



Re- Enrollment Packet

- Enrollment Forms – Please complete these forms annually so that we can keep your child's file accurate.
 - o Tuition Agreement
 - o Enrollment Form
 - o Authorized Pick Up List & Emergency Contacts
 - o USDA/CACFP Food Program (for all families)

Child's Name: _____

Thank you for choosing Growing Kids Learning Center.



Tuition Agreement

Programs Available

(Please circle one. Ask the Director if more options are needed.)

Infant Care (6 weeks – Walking)	5 Full Days (7:00 am - 6:00 pm)		
Toddler Care (Walking - 24 Months)	5 Full Days		
Young Preschool (24mo. - 3 years)	5 Full Days	5 Half Days	3 Full Days
Preschool (3 yrs & Potty Trained - 5 years)	5 Full Days	5 Half Days	3 Full Days
Kindergarten (5 yrs. by September 1)	5 Full Days	5 Half Days	
After School Care (Elem. Grades)	5 Days	Additional charges apply for extra ½ and full days.	
Evening Care (2 yrs and older)	Care available until 11:30 p.m. weekly or as needed. Prior sign-up required.		

For the Program Selected,
Your Weekly Tuition Rate Is:

\$_____ If Paid In FULL on
Monday with **AutoPay**
Discount

\$_____ Regular Tuition Rate
(no AutoPay Discount)

This amount can change if
your child's program changes.

Payments and Due Dates

All Payments are due in advance weekly on Mon. morning.

Advanced payments are accepted.

All payments are non-refundable.

The annual registration fee of \$50 is charged upon enrollment and every August thereafter.

A Service fee of \$25 is charged for all returned payments.

Non-Payment of Tuition can terminate enrollment.

Forms of payment accepted: Debit Cards, Checks, Visa / MasterCard, ACH from Bank Account (checking or savings).

Parent(s) signing below are responsible for paying any balance due, including any balances remaining after payments from childcare voucher, 3rd party reimbursement, or other outside source.

Late Pick Up Fees

A fee of \$5 is charged for every 15 minutes a child is picked up after the scheduled pick-up time. Payment is due immediately. See the Parent Handbook for more info.

Holiday Schedule

The center will be closed on the following holidays (or closest weekday). The regular tuition is still due these weeks.

Evening Care schedule may be adjusted as well.

- New Year's Day - Memorial Day - July 4th
- Labor Day - Thanksgiving - Christmas Day

Schedule or Program Changes

If your child's schedule or program changes, your tuition will change accordingly. To request a schedule change, please notify the director in writing. Your tuition can change with 30 day notice.

To qualify for the AutoPay Discount, your balance must be paid in full by Monday of each week, through our AutoPay program.

Your tuition is due in full each week regardless of illness or other absence. The center does provide 2 weeks "Vacation" per calendar year where tuition is waived when your child does not attend. Vacation requests should be in writing -- Please see the Parent Handbook for details. Overdue accounts will be charged a service fee. The parent understands that he/she assumes all responsibility for interest charges, collection agency, legal or court fees associated with the collection of this account, if that becomes necessary. Parents electing to withdraw their child must provide two weeks written notice to the center. Any issue under this agreement or relating to the service provided shall be subject to mediation and, if not resolved by mediation, arbitration under the rules of the American Arbitration Association.

Child: _____

Parents' _____
Signatures: _____

Date: _____

Director: _____



Student Information

Name: _____

Birthdate: ____/____/____ Age: _____

Child Lives With: ____ Mother ____ Father
 ____ Other: _____

Today's Date: ____/____/____

Start of Care: ____/____/____

Gender: ____ Boy ____ Girl

Parents are: ____ Married ____ Single

____ Other _____

In the chart below, please indicate the normal **days and hours** your child is in care, and the **meals received** while in care.

	MON	TUE	WED	THUR	FRI
Please enter the normal hours your child is in care (e.g. 7:30 – 5:30pm)					
Please check (✓) the meals your child normally receives while in care	☐ AM Snack ☐ Breakfast ☐ Lunch ☐ Afternoon Snack ☐ Dinner ☐ Evening Snack	☐ AM Snack ☐ Breakfast ☐ Lunch ☐ Afternoon Snack ☐ Dinner ☐ Evening Snack	☐ AM Snack ☐ Breakfast ☐ Lunch ☐ Afternoon Snack ☐ Dinner ☐ Evening Snack	☐ AM Snack ☐ Breakfast ☐ Lunch ☐ Afternoon Snack ☐ Dinner ☐ Evening Snack	☐ AM Snack ☐ Breakfast ☐ Lunch ☐ Afternoon Snack ☐ Dinner ☐ Evening Snack

This information is required by CACFP federal regulations at §226.15(e)(2) and (3) for each enrolled child and must be updated **annually**.

