



# New Student Checklist

- Immunization Records for each child must be in office by the first day of attendance
- Child Admission Agreement & Health Assessment for each child
- Student Schedule
- Signed Parent Agreement
- Signed Photographic Authorization Form
- Signed Field Trip Permission Form
- Completely filled out and signed Tuition Express form (you can choose CC or Checking)
- Signed and filled out Income Eligibility Form for Child Care Centers



# AristoCat Children's Academy

## Child Admission Agreement & Health Assessment

**Name of Child** \_\_\_\_\_ **Birthdate** \_\_\_\_\_ **Enrollment Date:** \_\_\_\_\_  
**Nickname** \_\_\_\_\_ **Sex (check one)** M  F   
**Street Address** \_\_\_\_\_  
**Mailing Address** \_\_\_\_\_  
**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip Code** \_\_\_\_\_  
**Mother's/Guardian's Name** \_\_\_\_\_ **Birthdate:** \_\_\_\_\_  
**Email:** \_\_\_\_\_  
**Cell #** \_\_\_\_\_ **Home #** \_\_\_\_\_  
**Work #** \_\_\_\_\_ **Employer** \_\_\_\_\_  
**Father's/Guardian's Name** \_\_\_\_\_ **Birthdate:** \_\_\_\_\_  
**Email:** \_\_\_\_\_  
**Cell #** \_\_\_\_\_ **Home #** \_\_\_\_\_  
**Work #** \_\_\_\_\_ **Employer** \_\_\_\_\_  
**How did you hear about us?** \_\_\_\_\_

### Emergency Contacts (Other than Parents) and persons Authorized to Pick-Up the Child

Name	Relationship to Child	Address	Phone #
<input type="checkbox"/> Check if there are no emergency contacts available, other than parents. <input type="checkbox"/> Check if there are no persons authorized to pick up the child, other than parents.			
Out of Area/State Contact Name (if available)	Relationship to Child	Address	Phone #

In case of emergency or serious illness, when parents cannot be reached immediately, I hereby authorize the provider to obtain emergency medical care and/or provide emergency medical transportation for my child.

Signature of Parent or Guardian \_\_\_\_\_ Date \_\_\_\_\_

I hereby give the provider permission to transport my child in the provider's vehicle for the following (optional):

To and From School   
  On Field Trips (with written permission in advance)   
  Other

Signature of Parent or Guardian \_\_\_\_\_ Date \_\_\_\_\_



# AristoCat Children's Academy Child Health Assessment

Please Write Clearly

Name of Child \_\_\_\_\_

Birthdate \_\_\_\_\_

### Check all that Apply:

Does your child have any known allergies or sensitivities to:

	No	Yes	If Yes Please List:
Medications	<input type="checkbox"/>	<input type="checkbox"/>	_____
Foods	<input type="checkbox"/>	<input type="checkbox"/>	_____
Other	<input type="checkbox"/>	<input type="checkbox"/>	_____

### Illness or Medical Conditions:

Does your child have any of the following?

	No	Yes		No	Yes
Asthma	<input type="checkbox"/>	<input type="checkbox"/>	Visual Impairment	<input type="checkbox"/>	<input type="checkbox"/>
Diabetes	<input type="checkbox"/>	<input type="checkbox"/>	Developmental Delays	<input type="checkbox"/>	<input type="checkbox"/>
Seizures	<input type="checkbox"/>	<input type="checkbox"/>	Physical Impairment	<input type="checkbox"/>	<input type="checkbox"/>
Heart Problems	<input type="checkbox"/>	<input type="checkbox"/>	Behavioral or Emotional Problems	<input type="checkbox"/>	<input type="checkbox"/>
Hearing Impairment	<input type="checkbox"/>	<input type="checkbox"/>	Other:	<input type="text"/>	

Please list any allergies your child has with what their reactions are:

List any additional health information or special instructions you feel we need to be aware of:

\_\_\_\_\_

List any regular medications your child takes:

\_\_\_\_\_

Name of Child's Medical Provider:

\_\_\_\_\_

Signature of Parent or Guardian \_\_\_\_\_

Date \_\_\_\_\_

This form must be completed for each **individual** child enrolled and must be reviewed annually by the parent/guardian, and any changes noted.

