



708 Elm St.

Lawrence Ks, 66044

P.O. box 7

785-842-0729

## Welcome to the Ballard Community Center Early Education Program

We are excited to have your family join our program. This enrollment packet will help us get better acquainted!

This packet includes the following:

- Tuition Payment Contract
- Late Pick-up Contract
- Enrollment and Parent Information Sheet
- Emergency Contacts and Pick-up Authorization
- Permission Form
- Off-Premises field trip Form
- Authorization for Emergency Medical Care (**must be notarized**)
- Child Health Assessment (**Signed by Physician**)
- Medical Record
- History of Immunizations (**Signed by Physician**)
- Nutrition & Allergy Information
- Meal Substitutions for allergies or intolerances (**Signed by Physician**)
- Income Information (last 3 months of check stubs or income taxes)

- Child and Adult Care Food Program Income Eligibility Form
- USDA Nondiscrimination Statement
- Academic Calendar
- Supply List
- Sort term Medication Form
- Long term Medication Form

Please Have all Forms Completed Before You Childs First Day of Enrollment.

Our Director of Family Connections Will Meet with you before Enrollment and help with any Questions.

Sarah Jane Russell, M.A.

Director of Family Connections

[sarahjane@ballardcenter.org](mailto:sarahjane@ballardcenter.org)

785-842-0729 X 105

Welcome to the Family!

Sincerely,

Brandy Whitten

Early Education Director

[brandy@ballardcenter.org](mailto:brandy@ballardcenter.org)

785-842-0729 X103

# Ballard Community Center Childcare Tuition Payment Contract

This contract is made between the parent(s)/guardians:

\_\_\_\_\_ name of parent(s)  
\_\_\_\_\_ address of parents(s)

and Ballard Community Center for the care of the following child:

\_\_\_\_\_ child's name and date of birth

**The payment for care shall be \$ \_\_\_\_\_ per month.**

Payment is due to Ballard Community Center in advance of care and paid on the following day of the month: **1<sup>st</sup> of each month.**

Accepted methods of payment include, personal check, credit card, money order, or DCF payment.

Accounts need to be paid in full in 45 days. If you cannot pay in full, a payment arrangement can be made with the program director.

If a payment is not made by the **10<sup>th</sup> of each month**, you will receive a notification letter regarding your non-payment and will be charged a late fee of: **\$15.00.**

### **Termination Procedures:**

This contract may be terminated by the parent(s) or Ballard Community Center. A two week notice (in writing) prior to the last date of care is required.

*After 45 days of non-payment or working out a payment arrangement your child/children will be dis-enrolled from Ballard Community Center.*

### **Signatures:**

The signatures below indicate agreement with this contract and with the written policies of Ballard (contained in a separate document). Ballard Community Center may change policies as needed with advance written notice.

\_\_\_\_\_  
Parent's name Parent's signature/date

\_\_\_\_\_  
Parent's name Parent's signature/date

\_\_\_\_\_  
Provider's name Provider's signature/date

# Ballard Community Center Late Pick-up Fee Contract

This contract is made between the parent(s)/guardians:

\_\_\_\_\_ name of parent(s)/guardians

and Ballard Community Center for the care of the following child:

\_\_\_\_\_ child's name

**Late Pick-up policy states:**

Ballard Community Center's hours of operation are Monday-Friday 7:00am-5:30pm. Children will not be accepted at the center prior to opening and ALL children and families must leave the center by 5:30pm.

Being left at school beyond closing time can be a frightening experience for a child. Staff members are as supportive as possible, but it is a situation we all want to avoid. If someone else is bringing or picking up your child, it is still your responsibility to have him or her arrive and be picked up by the scheduled contract time. Parents who know that they will be late because of an emergency need to call the center or have someone call for them. Notification does not excuse the late arrival/pick up.

The first time that a family arrives after 5:35pm, no action will be happen. The next offense is a \$5.00 fine plus an additional \$1.00 per minute that you arrive past 5:35pm. For example; If you arrive at 5:36pm to pick up your child, you will be assessed a \$6.00 fee (\$5.00 plus \$1.00 for each minute your child remained in our care past 5:35pm.) This fee is due in **CASH** or **CHECK** at the time of the late pick-up or at drop off the following morning. The child **WILL NOT** be allowed to return to Ballard Community Services until the fee is paid. If this becomes a chronic problem, there will be a meeting arranged with the Education Director to discuss further action which can include an increased late fee and a change of your required pick up time to an earlier time.

***Excessive Lateness*** – Should the child remain in the center beyond 6:00 p.m. without parental contact, the center will call the legal authorities and place the child/children in juvenile custody with the local law enforcement office.

**Signatures:**

The signatures below indicate agreement with this contract and with the written policies of Ballard (contained in a separate document). Ballard Community Center may change policies as needed with advance written notice.

\_\_\_\_\_  
Parent/Guardian signature/date

\_\_\_\_\_  
Parent/Guardian signature/date

