



Enrollment Packet

Your child is **SMARTER** than
you think!

WELCOME PARENTS AND STUDENTS

Welcome to the VICTORY LEARNING CENTER. We look forward to working with you and your child in the coming year. We are pleased that you have chosen our program to be a part of your child's growth and development.

When you enroll your child in VICTORY LEARNING CENTER, we understand the tremendous trust you impart to us in caring for your child. This is why we commit ourselves daily to providing your child with a safe, secure and comfortable learning environment. We believe that you and your child will greatly benefit from your experience here with us.

Our family of administrators, teachers, caregivers and staff are committed to providing you and your child a God-loving, stable and stress free atmosphere from 7:00 a.m. –5:00 p.m.

We are a Christ-Centered daycare. Therefore we believe in providing a nurturing atmosphere with emphasis on displaying the love of God to your child. We also believe that each child is a gift from God and God has pre-designed a specific purpose in the life of that child.

VICTORY LEARNING CENTER provides superior childcare for infants through five years old. Our program offers a strong academic curriculum with emphasis on knowing and loving God, literacy, math, and technology. The Abeka curriculum is used to give your child a well-rounded exposure to a variety of concepts in each of the development areas: spiritual, physical, social and intellectual. Each classroom offers a spacious, clean and safe environment that encourages learning.

We have embraced Chapel as an essential part of our daily program. Students are offered a breakfast snack each morning prior to chapel services. We offer field trips throughout the school year. We also conduct regularly scheduled parent meetings throughout the school year. All teachers have an opportunity for growth in the field of early childhood education through regular staff meetings, training and workshops.

VICTORY LEARNING CENTER is a developmental program where children learn through various forms of play to promote positive self-esteem as a priority. We also promote creativity, language development, early learning, self-discipline, good health habits, sharing and other readiness skills. Our program is designed to be an extension of the home environment.

At VICTORY LEARNING CENTER, we strongly believe that the family, the church and the school are a three-fold cord that will strengthen the lives of our children. Therefore, we encourage you to visit often, to communicate with the staff, to become familiar with our routines and procedures, to ask questions and to offer suggestions. If you don't have a church home, we invite you to join us.

Please find attached helpful information about our Center. Additionally you will also find the forms needed to complete the enrollment process. Please review, complete and return the forms along with your child's updated health appraisal and immunization record. Upon enrollment, you will receive our handbook filled with pertinent information so that we can work together to ensure health, safety, and well being of everyone at VICTORY LEARNING CENTER.

Sincerely,

Pastor Sylvia Jordan
Administrator



Application for Enrollment

Student Information

Students Name: _____

Address: _____

Home Phone: _____ Cell/Work _____

Phone _____ Age _____ Birth Date _____

Is the student taking any medications? Yes No

If yes, what medication?

Reason for
medication _____

Allergies? No _____ Yes _____ If yes, what type? _____

Parent/Legal Guardian Information

Mother's Name _____ Work _____

Phone _____

Place of

Employment _____

Father's Name _____ Work _____

Phone _____ Place of

Employment _____

Church Affiliation _____ Member? _____

_____ Marital Status _____

With whom does the child reside?

_____ Email _____

Address _____

Child Care Selection

Infants _____ Toddlers _____

Pre-School _____ Pre-Kindergarten _____

Persons to notify other than self for emergencies:

Name _____

Phone _____

Name _____

Phone _____

Do we have permission to take photos of your child for bulletin boards, news articles, magazines and school advertisement:

Yes, but please inform me.

No, please do not take photos of my child.

Child Care Agreement

We have discussed the following issues and agree:

Child's Name _____ Child Care will begin on: _____ The schedule will be these days and hours. If the schedule changes, we will write down and agree on the new schedule.

Who Can Pick Up the Child

Name _____ Phone _____
Name _____ Phone _____

Cost of Child Care

1. The child care cost is \$ _____ per week. (To be paid on the Friday prior to the week of service.)
2. The following items are included in the cost of care: Breakfast Snack, Lunch & Afternoon Snack
3. The parent will provide: Infant Formula and Food (if applicable)

Special Information

Allergies _____ Medications _____
Other _____

Important Phone Numbers

Mother (cell) _____
Work _____
Father (cell) _____
Work _____

Child's Doctor _____

Doctor's Office # _____

Parent's Signature _____

Date _____

Director's Signature _____

Date _____

Drop Off Time

Pick Up Time

Monday

Tuesday

Wednesday

Thursday

Friday

***We would love for the children to arrive by 9:00 am which guarantees a great full stay of care.**

Victory Learning Center

Enrollment Contract

Please read and sign this agreement and acknowledgement:

I agree to comply with the rules and regulations of Victory Learning Center regarding tuition, fees, attendance, health, clothing and other items. I will follow the school calendar and will comply with its contents. Additionally, I am aware that the calendar is subject to change.