Reviewed and/or Update Date: \_\_\_\_\_

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

Reviewed and/or Update Date: \_\_\_\_\_

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

Reviewed and/or Update Date: \_\_\_\_\_

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



# AristoCat Children's Academy

## Student Schedule

Please mark which days during the week you child(ren) will be attending the Academy.

Child's Name  Age

Monday	Tuesday	Wednesday	Thursday	Friday

Child's Name  Age

Monday	Tuesday	Wednesday	Thursday	Friday

Child's Name  Age

Monday	Tuesday	Wednesday	Thursday	Friday

Child's Name  Age

Monday	Tuesday	Wednesday	Thursday	Friday

Child's Name  Age

Monday	Tuesday	Wednesday	Thursday	Friday

Signature of Parent or Guardian  Date



# AristoCat Children's Academy

## Child Care Center-Parent Agreement

### **Mission Statement**

The AristoCat Children's Academy Childcare Center exists to provide an affordable, safe, developmentally appropriate gateway to a bright future. We are committed to strengthening the bridge between your work and family life by creating a special place that supports them both. Our focus is to provide a stimulating learning experience which promotes each child's social, emotional, physical and cognitive development. Our goal is to support children's desire to be lifelong learners.

**Non-Discrimination:** AristoCat Children's Academy is committed to providing an environment free of unlawful discrimination. We do not discriminate based on race, gender, national origin, religion, sexual orientation or disability. Families requiring reasonable accommodation because of their religion or disability should direct that request to the Academy Director. Each request will be considered on an individual basis.

### **Schedule of Operation**

The childcare center is open Monday through Friday from 7:30 a.m. to 5:30 p.m. Parents are requested to strictly observe the hours of operations, so that children are always properly supervised. If a late pick up occurs there will be a charge of \$20.00 for every fifteen minutes.

### **Hours and Holidays**

The academy is open Monday-Friday 7:30 a.m. to 5:30 p.m.

The following holidays will be observed:

Memorial Day (The last Monday of May)

Independence Day (July 4<sup>th</sup>)

Pioneer Day (July 24<sup>th</sup>)

Labor Day (The first Monday of September)

Thanksgiving Holidays (Thanksgiving Thursday and the following Friday)

Christmas Break (Christmas Eve, Day & any following days of that week)

New Year's Day (year pending)

**In addition, the academy will be scheduled for four in-service days per year.** These days will be for teacher continued education and curriculum preparation. These dates will be given to you no less than one month in advance. The academy reserves the right to close on any other day that is not listed above, and a written notice will be posted as soon as possible.



### **Tuition**

Fees must be paid PRIOR to services being rendered. Tuition is charged through Tuition Express on the 1<sup>st</sup> of every month, unless it falls on a weekend or Holiday, then it will process on the following business day. All charges & payments can be viewed on our check in computer each day or at myprocare.com by using the email you provide us with. All Statements can be viewed and printed with myprocare.com. Remote payments can be made on tuitionexpress.com.

### **Late Pick Up**

Parents are requested to strictly observe the hours of operations, so that children are always properly supervised. If a late pick up occurs there will be a charge of \$20.00 for every fifteen minutes, starting at 5:31 p.m.

### **Drop in Policy**

In order to ensure proper ratios are maintained at all times, a 24-hour notice must be sent to our office via text, 435-640-8982, or office email, academy@ymail.com. Any child dropped off who is not on the schedule and has not been arranged to be at the center will be charged a \$65.00 drop-in fee. If your child cannot be accommodated, we can and will refuse service.

### **Payment**

Tuition Express gives you the option of paying with electronic check, debit card, credit card or EBT (State Assistance). Invoices and Payments may be tracked online after registration via tuitionexpress.com or myprocare.com. AristoCat Children's Academy does not accept cash or check. Teachers cannot accept fee payments in any way. If for any reason a payment is declined, a fee of \$35.00 will be added to the account for each time the decline occurs. All payments via Credit or Debit card will incur a 4% convenience fee. We encourage the use of a checking or savings account for tuition payment.

