



# Norfolk Early Learning Center

## NORFOLK NAVIGATORS 2018 ENROLLMENT APPLICATION

Date of Application: \_\_\_\_\_ Start Date: \_\_\_\_\_

Child's Name: \_\_\_\_\_ Child's Date of Birth: \_\_\_\_\_

Child's Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Child Resides with: \_\_\_\_\_ Child Allergies? \_\_\_\_\_

### Parent or Guardian Information

Parent Name: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_ e-mail address: \_\_\_\_\_

Home Telephone #: (\_\_\_\_) \_\_\_\_\_ Cell #: (\_\_\_\_) \_\_\_\_\_

Parent Employer: \_\_\_\_\_ Work #: (\_\_\_\_) \_\_\_\_\_

Parent Employer Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Parent Name: \_\_\_\_\_ Address: (if different) \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_ e-mail address: \_\_\_\_\_

Home Telephone #: (if different)(\_\_\_\_) \_\_\_\_\_ Cell #: (\_\_\_\_) \_\_\_\_\_

Parent Employer: \_\_\_\_\_ Work #: (\_\_\_\_) \_\_\_\_\_

Parent Employer Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

### Enrollment Schedule

Please indicate weeks you wish to enroll and include hours of attendance for each day. You will be charged for weeks you have selected unless two weeks notice is provided. Last minute sign up will be subject to our drop in fees. A registration fee of \$25 will be due at time of enrollment for summer and there is a \$10 field trip fee per week.

\_\_\_\_ Week One, June 25<sup>th</sup>-June 29<sup>th</sup> – *Mystery of History*

\_\_\_\_ Week Two, July 2<sup>nd</sup>-July 6<sup>th</sup> -(NELC is CLOSED Wednesday, July 4<sup>th</sup>) *All American Summer*

\_\_\_\_ Week Three, July 9<sup>th</sup>-July 13<sup>th</sup> –*Unplugged...The Great Outdoors*

\_\_\_\_\_ Week Four, July 16<sup>th</sup>-20<sup>th</sup> – *The Wide World of Sports*

\_\_\_\_\_ Week Five, July 23<sup>rd</sup>-27<sup>th</sup> – *Creation Station*

\_\_\_\_\_ Week Six, July 30<sup>th</sup>-August 3<sup>rd</sup> – *Survivor!*

\_\_\_\_\_ Week Seven, August 6<sup>th</sup>-August 10<sup>th</sup> – *Hip Hop Hooray*

\_\_\_\_\_ Week Eight, August 13<sup>th</sup>-August 17<sup>th</sup> – *The Science of Slime and Other Crazy Concoctions*

\_\_\_\_\_ Week Nine, August 20<sup>th</sup>-August 24<sup>th</sup> – *Endless Summer*

*Please join us on Friday 8/24 for our Art Show & Pizza Party, **Norfolk Library**, 5:30pm*

**\*Details on field trips and visitors to be announced!**

Monday	Tuesday	Wednesday	Thursday	Friday
AM	AM	AM	AM	AM
PM	PM	PM	PM	PM

**Based on the enrollment information you provided, your weekly tuition rate will be \_\_\_\_\_.**

- Payment is due on Mondays for the current week. A late payment fee of \$10 will be applied immediately. Children will not be permitted to attend if tuition account is not current.
- You will be charged based on your enrollment schedule. Credit will not be given for children who are absent.
- Each family will receive one week of Vacation, in which you will receive a 50% tuition discount. All other vacations will be charged at full rate.
- Two week notice is required for the following:
  - Change in care schedule
  - Vacation time
  - Disenrollment from the program

**A security deposit of one week's tuition and a \$25 Registration fee will be due at time of enrollment to secure your child's spot. Security deposit will be held and used towards your child's last week of care.**

**I, \_\_\_\_\_, understand the payment terms outlined by the Norfolk Early Learning Center and agree to the terms listed above.**

**Parent Signature \_\_\_\_\_ Provider Signature \_\_\_\_\_ Date \_\_\_\_\_**

**For Office Use Only**

**Weekly Tuition \_\_\_\_\_ Care 4 Kids Family ID \_\_\_\_\_**

**Registration Fee \_\_\_\_\_ Cash \_\_\_\_\_ Check # \_\_\_\_\_**

**Initial:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Persons to Call Case of Emergency or Release Child to (if parent(s) cannot be reached)**

**This list will also serve as your authorized pick-up list. Individuals listed below will be permitted to pick up your child from NELC.**

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Relationship: \_\_\_\_\_

**Permissions**

My child \_\_\_\_\_ has permission to take walking trips, with Norfolk Early Learning Center.

\_\_\_\_\_  
Parent/Guardian Signature

My child \_\_\_\_\_ has my permission to travel to/from Tobey Pond and on field trips in the NELC Van.

\_\_\_\_\_  
Parent/Guardian Signature

My child \_\_\_\_\_ has my permission to travel on the All-Star Transportation bus for scheduled field trips.

\_\_\_\_\_  
Parent/Guardian Signature

My child \_\_\_\_\_ has permission to have his/her picture appear in the following places  
(please circle all that apply):

Local Newspaper

Website

Facebook

Advertising

\_\_\_\_\_  
Parent/Guardian Signature

Norfolk Early Learning Center has my permission to apply the following non-prescription medications as needed  
(please circle all that apply):

Sunscreen

Bug Spray

\_\_\_\_\_  
Parent/Guardian Signature

Please share any other information you would like us to know about your child or your family:

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