



# NEW STUDENT ENROLLMENT FORM ACADEMIC YEAR 2024-2025

Class determined by the age of the child on Aug. 1, 2024  
(Scholarships available upon request.)

- 2.5/3-year-old Class** (Thur/Fri)
- 3/4 year-old Class** (M/T/W) (Mostly Potty-trained)
- 4/5 year-old Pre-K Class** (M/T/W/Th) (Fully Potty-Trained)
- 5<sup>th</sup> day Option Pre-K Class** (Friday) (Must be enrolled in the Pre-K Class)

Will your child be attending kindergarten during the 2024-2025 school year?  
Yes No (circle one)

**A NON-REFUNDABLE ENROLLMENT FEE OF \$80 IS DUE UPON REGISTRATION.  
SPACE IN EACH CLASS IS LIMITED. (Your child will not be placed in a class until the fee is paid.)**

Child's Name: \_\_\_\_\_ Preferred Name: \_\_\_\_\_

Female  Male DOB: \_\_\_\_\_ Preferred Phone: \_\_\_\_\_

Home Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Mother's Name: \_\_\_\_\_ Occupation: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Father's Name: \_\_\_\_\_ Occupation: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Mother resides with child: Yes No Father resides with child: Yes No

Sibling Information:

Name: \_\_\_\_\_ Age: \_\_\_\_\_ Name: \_\_\_\_\_ Age: \_\_\_\_\_

Name: \_\_\_\_\_ Age: \_\_\_\_\_ Name: \_\_\_\_\_ Age: \_\_\_\_\_

Allergies (food, insects, etc.): \_\_\_\_\_

Health issues (asthma, etc.): \_\_\_\_\_

Fears: \_\_\_\_\_

Do you currently have a home church?  yes  no If yes, please list \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE MAIL OR RETURN COMPLETED APPLICATION and ENROLLMENT FEE TO:  
TLC Early Learning • 1801 N. Main St Auburn, IN 46706 • 260.925.6544**

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

**EMERGENCY CONTACTS** (List in order to be contacted after contacting parents. **Do NOT list parents.**)

1. Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Relationship to child: \_\_\_\_\_

Do you permit your child to be released to this person? Yes \_\_\_\_\_ No \_\_\_\_\_

2. Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Relationship to child: \_\_\_\_\_

Do you permit your child to be released to this person? Yes \_\_\_\_\_ No \_\_\_\_\_

3. Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Relationship to child: \_\_\_\_\_

Do you permit your child to be released to this person? Yes \_\_\_\_\_ No \_\_\_\_\_

**AUTHORIZED PERSONS TO PICK UP A CHILD**

Your child will only be allowed to leave with the persons listed below. **List parents' names.** If someone is going to pick up who is not listed, you will need to send a signed note to the school.

Name

Relationship to Child

\_\_\_\_\_

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# TLC EARLY LEARNING AUTHORIZATION AND CONSENT FORM

Please read and initial each section and then sign at the bottom of the page.

## MEDICAL AUTHORIZATIONS

1. I authorize the TLC Early Learning teachers trained in First Aid and CPR to give my child first aid and medical attention when appropriate.
2. I understand that every effort will be made to contact me in the event of an emergency requiring medical attention for my child. However, if I cannot be reached, I hereby authorize the TLC Early Learning or Emergency Medical Response personnel to transport my child to the nearest medical facility for necessary medical treatment for my child.
3. I will supply the school with **current physical and current vaccination records within 30 days of starting school.**

4. Child's Physician's name: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Parent Initials: \_\_\_\_\_

## PARENT NOTICE

I understand that this childcare ministry (TLC Early Learning, Auburn, IN) is not licensed under the laws of Indiana. However, I understand that this childcare ministry must comply with the state rules concerning sanitation and fire safety for the primary use of the structure in which it is conducted. I understand that it is my responsibility to ensure that the nutritional and health needs of my child are met while my child is at the childcare ministry. This notice does not absolve a childcare ministry from liability for injury to a child while the child is at the childcare ministry if the cause of the injury is negligence or intentional wrongdoing on the part of the childcare ministry or an employee of the childcare ministry.