Signature of Parent or Guardian \_\_\_\_\_

Date \_\_\_\_\_

### **Past Due Accounts**

A parent whose account is delinquent will be denied access to the academy, and the child may not attend the center until the account is paid in full. A \$35.00 late fee will be applied every month the account is past due. Accounts that are past-due 30 days will be turned in to a collection agency of AristoCat Children's Academy's' choice and all agency fees will be paid by the delinquent party.

Signature of Parent or Guardian \_\_\_\_\_

Date \_\_\_\_\_



### **Returned Checks and Delinquent Fees**

There will be a \$35.00 fee for all tuition that is returned by Tuition Express for any reason.

Signature of Parent or Guardian \_\_\_\_\_

Date \_\_\_\_\_

### **Waiting List Policy**

In order to hold your spot on the waiting list, there will be a nonrefundable \$100 holding fee per month per child. Once there is an opening, you will be contacted with a date to start enrollment. If paying more than three months, 30% of the holding fees will be credited towards your first full month of tuition. For any reason you would like taken off the waiting list, you **must** contact the office manager before the first of the month.

### **Absences and Vacations**

Regular attendance is encouraged. Any child who is absent from the center for a period lasting longer than two (2) consecutive weeks at any one time, without notifying the Academy Director, will automatically be dropped from active enrollment, and will need to re-enroll. If your family is going to take a Vacation that would last two consecutive weeks or longer, there will be a \$100 Holding Fee on your account.

### **Sunscreen Policy**

For your child's safety and health, we apply sunscreen each time we go outside between the months of April and November. We provide the sunscreen, if you child has an allergy to our sunscreen, you may provide an alternative sunscreen accompanied by a doctors note.

### **Withdrawn / Termination**

Parents must notify the center director two weeks prior to withdrawal in written form via Email. All fees are due and payable during the final two weeks, regardless of termination cause. AristoCat Children's Academy reserves the right to dismiss any child at any time with cause. Account balance must be paid within 30 days of dismissal; otherwise the account will be referred to the company's collection agency, with fees of collection agency to be paid by delinquent party. Non-payment of tuition is cause for immediate dismissal.

Signature of Parent or Guardian \_\_\_\_\_

Date \_\_\_\_\_

### **Parent Conduct**

AristoCat Children's Academy requires the parents and others picking up or dropping off children to behave in a manner consistent with decency, courtesy, and respect. One of the goals of AristoCat Children's Academy is to provide the most appropriate environment in which a child can grow, learn and develop. Achieving this ideal environment is not only the responsibility of the employees of AristoCat Children's Academy but, is the responsibility of



each and every parent or adult who enters the Academy. All adults are required to behave in a manner that fosters this ideal environment. This includes refraining from swearing, threatening, physical /verbal punishment of a child, smoking, and confrontational interactions.

### **Brightwheel Program:**

The Brightwheel Program is a program AristoCat Children's Academy utilizes in the classroom and in our summer camps. This is a mandatory program for all students that is \$7/month.

### **Features Include:**

- Receive pictures and beautiful daily reports via app
- Download and share photos of your children
- Record of meals, activities, naps (and more!)
- Direct messaging program!

### **Social Media Policy**

If for any reason it is seen that you or your family/friend has posted or replied on a Social Media Platform and has made any derogatory remarks about the Academy or its staff and/or students, your child(ren) enrollment will immediately be terminated from the Academy. The two-week termination notice fee of 2-weeks tuition will also still apply.

Signature of Parent or Guardian \_\_\_\_\_

Date \_\_\_\_\_

### **Arrival and Departure**

Preschool Classes begin promptly at 9:00 am. Please have your child here before noted time to eliminate classroom disruption. Upon arrival, each child must be clean and fresh. Please bring your child with a clean face, clothes, and especially free of soiled diapers/underwear.

For the health of your child, all children, parents, and visitors must wash hands following the posted hand washing procedures prior to entering any classroom.

