



School Program

Dear Parents,

I would like to invite all of you to join the North Valley School Program! My name is Merritt Burton. I have been working with NVC ELC since June of 2014. I have over 16 years experience working with children. I taught at Margaret Elementary for 3 years and in the Odenville schools for 1 year. My husband and I live in Moody with our two children. We attend church here at North Valley.

North Valley feels honored you have chosen us to care for your children and assist in their learning development. Our school program provides a Christian environment with homework help, Bible story time, dance, crafts, games and other fun activities for your child. To reserve a spot for your child in our program, please complete the full registration packet and provide the necessary documents listed in this packet. The completed registration packet can be returned to the NVC Early Learning Center office or to me in the School Program office with the 75.00 registration fee by 5/20/2016. Tuition is 45.00 a week for after school care and 55.00 a week for before and after school care.

We are looking forward to the upcoming school year! We will have a Meet & Greet on August 5 for you and your child to come and visit our teachers before school starts. Be looking for more information in July!

Please let me know if you have any questions. Thank you for sharing your child with us and God bless!

Sincerely,

Merritt Burton

629-0460 ext 141

merritt@northvalleyonline.org

2016-17 School Program Registration Application

Application and \$75.00 Registration Fee Due by 5/20/16

Child's Full Name: _____

(First)

(Middle)

(Last)

Grade Completed: _____

Nickname: _____

Gender: _____ Date of Birth _____

Home Address: _____

City _____ Zip _____

Home Phone: _____

Parent(s)/Guardian(s) Name _____

Mother's Information

Employer: _____

Work Phone: _____

Cell Phone: _____

Email: _____

Father's Information

Employer: _____

Work Phone: _____

Cell Phone: _____

Email: _____

Child lives with (both parents, grandparents, parent/stepparent, etc.)

Are parents divorced? _____ If yes, custody papers must be on file in
the ELC office.

Names of other children _____ age _____

_____ age _____

I have read and understand the 2016/17 Parent Handbook and agree to abide by the policies and procedures of the North Valley Early Learning Center.

Signature _____ Date _____

****ALL INFORMATION IN YOUR CHILD'S FILE WILL REMAIN CONFIDENTIAL****

For Office Use Only:

Date received _____

Registration paid: _____ Check # _____ Cash _____

Fall Tuition/Fees:

2016-17 School Year: \$55.00/week for Before/Afterschool Care;

Sibling rate \$45.00

6:30am-7:30am and 3pm-6pm

\$45.00 /week for Afterschool Care Only;

Sibling rate \$35.00

2:30pm-6:00pm.

\$10.00/week for Before-school Care Only;

6:30am-7:30am

Holiday Care: \$18.00/day 6:30am-6pm for students not enrolled in our program.

(There is no extra charge for students enrolled in our program.)

** TUITION PAYMENTS **MUST BE MADE** BY AUTOMATIC BANK DRAFT. TUITION IS DUE EACH MONDAY OR THE FIRST MONDAY OF EACH MONTH. PLEASE COMPLETE THE ATTACHED FORM "AUTHORIZATION FOR AUTOMATED DEPOSITS." BE SURE TO ATTACH A VOIDED CHECK FOR THE ACCOUNT TO BE DRAFTED. **

I WOULD LIKE FOR MY CHILD'S TUITION TO BE DRAFTED:

____ WEEKLY ____ \$55 BSC/ASC, ____ \$45 BSC/ASC sibling rate,
 ____ \$45 ASC only, ____ \$35 ASC only sibling rate,
 ____ \$10 BSC only

____ MONTHLY Please ask for monthly rate

Signature _____ Date _____

NVC Campus Security Authorization:

****Effective April 2013, ELC parents will need either an access card or an access key tag in order to enter the NVC facility. Two cards or tags will be assigned to each family. There is a one-time \$10.00 per card/tag cost (\$20.00 per family). You will keep this same card/ key tag the entire time you have a child at the ELC. Please check the following options below. Please write the name of the person you would like assigned to the access card/ tag, and circle card or key tag preference.**

Name: _____ access card key tag

Name: _____ access card key tag

Please check one of the following:

_____ I authorize North Valley ELC to draft my Tuition Express account for \$20.00 to cover the cost of my family's access cards/key tags.

_____ I will bring cash or a check for \$20.00 to the School Program Office to cover the cost of my family's access cards/key tags.

Please help us maintain the security of our locked down facility by doing the following:

1. Do NOT give your access card or key tag to anyone for any reason
2. Do NOT hold the door open for anyone
3. Notify the ELC office immediately if your access card or key tag is lost or stolen (there is a \$10.00 replacement fee for cards and key tags)

The following people are authorized to pick up my child from the ELC:

Name	Phone Number	Relationship
1.		
2.		
3.		
4.		

These authorized people will be asked to show valid picture identification at time of pick up. No person not on this list will be allowed to pick up your child.

Signature _____ Date _____

Medical Information 2016-17

Pediatrician's Name _____ Phone # _____

Any other physicians:

Name _____ Phone# _____

Name _____ Phone# _____

Insurance Carrier _____ Policy # _____

Hospital Preference _____

Allergies _____

Please list any medications (including over the counter) that are taken regularly:

<u>Medication:</u>	<u>Dosage:</u>	<u>Frequency given:</u>	<u>Reason for use:</u>
_____	_____	_____	_____
_____	_____	_____	_____

Please list any special needs, diagnosed medical conditions, or other health concerns:

Persons IN TOWN (other than parents) to call in event of an accident or illness at school if parents cannot be reached:

Name _____ Phone # _____

**I give North Valley Church Early Learning Center permission to obtain emergency medical treatment, including emergency transportation, for my child if I cannot be reached immediately. I agree to be responsible for any emergency medical expenses incurred. (If parent/guardian refuses to sign, instructions must be attached stating what procedures the ELC is to follow in an emergency)

Signature _____ Date _____

Technology/Personal Item Policy:

My child, _____ has permission to bring personal toys, games, bikes, DVD's, music CD's, etc. to the school program at the North Valley ELC. I take full responsibility for the items which I allow my child to bring. I will not hold the North Valley Early Learning Center, any employees, any parent, or child responsible should items brought by my child be damaged, lost, or stolen. I will ensure that only appropriate content is accessible on my child's device and that parental controls are set.

I, _____, have read the above information and agree to assume all responsibility for my child and his/her property. I will not hold the ELC legally responsible for any injury or damage described above.

Parent or Guardian Signature/Date _____

Transportation Permission Form

It is the policy of the North Valley Church Early Learning Center to require parental permission before allowing a child to travel with the NVC School Program. If you would like for your child to participate, please read and sign this document.

I hereby give permission for my child, _____, to ride on the NVC Bus to and from Margaret Elementary School. Merritt Burton, Amber Middleton, Michelle Murphy and Melissa Cox are the NVC Bus Drivers.

As a parent or guardian, I understand that the ELC and the staff will do everything possible to prevent any accidents. However, I fully understand that some activities on field trips involve inherent risks to the children regardless of all feasible safety measures that may be taken by the ELC and staff. In the event that it becomes necessary for the staff to obtain emergency care for my child, neither he/she nor the North Valley Early Learning Center assumes financial liability for expenses incurred because of an accident, illness, and/or unforeseen circumstances.

Parent or Guardian Signature: _____

Date: _____