



Registration Form

Registration Date: _____
Registration Fee of \$25 (non-refundable)

Child's Name: _____ DOB: _____
Allergies: _____
Child's Name: _____ DOB: _____
Allergies: _____
Child's Name: _____ DOB: _____
Allergies: _____
Child's Name: _____ DOB: _____
Allergies: _____

Mother's First Name: _____ Last Name: _____
Address: _____
City: _____ State: _____ Zip : _____
Home Phone: _____ Cell: _____ Other: _____
Email: _____
Employed By: _____ Work Phone: _____

Father's First Name: _____ Last Name: _____
Address: _____
City: _____ State: _____ Zip : _____
Home Phone: _____ Cell: _____ Other: _____
Email: _____
Employed By: _____ Work Phone: _____

ATTENDANCE

My child(ren) will attend the following days and times. (Please circle)

Mon. Tue. Wed. Thur. Fri. from _____ pm to _____ pm

I agree to pay tuition in advance weekly, bi-weekly or monthly.

I am aware that I will be charged a fee for late tuition.

I am aware that I will be charged a fee for late pick-ups.

I am aware that a two-week notice is required for withdrawals.

I am aware that payment for the last two weeks of child care is due before care is given.

I am aware that Scribbles & Giggles is within its rights to collect unpaid tuition through the district court.

PLEASE CHECK THE APPROPRIATE BOXES

Topical Non-Prescription Medication Permission:

- ☐ S&G has my permission to apply Insect Repellant (provided by parent)
☐ S&G has my permission to apply Antibiotic Ointment (provided by parent)
☐ S&G has my permission to apply Sunscreen (provided by parent)

OVER----->

Emergency Contacts & Authorized Pick-Up Persons

Name: _____ Phone: _____ Relationship to the child: _____
Name: _____ Phone: _____ Relationship to the child: _____
Name: _____ Phone: _____ Relationship to the child: _____
Name: _____ Phone: _____ Relationship to the child: _____

Photo Release:

S&G has my permission **YES or NO** to take photos of my child doing art projects, class activities, on field trips, etc. Some photos may be posted to our S&G Facebook page and on the t.v in the lobby.

Emergency Medical Treatment:

S&G has my permission **YES or NO** for any and all necessary emergency medical and or first aid treatment which may include an ambulance if needed while in care.

Hospital of Preference

Child's Physician _____

Physician's Phone Number _____

PLAYGROUND WAIVER

The Michigan Department of Human Services, Bureau of Child and Adult Licensing have established new criteria for playground and playground equipment. A public playground (school or park) is not required to meet all the same playground safety regulations that licensed child care centers are required to meet. Given this information, in order for a child enrolled in a licensed program within a school approved by the Michigan Department of Education to play on the equipment the parent must give their consent. If you choose to not give your child permission to play on the equipment located at WPCA he/she will still be taken outdoors with the other children and offered an alternate activity.

My child ☐ is or ☐ is NOT allowed to play on the playground structure at WPCA.

LATE FEES

Late fees will be charged if children are picked up after the centers operating hours. The operating hours for Scribbles and Giggles Child Care Learning Center is 6:00am to 6:00pm Monday through Friday. Parents should arrive in time to get your child's belongings packed up and ready to leave the building before the center closing time. If you pick up your child after 6:00pm the following fees will be charged.

TIME	SURCHARGE
6:01pm to 6:09 pm	\$2.00 for every 1 minute
6:10 pm and after	\$20.00 plus \$2.00 per minute

***Phone call to notify of late arrival will not exempt a late fee charge.

Late fees are due at pick up or at drop off time on the next day your child is to attend.

LICENSING NOTEBOOK

Licensing Notebook-All child care centers must maintain a licensing notebook which includes all licensing inspections reports, special investigation reports and all related corrective action plans (CAP). The notebook must include all reports issued and CAP's developed on and after May 27, 2010 until the license is closed.

~This center maintains a licensing notebook of all licensing inspection reports, special investigation reports and all related corrective action plans since May 28th, 2010.

~The notebook will be available to parents for review during regular business hours.

~Licensing inspection and special investigation reports from at least the last two years are available on the Bureau of Children and Adult Licensing website at www.michigan.gov/michildcare

**I agree that I have read and received the Parent Handbook containing additional policies and procedures.
This institution is an equal opportunity provider.**

Parent Signature: _____

Date: _____



Confirm Annual Review Below



Initial & Date

Initial & Date

Initial & Date

Initial & Date

Initial & Date