Children will not be released to anyone not pre-authorized on the emergency list. When someone needs to be added to the authorized pick up we prefer that a parent/guardian does this in person with a staff member on duty. However, we will accept a call made from the parent/guardian to the academy's direct phone line, where they will be prompted for verification and name of authorized pick up personnel. Children must be left with a staff member upon arrival and parents must notify a staff member when a child is leaving. Do not let your child enter or leave the building unaccompanied.





We strongly request the parents do NOT drop children off during nap time (12:30p.m-2:30p.m.) as it disrupts the rest of the class. While picking up or dropping off your child who is enrolled at the Academy; we urge you not to leave unattended children in your vehicle.

Parents agree to provide transportation to and from AristoCat Children's Academy. Once a parent signs their child out, the parent is then solely responsible for supervising their child while on Academy premises.

\*Cell Phones: We ask all persons to please finish their cell phone conversation prior to entering the building. The children are excited to see you and need your full attention. Take a minute to enjoy greeting your child and listening to what they have learned that day.

### **Clothing**

Children should wear clothing that is comfortable, washable and allows for self-dressing. All items should be clearly marked with the child's first and last name. We recommend that you provide a change of clothes in case of a spill or accident. Children need to wear sturdy closed toe shoes as a matter of safety, particularly on the playground and field trips. A pair of "house shoes" must be provided for you students who attend the Kamas location to wear ONLY inside the classroom. The "house Shoes are to be sensible shoes, slippers and flip-flops are not permitted. This is done to cut back on the bacteria that is brought into your child's learning environment and to keep sanitation levels up. No Outdoor shoes are to be worn in the classroom.

AristoCat Children's Academy will follow the ACA Clothing Policy. This includes the length of shorts, at least fingertip length, and NO tank tops (in which case, if one is worn an ACA t-shirt will be provided). Please bring your child in appropriate clothing for the day. We highly recommend the use of long or short sleeve sun-shirts in the summer for water play. If your child is wearing a bikini, an ACA t-shirt will be provided.

ARISTOCAT CHILDRENS ACADEMY IS  
NOT RESPONSIBLE FOR LOST OR DAMAGED ITEMS.

### **Transportation**

Safety is our primary concern when transporting children. Our buses have scheduled maintenance and inspections. All children must wear a seat belt and remain orderly when riding in our buses.

If for any reason your child will not be riding from their school, it is imperative that you notify the Academy 30 minutes before pick up time.

A \$15.00 fee will be charged each day when the Academy is not notified to take the child's name off the pick-up schedule. The bus driver will wait five minutes at the assigned bus stop.



If a child does not report to the bus in that time the driver will notify the Academy, and the school, then proceed to the next assigned pick up location. The Academy director will call the parents for further instructions.

Our buses will not transport children during any weather conditions considered hazardous.

### **Field Trips**

Parents will be notified in advance of all field trips. Children are expected to follow all safety rules of field trips. Failure to abide rules will be cause for excluding a child from field trips. Younger children may go on walks through the neighborhood. All children are required to wear closed toe shoes on all field trips. If a class field trip is scheduled, and you wish for your child not participate, you may be asked to make other care arrangements for your child for that day. When on field trips, we follow the same teacher/student ratio as in class.

### **Health**

Parents are required to provide the Academy with a record of the child's immunizations. Please submit an updated form to the office when the child turns 2 months, 4 months, 6 months, 12 months, 18 months, 24 months, 5 years, and 7 years old. Parents also must sign an agreement giving the Academy permission to call a doctor in case of an emergency.

If your child becomes ill at the Academy, they will be isolated, and you will be notified at once to take child home. Facilities are not available at the Academy for sick children. If the Academy calls a parent or guardian when their child becomes ill, parents are expected to pick up the child in a timely manner. **Children need to be picked up within 30 minutes.** We require parents to come expeditiously without hesitation. If a parent does not come or refuses to pick up their child, they will be unenrolled from our program. If your child develops and illness, rash, fever, etc., you should call the Academy and state the nature of their condition. Other parents may need to be notified in case of a contagious disease/outbreak.

A child with an elevated temperature, diarrhea, vomiting or known illness will not be admitted to the Academy. If your child has a fever, vomiting or diarrhea the night before, you are requested to keep him/her home to limit exposure to infections in the Academy. If your child is between 6 weeks and 5 years old you may not bring your child to the Academy with a temperature above 101.00 degrees.

