _____ Daytime phone # _____

Child's Father/Guardian: _____ Daytime phone # _____

Emergency Contacts

(MUST BE FILLED OUT COMPLETELY)

Name	Relationship	Phone number	Address

MEDICAL:

DENTIST:

PREFERRED HOSPITAL :

MEDICAL INSURANCE COMPANY :

Last Date of Physical Exam: _____ Weight: _____

Allergies or other significant medical information including medications (Write on back if necessary):

I give permission to Mundo Pequeño Spanish Immersion Childcare Center to make whatever emergency measures are judged necessary for the care and protection of my child while under the supervision of their Center. In case of a medical emergency, I understand that my child will be transported to an appropriate medical facility by the local emergency unit for treatment if the local emergency resource (Police, Rescue Squad) deems it necessary. I understand that in some medical situations, it may be necessary to contact the emergency resource before the parent.

Updated by/date: _____

Social Media

Child / Family Release Form



Mundo Pequeño Spanish Immersion Center has a social media account to be used as a space where we share students' photos, Mundo Pequeño family activities, Open house events, and excellent work. Please fill out the form below indicating if you approve or disapprove of your child and child's family (mom, dad, siblings, child's guardians) being featured on our social media page.

Photos will NEVER be accompanied by captions or tags that include names or any other identifying information.



Mundo Pequeño Childcare

- Yes, I permit my child's/ family photography to be featured on Mundo Pequeño Childcare's Facebook page.

- No, I do not permit my child's/family's photography to be featured on the Mundo Pequeño Childcare Facebook page.

Child's name: _____

Parent's/guardian printed name: _____

Household members included: _____

Updated by/date: _____

On the first day, what items do parents need to bring...

- ✓ State Child's Immunization record, Current Physical Exam, Dental Screening



Pecesitos Infants Classroom (0-12mo):

- Diapers
- Wipes
- Formula or Brest milk please label it with the child's name, date, and amount in ounces.
- Water (Optional)
- 2 baby bottles
- Pacifier (optional)
- 3 boxes of tissues
- Baby sleeping bag (anti-shock)
- Five sets of spare clothing (seasonal)

Pecesitos Toddlers Classroom (12-24mo):

- Diapers
- Wipes
- 3 boxes of tissues
- Small blanket (light not heavy blanket)
- Five sets of spare clothing (seasonal)

Ovejitas Class (2's)

- Diapers
- Wipes
- 3 boxes of tissues
- Small blanket (light not heavy blanket)
- Five sets of spare clothing (seasonal)

Monitos Class (3's):

- 3 boxes of tissues
- Small blanket (light not heavy blanket)
- Five sets of spare clothing (seasonal)

Pinguinos Class (4's)

- 3 boxes of tissues
- Small blanket (light not heavy blanket)
- Five sets of spare clothing (seasonal)



Don't forget to download the Brightwheel app to stay informed about all Mundo Pequeño activities, parents' notes, and teacher's messages!

Updated by/date: _____