



Child Information



Urban League of OKC K830024592
 Program name K8 Date

Child Information

Child's name Gender Date of birth
 Home street address City Oklahoma
State
 Mailing address City Oklahoma
State
 Finding directions ZIP County

Parent or guardian name, adult **whom child lives with** Phone Alternate phone

Place of employment Business phone Email

Parent or guardian name, adult **whom child lives with** Phone Alternate phone

Place of employment Business phone Email

Emergency Contact

List individuals to notify, in case of emergency, when the parent or guardian cannot be reached. List in order of preference:

Name	Phone

Immunization Record

Attach a copy of the child's immunization record. An immunization record or exemption is obtained prior to the first day of attendance and is to be updated when the child receives additional vaccines. **Parent/guardian must provide a copy of the current updated immunization record to the child care program.** Refer to Appendix II, Immunizations, in Requirements for Child Care Programs for immunization and exemption procedures.

Health Record

Child's physician or clinic			Phone
		Oklahoma	
Street address	City	State	ZIP

I understand that a signed parent/guardian permission is obtained prior to administration of any medication to any child.

Does your child have any specific needs involving routine care, behavior modification, communication, eating, or sleeping activities? When yes, describe:

Does your child have any known allergies? Yes No

When yes, list:

Does the known allergy require special precautions, actions, or medications? Yes No

When yes, describe:

Describe any special precautions for diet, medication, or activity, when applicable:

Are there any other special considerations that would assist this program in providing care to your child? When yes, describe:

Will your child receive any specialized services from professionals outside of this program's personnel? Yes No

When yes, I understand that a signed and dated parent permission is required.

I give permission for program personnel to consult with specialized personnel regarding the needs of my child? Yes No

Transportation

- I do not give permission to transport my child.
- I give permission for my child to be transported by this program under the following circumstances:

Select all that apply:

- When an emergency occurs and I cannot be reached
- Field trips
- To and from home

Drop-off time: _____ Pick-up time: _____

Specific plan for transfer and supervision:

- To and from home

Drop-off time: _____ Pick-up time: _____

Specific plan for transfer and supervision:

- Other, specify:

Pick Up Permission

Individuals who have permission to pick up my child:

Name	Phone

Signature

I understand this form is supplied by the Department of Human Services (DHS) for the convenience of the child care program and me to assist with care of my child. Supplying this form in no way imposes any responsibility or obligation upon DHS.

Program policies are provided to parents upon enrollment and when revisions are made.

Selecting Quality Child Care - A Parent Guide, DHS publication 87-91, Licensing Requirements for Child Care Programs, DHS publication 14-05, and the program compliance file are all made accessible to parents in a prominent location.

Parent/guardian signature

Date

Child Care Program Use

Date child entered program: _____

Date child withdrawn: _____

Urban League of Greater Oklahoma City, Inc.
3900 N. Martin Luther King Blvd.
Oklahoma City, OK 73111
(405) 424-5243 Ext 128

School Age Learning Center Enrollment Application

CHILD NAME: _____

ETHNICITY: _____

ARRIVAL/DEPARTURE – All students must be escorted to the classroom and signed IN-OUT daily.

The Urban League School Age Learning Center operates:

Monday – Friday 2:00-6:00 PM during regular school session

Monday – Friday 7:30-5:30 PM during Spring and Summer Academies

Parents should notify staff regarding any changes in arrival or departure times as well as changes in persons allowed to pick up the student. Proper identification will be required and name must appear on designated list before the student is released. This procedure is to ensure the safety of the students in our program

CHILD CARE FEES – All fees are due weekly on Mondays. It is our sincere effort to keep our program tuition at the discounted price of **\$50.00 weekly** during regular session and **\$55.00 weekly** during SPRING and SUMMER ACADEMIES. We are a Non-Profit Organization and depend on your tuition to keep our program running at this discounted rate.

Payments may be made with cash, check or major credit card.

Payment in full will be required for your child to continue attending the program.

Children are encouraged to attend **5 days per week**.

There is no prorating of tuition.

Students absent for more than 4 days may lose their spot.

All payment arrangements must be approved by the Master Teacher or Executive Staff.

Any past due balances will prohibit you from enrolling in future programs.

The Executive Director, on behalf of the Board of Director's reserves the right to ask for a child's withdrawal from Urban League of Greater Oklahoma City if there are any outstanding balances owing past 30 days.

All payments in arrears will be forwarded to a collection agent.

LATE FEES – During regular session our program will close promptly at 6:00 PM. All parents will be charged a late fee of \$10.00 if arriving between 6:00 – 6:15 PM, each minute after that the parent will be charged at \$1.00 per minute. If the parent has more than 3 late occurrences, the Executive Director may contact the parent to discuss future after school arrangements.