☐ Check if your child's schedule may vary

☐ Check if your school aged child might attend before/after school care and school holidays during the school year.

Parent (Guardian) Information

	First Parent	Second Parent
Relationship	____ Mother ____ Father	____ Mother ____ Father
Name:	_____	_____
Home Address:	_____	_____
City/State/Zip Code:	_____	_____
Home Phone:	_____	_____
Email Address:	_____	_____
Cell Phone:	_____	_____
Cell Phone Carrier:	_____	_____
Employer Name:	_____	_____
Employer Phone:	_____	_____
Work Hours:	_____	_____
Soc.Sec.# / D.L.:	_____	_____



Authorization and Consent

I/We state that we are the legal parent/guardian of the minor child listed below.

Please Initial

_____ **Authorization for Medical Treatment of a Minor** – I authorize, for emergency purposes only, Growing Kids Learning Center to transport my minor child and to consent to any necessary examination, medical diagnosis, surgery or treatment, and / or hospital care to be rendered to the minor child listed below, under the general or special supervision and on the advice of any physician licensed to practice in the state of Indiana.

_____ **Liability Release for Services Provided Outside of Growing Kids Learning Center** – I release and hold harmless Growing Kids Learning Center, its owners, and its employees from any liability or accident that may occur should I retain the services of any Growing Kids employee for services **outside** the learning center. I also agree not to solicit Growing Kids employees away from the learning center for alternate employment opportunities.

_____ **Photo Release** – Growing Kids, its affiliates and agents, may use photographs, video recordings, reproductions, images, and sound recordings of my child for advertising, publicity, or other lawful use.

_____ **Authorized Pick Up** - Children will be released only to a parent or a person named by the parent. Parents or persons named by the parent must make sure that a staff member is aware of the child's arrival and departure. Parents shall sign the child in and out by name and time of arrival and departure. Parents cannot share access codes, computer passwords, and other security measures with unauthorized people.

_____ **Receipt of Growing Kids Parent Handbook** – I have read and understand the Growing Kids Parent Handbook that was given to me upon enrollment.

_____ **Agreement to Pay Tuition** – I have read and signed a Tuition Agreement form that specifies the tuition amount and the frequency of payments to Growing Kids for services rendered.

Name of Child: _____

Parent Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Thank You for Choosing Growing Kids Learning Center

We are dedicated to providing the highest quality child care. Please feel free to speak with your child's teacher or the center director regarding any question or concern you may have. We welcome your comments and involvement in the center.

Office Use Only –	Center:
Enrollment Offer Date:	Expected Start Date:
Enrollment Offered by:	Offer Expiration Date:
Classroom / Schedule:	



Authorized Pick Up List & Emergency Contact List

This form designates what adults are able to drop off and pick-up your child from the Growing Kids Learning Center and what adults to contact in the event of an emergency. Please list the adults in the order you would like us to contact them in the event of an emergency or, more likely, a student illness.

Student Name: _____

Home Address: _____

Contact
Order

	Name	Address	Relation	Phone Number	Pick Up Only
1	Mother or Father			Home: _____ Work: _____ Cell: _____ Other: _____	☐
2	Mother or Father			Home: _____ Work: _____ Cell: _____ Other: _____	☐
3				Home: _____ Work: _____ Cell: _____ Other: _____	☐
4				Home: _____ Work: _____ Cell: _____ Other: _____	☐
5				Home: _____ Work: _____ Cell: _____ Other: _____	☐
6				Home: _____ Work: _____ Cell: _____ Other: _____	☐

Child's Doctor: _____ Phone: _____ Child's Dentist: _____ Phone: _____

Address: _____ Address: _____

Allergies or Other Restrictions: _____

Pick Up Restrictions (legal documentation generally required): _____

Parent Signature: _____ Date: _____ Parent Signature: _____ Date: _____

A copy of this form to accompany the child on all field trips.



Help Us Provide **Better Meals and Snacks!**

We need EVERY FAMILY to complete the attached form
and return it to the office NOW!*

It only takes a few minutes.

To provide higher quality meals and snacks for the children at the center, this center participates in the US Department of Agriculture's CACFP food program.

For every family enrolled, the center receives some reimbursement from the food program. The center receives *higher* reimbursement when more families properly complete this form.

The funds the center receives from the food program enable us to provide higher quality meals and snacks to the kids at no additional cost to the parents. It is basically an extra source of funds (besides parent tuition).

If you have any questions, please ask. We would be happy to help.