Parent Initials: \_\_\_\_\_

## TUITION PAYMENT POLICY

Tuition payments for TLC Early Learning are due on the **5th** day of each month. Any payment received after the 5th day is subject to a late fee of \$10.00. All payments must be placed in the student's folder in an envelope or paid through HiMama. Please make all checks payable to TLC Early Learning.

Parent Initials: \_\_\_\_\_

## SAFE TRANSPORTATION OF FOOD RESPONSIBILITY

Food must be brought to the facility in clean, insulated, sanitizable containers that keep food at 41 Degrees F or below and hot food at 135 degrees F or above. Containers must be clearly labeled with the child's name and date of preparation. Upon receiving the food, the facility shall verify the temperature of the food. When potentially hazardous food temperature is incorrect, the facility will not accept the food. Upon receiving the food, the facility shall maintain the correct food temperature until served. By signing, I take full responsibility for the safety of my child's food during preparation, storage, and transportation to the facility.

Parent Initials: \_\_\_\_\_

## TLC EARLY LEARNING ON-PROPERTY PERMISSION SLIP

I permit my child to explore and go for walks and nature hikes on school property and Greenhurst Commons with the TLC Early Learning staff.

Parent Initials: \_\_\_\_\_

## PUBLICITY RELEASE

I permit my child's picture to be released for publicity purposes through Lillio, social media, the school website, the church newsletter, the local newspaper, etc.

Yes: \_\_\_\_\_ No: \_\_\_\_\_ Parent Initials: \_\_\_\_\_

## POLICY AND PROCEDURES FAMILY HANDBOOK

I/We have read the "Family Handbook". By signing below, I/We agree to abide by the policies and procedures. The handbook can be accessed at the preschool website on the Resource Page.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## TLC EARLY LEARNING'S DISCIPLINE/GUIDANCE POLICY

TLC seeks to foster a caring environment in the classroom that is conducive to the education of all children present. TLC is committed to each student's success in learning within a caring, responsive, and safe environment free of discrimination, violence, and bullying. We work to ensure that all students have the opportunity and support to develop to their fullest potential and share a personal and meaningful bond with people in the school community.

Thoughtful direction and planning are used to prevent problems and encourage appropriate behavior. Communicating clear and consistent rules and assisting children with problem-solving will help children develop their ability to become self-disciplined. We encourage children to be fair, respect other people and property, and learn to understand the results of their actions. However, while caring for your children, we may have to respond to your child's misbehavior.

The guidelines below are set standards for the classroom and taught in the classroom. Guidelines positively reinforce standards and teach children what they can do to fit into and participate as class members.

- We can listen to the teacher and follow directions the first time they are given.
- We are friendly to each other and ourselves and can treat others with respect.
- We can wait for our turn.
- We can make good choices.
- We can put our materials back in place, clean our area, and help to take care of our classrooms.
- We can stay in our seat/personal space/sit spot and sit quietly.
- We can use our inside voices.
- We use friendly touches only.
- We use words to solve problems.
- Sometimes, we need to stop, look and listen.

We at TLC understand that our children are still in development. Making mistakes is okay, so long as our children learn from those mistakes. Students should be held accountable for their behavior. TLC will work with your child to assist them in learning to be good students. Our teachers will use a combination of strategies, including but not limited to:

- Positive reinforcement and giving clear choices.
- Establish clear rules and be consistent in enforcing the rules.
- Our teachers will use guidance to teach children cooperative skills.
- Redirect your child to a new activity
- Use positive language to explain desired behavior
- Consequences for undesired behavior will include loss of privileges, a time to calm our bodies, and visiting the Director's office.
- The teacher will regard classroom conflicts as mistake behavior and use them as teaching opportunities.

Undesirable classroom behaviors that cannot be resolved may result in the child being removed from the program. The Director will contact parents if undesired behavior patterns are repeated or fail to improve.

The behaviors that WILL NOT be tolerated include biting, hitting, kicking, scratching, pinching, head butting, spitting, or any other conduct that could cause harm to another.

Additional information about our discipline policy can be found on pages 15 – 17 in our Family Handbook.

By signing the Discipline policy, you acknowledge that you have been informed of our policy.

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