**If your child has three episodes of  
vomiting or diarrhea  
you will be called to pick up your child.**

**If your child has a temperature of 101 and holding,  
and/or any signs or symptoms that are outlined in the**



**Utah General Health Guidelines,  
we will call for you to pick up your child.**

**If a child is sent home from public school,**

**AristoCat Children's Academy will follow district policy  
and the child will not be allowed at ACA.**

**The child must be FREE of any fever, vomiting, or diarrhea  
AT LEAST 24 hours  
before returning to AristoCat Children's Academy.**

### **Rest Time**

All children at the Academy will rest after lunch. To protect your child's health, we provide a freshly sanitized cot. Please do not provide any sleep materials, as they will be provided. Although children will not be forced to go to sleep during the nap period, nor criticized for not going to sleep, they will be required to rest quietly or do a quiet activity that is provided so that children who want to sleep may do so. Children are able to get off their mats/cots after 30 minutes if they wish. Children only stay on their cots/mats longer than 30 minutes if they choose to do so. TV and videos are not used during nap time.

### **Abuse and Neglect**

As early care and education professionals we are mandated by law to report any suspected cases of child abuse or neglect. We will not hesitate to seek help for any child. The Academy is required to contact the Department of Children Services for refusal to pick up a child at any time.

### **Incident /Accident Reports**

Should your child be involved in an incident/accident during the course of the day, a staff member will complete an Incident/Accident Report. The Academy Director or Supervisor will have the Incident/Accident Report for the parent to sign at pick-up. The Academy Director or Supervisor will be able to discuss the matter with you at pick-up. Should a person other than the parent pick up the child on the day of the incident, it is then the responsibility of that person to sign the incident report and inform the parents of the incident. By signing the incident report you are ONLY acknowledging that you were informed about the incident.

### **Guidance**

It is important that children learn to see themselves as worthy, contributing participants with a sense of responsibility for their actions and respect for the rights of others. We believe in a positive approach to discipline with logical consequences for inappropriate behavior.



When redirecting or guiding the child, consideration is given to both age and level of development for setting limits and schedules. Parents will be notified if there is a consistent behavior problem. Children learn and live by positive words and actions as a method of developing confident interpersonal skills.

**Conflict of Interest**

AristoCat Children’s Academy does not allow staff to care for enrolled /previously enrolled (past 36 months) children outside of the academy during academy business hours. Failure to comply with this policy can result in termination of enrollment for child and termination for employee. This matter is not taken lightly. Do not ask for staff personal information.

**Grievance Procedure**

Should you or your child have questions or concerns about any part of our program we ask you to speak directly with the center director or the center owner. We are committed to providing the best possible care for your children and understand there might be occasionally misses in communication. Please talk to us so we can resolve any issues and/or concerns. If you have any further questions regarding the state regulations please feel free visit <http://health.utah.gov/licensing>

I HAVE READ, UNDERSTAND AND ACCEPT THE POLICIES AND PROCEDURES OF ARISTOCAT CHILDREN’S ACADEMY. IF I NEED CLARIFICATION ON ANY POLICIES AND PROCDEDURES I CAN AND WILL REFER TO THE FULL PARENT HANDBOOK THAT I WAS PROVIDED. I UNDERSTAND THAT THIS CONTRACT MAY BE REVIEWED AND REVISED AS NECESSARY AND THAT I WILL BE PROVIDED WITH WRITTEN NOTICE OF ANY SUCH REVISES/CHANGES AT LEAST 30 DAYS PRIOR TO ANY REVISIONS/CHANGES TO THIS AGREEMENT.

Signature of Parent or Guardian \_\_\_\_\_ Date \_\_\_\_\_

Signature of Parent or Guardian \_\_\_\_\_ Date \_\_\_\_\_

Signature of Director: \_\_\_\_\_ Date \_\_\_\_\_



# AristoCat Children's Academy

## Photographic Authorization Form

In order to avoid undue disruption of children or students as they are involved in learning and to protect the privacy and individual rights of all persons, it is necessary that we ask your full cooperation in adhering to our photography policies and procedures.