Thanks

*Why NOW? Because if you take it home, it probably won't come back for awhile...
We understand. Life gets pretty busy.



Dear Parent/Guardian:

This letter is intended for parents or guardians of children enrolled in a child care center. **Growing Kids- Bendix Dr** offers healthy meals to all enrolled children as part of our participation in the U.S. Department of Agriculture's (USDA) Child and Adult Care Food Program (CACFP). The CACFP provides reimbursements for healthy meals and snacks served to children enrolled in child care. Please help us comply with the requirements of the CACFP by completing the attached Application for Free and Reduced Price Meals. In addition, by filling out this form, we will be able to determine if your child(ren) qualifies for free or reduced price meals.

1. **Do I need to fill out a Meal Benefit Form for each of my children in day care?** You may complete and submit one CACFP Meal Benefit Income Eligibility Form for all children enrolled in child care in your household only if the children in child care are enrolled in the same center. We cannot approve a form that is not complete, so be sure to read the instructions carefully and fill out all required information. **Return the completed form to: Growing Kids 2601 N Bendix Dr South Bend, IN 46628**
2. **Who can get free meals without providing income information?** Children in households getting Supplemental Nutrition Assistance Program (SNAP) (formerly Food Stamps) or Temporary Assistance for Needy Families (TANF) can get free meals. Foster children and children enrolled in Head Start are also eligible for free meals. Children in households participating in WIC may be eligible for free meals.
3. **Who can get reduced price meals?** Your children can get low cost meals if your household income is within the reduced price limits on the Federal Income Chart, shown on the application. Children in households participating in WIC may be eligible for reduced price meals.
4. **May I fill out a form if someone in my household is not a U.S. citizen?** Yes. You or your children do not have to be U.S. citizens to qualify for meal benefits offered at the child care center.
5. **Who should I include as members of my household?** You must include all people in your household (such as grandparents, other relatives, or friends who live with you). You must include yourself and all children who live with you. You also may include foster children who live with you.
6. **How do I report income information and changes in employment status?** The income you report must be the total gross income listed by source for each household member received last month. If last month's income does not accurately reflect your circumstances, you may provide a projection of your monthly income. If no significant change has occurred, you may use last month's income as a basis to make this projection. If your household's income is equal to or less than the amounts indicated for your household's size on the attached Income Chart, the center will receive a higher level of reimbursement. Once properly approved for free or reduced price benefits, whether through income or by providing a current SNAP or TANF case number, you will remain eligible for those benefits for 12 months. You should notify us, however, if you or someone in your household becomes unemployed and the loss of income causes your household income to be within the eligibility standards.
7. **What if my income is not always the same?** List the amount that you normally get. For example, if you normally get \$1000 each month, but you missed some work last month and only got \$900, put down that you get \$1000 per month. If you normally get overtime, include it, but not if you only get it sometimes.
8. **What if I have foster children?** Foster children that are under the legal responsibility of a foster care agency or court are eligible for free meals. Any foster child in the household is eligible for free meals regardless of income. Households may include foster children on the Meal Benefit Form, but are not required to include payments received for the foster child as income. Households wishing to apply for such benefits for foster children should contact **Emily Magagula, 2601 N Bendix Dr South Bend, IN 46628, 574-288-3992**.
9. **We are in the military, do we include our housing and supplemental allowances as income?** If your housing is part of the Military Housing Privatization Initiative and you receive the Family Subsistence Supplemental Allowance, do not include these allowances as income. Also, in regard to deployed service members, only that portion of a deployed service member's income made available by them or on their behalf to the household will be counted as income to the household. Combat Pay, including Deployment Extension Incentive Pay (DEIP) is also excluded and will not be counted as income to the household. All other allowances must be included in your gross income.

In the operation of child feeding programs, no person will be discriminated against because of race, color, national origin, sex, age or disability.

If you have other questions or need help, call **574-288-3992**.

Sincerely,

Emily Magagula

CACFP APPLICATION FOR FREE AND REDUCED PRICE MEALS (CHILD CARE)

SPONSOR NAME: GK WEST CHILDCARE CORP		PHONE NUMBER: (574) 288-3992	
CENTER: BENDIX DR		FDC PROVIDER:	

<u>PART 1. ALL HOUSEHOLD MEMBERS</u>		BIRTH DATES OF CHILDREN	CHECK IF A FOSTER CHILD (THE LEGAL RESPONSIBILITY OF A WELFARE AGENCY OR COURT) * IF ALL CHILDREN LISTED BELOW ARE FOSTER CHILDREN, SKIP TO PART 4 TO SIGN THIS FORM.	CHECK IF NO INCOME
NAMES OF ALL HOUSEHOLD (FIRST, MIDDLE INITIAL, LAST)				