CHANGE TO SCHEDULES/SICKNESS – Please notify The Urban League of any schedule changes or illnesses. We require a 7 day notice of any schedule change or regular rates will apply due to our tight bus schedule. In the event that your child has an illness that would require them to be absent for more than 2 consecutive days a doctor's note will be required to refund/prorate your tuition. ***Tuition is NON-REFUNDABLE without a note.***

IMMUNIZATIONS- All students must submit a current immunization record at enrollment.

DAILY PLANNING/PARENT COMMUNICATION – Daily lesson plans and monthly calendars will be posted on the Parent Bulletin Board. Please view your board so that you are aware of all the exciting activities your child will be enjoying. Your parent board will also communicate field trips, holiday closings and community referrals

CLOTHING/SHOES – Children are expected to wear appropriate comfortable clothing and closed-toed shoes. Keep in mind the outside temperature and know that your children will participate in physical activities daily. Students are welcome to keep extra clothes in their personal lockers.

MEDICAL TREATMENT- In the event of an accident or incident your child will receive limited CPR and/or medical assistance from a certified CPR/First Aid staff member of the Urban League. If the incident requires further medical attention the staff member will contact 911 and await further instructions from certified emergency responder. If needed your child will be transported to the nearest hospital facility by ambulance. Staff member will make every attempt to contact parents and or legal guardian. *It is not our practice to administer any medication.*

TRANSPORTATION- Your child will be transported in a marked Urban League vehicle or a transportation service of those companies contracted by the Urban League. Children are required to wear seatbelts at all times, and conduct themselves in a safe and harmless manner. Parents will be made aware of any behavioral issues that are not in compliance with The Urban League code of conduct. Please contact our offices (405) 424-5243 if your child does not need transported from school. We have a very tight schedule and would appreciate not making an unnecessary stop. There will be a **\$5.00 charge** for a dry run (*student is not at school*) Please sign the attached permission form.

PHOTOGRAPH PERMISSION-The Urban League of Greater Oklahoma is a non-profit organization and we depend on grants and sponsors to operate. We may use our children photos for advertising and sharing all the wonderful things that are happening in our Learning Center. Please sign the attached permission form.

REMOVAL FROM PROGRAM- The Urban League of Greater Oklahoma City staff is here to ensure that all children will enjoy a safe and healthy learning environment. Continued participation in our programs requires that students cooperate and respect all the policies and procedures outlined in the Parent/Child Handbook.

The Urban League teaches core values of:

- **Love:** We will love ourselves and those around us.
- **Respect:** We respect each other and the environment.
- **Honesty:** Is the basis for all relationships and interactions.
- **Responsibility:** We are responsible for our own actions.
- **Service:** We are committed to serving those who may need an extra hand.

In the event that a student displays defying and disruptive behaviors proper guidelines will be followed.

Defying and disruptive behaviors include, but are not limited to the following:

- Physically/Emotionally harming other children or staff
- Displaying defiance towards staff when reasonable request have been given
- Stealing/Damaging equipment or property
- Bullying

Every child's level of development is taken into consideration when implementing proper discipline or evaluating a child's behavior. In the event that chronic behavior problems develop and the student does not respond to our techniques the following may be implemented depending on the situation:

- Incidents will be documented and communicated to the parent
- Parent conference on site with leadership staff may occur.
- Implementation of specific behavior plans or incentives for the student may be introduced.
- Suspension from the all Urban League Programs may occur
- Removal from the Urban League property by law enforcement.

The Urban League we will make every effort to correct behavioral issues when your child is enrolled in our program.

Parent Signature

Date

Urban League of Greater Oklahoma City, Inc.
3900 N. Martin Luther King Blvd.
Oklahoma City, OK 73111
School Age Learning Center
Transportation Permission Form

I, _____ (parent/guardian) allow the Urban League of Greater Oklahoma city to transport my child _____ (student) to/from school, field trips and related activities. I also allow my child to use the transportation service of those companies contracted by the Urban League. I understand that my child will receive general supervision during the transportation and I agree not to hold the Urban League of Greater Oklahoma City, their employees and contracted agents harmless for any liability arising out of my child's participation except that for which the school district and/or the Urban League is responsible for under the laws of the State of Oklahoma.

Please contact the Urban League 424-5243 by 2:00PM if your child does not need a ride from school.

We will charge a \$5.00 occurrence fee for a dry run.

Emergency contact NAME & NUMBER between the hours of 7:30 AM - 5:30 PM

1. _____

2. _____

Parent/Guardian Signature _____ Date _____

Permission to Photograph

Photographs (check the following)

- () I allow my child's picture to be taken and used in conjunction with the program and any printed materials for public display.
() I allow my child to be videotaped and allow the footage to be used in conjunction with the UL program and any materials for public display.
() I DO NOT allow my child's image to be used in any form for public display in conjunction with the UL program.

If my child's name appears in print, it must only be listed as:

First (print)

Middle

Last

Parent /Guardian Signature: _____ **Date:** _____