Freedom to photograph is limited by the following conditions:

1. No photographs are to be sold by or to anyone, or used in any way for commercial purposes. This includes but is not limited to:
  - Newspapers
  - Contests
  - Magazines
  - Television

Without prior consent of the parent/guardian of the children in the photograph/film, and the Director.

2. Photographers are not to prompt, pose or otherwise distract children or teachers in the children's programs at AristoCat Children's Academy.

Intended Use for Photographs: To display on classroom bulletin boards, newsletters, social media, photo montage, child's projects or crafts.

Please opt my child out of any photography that will go out on social media or newsletters.

Child(ren)'s Name: \_\_\_\_\_

Signature of Parent or Guardian

Date



# AristoCat Children's Academy

## Field Trip Permission Form

Your child will have the opportunity to join their class on a field trip. Field trips provide one means of extending the learning environment beyond our academy. We want to simplify the process of granting field trip permission. Please fill out this form and return it to our academy. We need a separate form for each child in your family. Your child's teacher will send a not home before any field trips are taken. The academy will not provide lunches for field trips so please plan to send one with your child.

I give permission for my child \_\_\_\_\_ to go on all scheduled field trips with his/her class.

I do not give permission for my child to go on field trips.

Signature of Parent or Guardian \_\_\_\_\_

Date \_\_\_\_\_

In the event that my child becomes ill, or involved in an accident while away, I understand that the chaperone will seek medical attention for my child, and the academy will contact me as soon as possible, and that I will be financially responsible for medical treatment. I further agree to hold AristoCat Children's Academy, its employees, and agents harmless for any injury or illness caused by the negligence of persons other than employees or agents for the Academy when such injury or illness occurs during the trip.

I \_\_\_\_\_, Understand that my child will be transported if he/she becomes ill, or is involved in an accident to seek medical attention, as stated above.

Signature of Parent or Guardian \_\_\_\_\_

Date \_\_\_\_\_

**ALL CHILDREN IN THE INFANT/TODDLER PROGRAM WILL GO ON WALKING  
FIELDS TRIPS DAILY IN OUR ARISTOCAT STROLLERS. THIS IS NOT OPTIONAL.**

I, \_\_\_\_\_, Understand that my child, if enrolled in the infant/toddler program, will go on walking field trips daily in the AristoCat Strollers.

Signature of Parent or Guardian \_\_\_\_\_

Date \_\_\_\_\_



**Automated Payment Processing  
Safe – Convenient – Easy**

We are excited to offer the safety, convenience and ease of Tuition Express® – a payment processing system that allows secure, on-time tuition and fee payments to be made from either your bank account or credit card.

**ELECTRONIC FUNDS TRANSFER AUTHORIZATION FOR BANK ACCOUNT and CREDIT CARD**

I (we) hereby authorize **AristoCat Children's Academy** to initiate credit card charges to the below referenced credit card account (Section A) OR, initial debit entries to my(our) Checking or Savings Account, indicated below (Section B). To properly affect the cancellation of this agreement, I (we) are required to give 10 days written notice. Credit Union Members: Please contact your Credit Union to verify account and routing numbers for automatic payments. Check with the center for accepted credit card types.

**Complete ONE SECTION ONLY**

**Section A (Credit Card)**

Cardholder Name			Phone #:
Cardholder Address:	City:	State	Zip
Account Number	Expiration Date		
Cardholder Signature	Date		

**Section B (Bank Account)**

Your Name			Phone #
Address:	City:	State	Zip
Bank or Credit Union Name			
Bank or Credit Union Address	City	State	Zip
Routing Transit # (see sample below)	Account Number		
Checking	<input type="checkbox"/>	Savings	<input type="checkbox"/>

**For Official Use Only**

Date Received
Employee Signature

John Sample Mary Sample 123 Nice Street Anytown, USA	BANK OF THE WEST 555-555-5555	00226
Pay to the order of:	<b>Attach Voided Check Here</b>	\$
Deposit slips not accepted		Dollars
123456789	1800338	0226

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