PART 2. BENEFITS: IF ANY MEMBER OF YOUR HOUSEHOLD RECEIVED [FOOD STAMPS] OR [STATE TANF CASH ASSISTANCE], PROVIDE THE NAME AND CASE NUMBER FOR THE PERSON WHO RECEIVES BENEFITS. **IF NO ONE RECEIVES THESE BENEFITS, SKIP TO PART 3.**
NAME: _____ CASE NUMBER: _____

PART 3. IF ANY CHILD YOU ARE APPLYING FOR IS HOMELESS, MIGRANT, OR A RUNAWAY CHECK THE APPROPRIATE BOX AND CALL BENDIX DR AT (574)288-3992 HOMELESS ☐ MIGRANT ☐ RUNAWAY ☐

PART 4. TOTAL HOUSEHOLD GROSS INCOME—YOU MUST TELL US HOW MUCH AND HOW OFTEN

A. NAME (LIST ONLY HOUSEHOLD MEMBERS WITH INCOME) (EXAMPLE) JANE SMITH	B. GROSS INCOME AND HOW OFTEN IT WAS RECEIVED			
	1. EARNINGS FROM WORK BEFORE DEDUCTIONS	2. WELFARE, CHILD SUPPORT, ALIMONY	3. PENSIONS, RETIREMENT, SOCIAL SECURITY, SSI, VA BENEFITS	4. ALL OTHER INCOME
	\$200/WEEKLY	\$150/TWICE A MONTH	\$100/MONTHLY	\$ /
	\$ /	\$ /	\$ /	\$ /
	\$ /	\$ /	\$ /	\$ /
	\$ /	\$ /	\$ /	\$ /
	\$ /	\$ /	\$ /	\$ /
	\$ /	\$ /	\$ /	\$ /

PART 5. SIGNATURE AND LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER (ADULT MUST SIGN)
AN ADULT HOUSEHOLD MEMBER MUST SIGN THIS FORM. **IF PART 4 IS COMPLETED, THE ADULT SIGNING THE FORM MUST ALSO LIST THE LAST FOUR DIGITS OF HIS OR HER SOCIAL SECURITY NUMBER OR MARK THE "I DO NOT HAVE A SOCIAL SECURITY NUMBER" BOX.** (SEE PRIVACY ACT STATEMENT ON THE BACK OF THIS PAGE.)
I CERTIFY THAT ALL INFORMATION ON THIS FORM IS TRUE AND THAT ALL INCOME IS REPORTED. I UNDERSTAND THAT THE CENTER OR DAY CARE HOME WILL GET FEDERAL FUNDS BASED ON THE INFORMATION I GIVE. I UNDERSTAND THAT CACFP OFFICIALS MAY VERIFY THE INFORMATION. I UNDERSTAND THAT IF I PURPOSELY GIVE FALSE INFORMATION, THE PARTICIPANT RECEIVING MEALS MAY LOSE THE MEAL BENEFITS, AND I MAY BE PROSECUTED.
SIGN HERE: _____ PRINT NAME: _____
DATE: _____
ADDRESS: _____ PHONE NUMBER: _____
CITY: _____ STATE: _____ ZIP CODE: _____
LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER: XXX - XX - ____ ☐ I DO NOT HAVE A SOCIAL SECURITY NUMBER
____ Initial here if you consent to allow [Provider's Name] to collect your form and provide it to the Sponsor. [Provider's Name] will not review your form.

PART 6: Other Benefits: THE LAS ALLOWS US TO TELL MEDICAID AND HOOSIER HEALTHWISE THAT YOUR CHILDREN ARE ELIGIBLE FOR FREE OR REDUCED PRICE MEALS. WE MAY SHARE YOUR APPLICATION INFORMATION WITH MEDICAID OR HOOSIER HEALTHWISE UNLESS YOU DO NOT WANT US TO. IF YOU DO NOT WANT US TO SHARE THIS INFORMATION, PLEASE SIGN HERE:

SIGNATURE OF PARENT OR GUARDIAN

FOR INFORMATION ABOUT HOOSIER HEALTHWISE HEALTH INSURANCE
CALL 1-800-889-9949

CACFP APPLICATION FOR FREE AND REDUCED PRICE MEALS (CHILD CARE)

A CHILD ENROLLED IN THE DAY CARE FACILITY MAY QUALIFY FOR FREE OR REDUCED PRICE MEALS IF THE HOUSEHOLD INCOME FALLS AT OR BELOW THE LIMITS ON THIS CHART:

JULY 1, 2016 TO JUNE 30, 2017			
HOUSEHOLD SIZE	MONTHLY INCOME	HOUSEHOLD SIZE	MONTHLY INCOME
1	1,832	5	4,385
2	2,470	6	5,023
3	3,108	7	5,663
4	3,747	8	6,304

FOR EACH ADDITIONAL FAMILY MEMBER, ADD **\$642**

PART 7. PARTICIPANT'S ETHNIC AND RACIAL IDENTITIES (OPTIONAL)

MARK ONE ETHNIC IDENTITY:

☐ HISPANIC OR LATINO

☐ NOT HISPANIC OR LATINO

MARK ONE OR MORE RACIAL IDENTITIES:

☐ ASIAN

☐ WHITE

☐ BLACK OR AFRICAN AMERICAN

☐ AMERICAN INDIAN OR ALASKA NATIVE

☐ NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER

PRIVACY ACT STATEMENT: THE RICHARD B. RUSSELL NATIONAL SCHOOL LUNCH ACT REQUIRES THE INFORMATION ON THIS APPLICATION. YOU DO NOT HAVE TO GIVE THE INFORMATION, BUT IF YOU DO NOT, WE CANNOT APPROVE THE PARTICIPANT FOR FREE OR REDUCED PRICE MEALS. YOU MUST INCLUDE THE LAST FOUR DIGITS OF THE SOCIAL SECURITY NUMBER OF THE ADULT HOUSEHOLD MEMBER WHO SIGNS THE APPLICATION. THE SOCIAL SECURITY NUMBER IS NOT REQUIRED WHEN YOU APPLY ON BEHALF OF A FOSTER CHILD OR YOU LIST A SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP), TEMPORARY ASSISTANCE FOR NEEDY FAMILIES (TANF) PROGRAM OR FOOD DISTRIBUTION PROGRAM ON INDIAN RESERVATIONS (FDPIR) CASE NUMBER FOR THE PARTICIPANT OR OTHER (FDPIR) IDENTIFIER OR WHEN YOU INDICATE THAT THE ADULT HOUSEHOLD MEMBER SIGNING THE APPLICATION DOES NOT HAVE A SOCIAL SECURITY NUMBER. WE WILL USE YOUR INFORMATION TO DETERMINE IF THE PARTICIPANT IS ELIGIBLE FOR FREE OR REDUCED PRICE MEALS, AND FOR ADMINISTRATION AND ENFORCEMENT OF THE PROGRAM.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](http://www.ascr.usda.gov/complaint_filing_cust.html), (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

CHILD CARE REPRESENTATIVE USE ONLY

ANNUAL INCOME CONVERSION: WEEKLY X 52 – EVERY 2 WEEKS X 26 – TWICE A MONTH X 24 – MONTHLY X 12

SECTION A MARK ONE OF THE BOXES BELOW TO SHOW HOW YOU ARE GOING TO DETERMINE ELIGIBILITY.

☐ **FOOD STAMP OR TANF HOUSEHOLD**—THE FOOD STAMP OR TANF NUMBER MEETS THE CRITERIA FOR AN ACCEPTABLE CASE NUMBER. COMPLETE SECTION B & C **OR**

☐ **FOSTER CHILD**—COMPARE THE FOSTER CHILD'S PERSONAL INCOME TO THE GUIDELINES. COMPLETE SECTION B & C **OR**

☐ **HOUSEHOLD INCOME**—COMPLETE THE INFORMATION BELOW AND COMPLETE SECTION B & C

TOTAL HOUSEHOLD SIZE: _____

TOTAL HOUSEHOLD INCOME

\$ _____ / _____

EXAMPLE: \$100/WEEK

COMPARE TOTAL HOUSEHOLD INCOME TO CURRENT USDA INCOME ELIGIBILITY GUIDELINES. WHEN THE HOUSEHOLD INCOMES ARE LISTED FOR DIFFERENT PAY PERIODS, YOU MUST CONVERT ALL INCOME TO MONTHLY OR ANNUAL INCOME. USE THE CONVERSION LISTED ABOVE.

SECTION B

BASED ON THE INFORMATION PROVIDED, THIS APPLICATION WILL BE:

☐ APPROVED FREE

☐ APPROVED REDUCED

☐ PAID

☐ APPROVED TIER I

☐ APPROVED TIER II

USE THIS SPACE FOR INCOME CALCULATION.

SECTION C

SIGNATURE OF SPONSOR REPRESENTATIVE

DATE OF APPROVAL

THIS FORM EXPIRES ONE YEAR FROM THE DATE IT WAS APPROVED