I hereby agree to notify the school two weeks in advance of withdrawal, or pay the difference of tuition, should such event occur.

Acknowledgement of Licensing Information

Victory Learning Center is a licensed facility. There is a licensing notebook that contains all of the licensing inspection, special investigation reports and related corrective action plans since May 28, 2010. It is available to parents during regular business hours. Licensing inspections and special investigation reports from at least the past 2 years are available on the child care licensing website at www.michigan.gov/childcare.

Parents of Infants and Toddlers shall receive a written daily record that includes at least the following information:

1. Food intake; time, type of food and amount eaten.
2. Sleeping patterns; when and how long the child slept.
3. Elimination patterns, including bowel movements, consistency and frequency.
4. Developmental milestones.
5. Changes in the child's usual behaviors.

Parent/Legal Guardian Signature

Date

Late Pick-Up Policy

Victory Learning Center's hours are 7:00 a.m. – 5:00 p.m. Your child should be picked up and signed out by 5:00 p.m. As a courtesy, please call the Center if you know that you will be late. Late pick-up will result in a late fee. You will be charge \$5.00 for each minute past 5:00 p.m., to be paid upon your arrival.

Signature

Date

Photograph/Video – Taking Permission

I give my permission for Victory Learning Center to take photographs/videos of my child(ren). Victory Learning Center may also use the photographs/videos for bulletin boards, news articles, magazines and school advertisements.

Signature

Date

Behavior Contract

My child _____, a Victory Learning Center student, enrolled in the _____ class and will abide by the rules, regulations, policies and procedures as posted in the Victory Learning Center classrooms. My child will behave in a responsible manner and follow instructions given by all Victory Learning Center staff.

I agree to the following discipline policy:

1st offense

2nd offense

3rd offense

4th offense

5th offense

Reminder by teacher and/or redirection of the student for all discipline issues.

Time out in classroom will be effective only for ages 3 and up. The teacher will talk to the child to explain unacceptable behavior and/or removal from the classroom.

Removal from classroom and Director will intervene. Depending on the nature of the offense, the parent may be notified by phone.

Conference with Teacher, Parent and Director to resolve issue. A corrective behavior plan will designed and agreed upon.

Removal from the program will be necessary if no improvement in behavior.

Parent Signature

Date

This contract is active throughout the entire length of enrollment at Victory Learning Center.

Dietary Needs

Student's name _____

Age _____

Would you consider your child to be a: (Select one)

Good Eater _____ Light Eater _____

Selective _____

Which beverage does your child drink most frequently? (Select One)

Milk _____ Juice _____ Water _____ Other _____

What vegetables and fruits does your child enjoy?

Does your child have any allergies to foods that we should be aware of?

Parent's Signature _____

Date _____

NO PEANUTS OR PEANUT PRODUCTS ARE PERMITTED IN THE CENTER

How can we best care for your child?

At what point would you like to be notified of a change in your child's temperament? (i.e. fever over 99 degrees, scratch on the knee, didn't eat lunch, etc.)

Additional Information

Child's Name _____

Parent Signature _____ Date _____

HEALTH SAFETY

EMERGENCY ILLNESS OR INJURY

During the course of the day, we are constantly watchful of any behavioral changes in the children symptomatic of illness. If we notice any changes in a child, we will question them to see how they are feeling, take their temperature, separate them from the group, offer a cot and then notify you of our findings. A child with a fever above 100 degrees must be picked up within the hour and may not return until they are free from fever for 24 hours (non-medicated). If you cannot be reached and we feel a child should be taken home, we will contact a designated person on the emergency card. If a child becomes ill at the Center (i.e. develops a temperature of 100 degrees or above, conjunctivitis, vomits, has diarrhea -2 or more runny stools, etc.) you will be notified immediately and required to pick the child up within one hour of notification.

If a child is out with any communicable virus, such as but not limited to: conjunctivitis, chickenpox, hand, foot, mouth disease, ringworm, etc. a note from his/her doctor must be received before returning to school. (Note: It is at the discretion of Victory Learning Center and Children's Technological Academy with consultation from Oakland County Health Department as to the other viruses or diseases that will require a doctor's note.)

If a child is injured while at the Center, we will administer basic first-aid by cleaning the injury and applying a band-aid or ice for bumps and bruises. An accident or illness report will be prepared for you so you will be aware of the accident details. If it becomes necessary for a child to go home, tuition remains the same. In extreme emergencies, if medical help is needed, we will first call an ambulance; contact the doctor designated on the emergency card and then contact you.

With the completed enrollment packet, you gave permission to VICTORY LEARNING CENTER to call 911 in the event of a serious emergency. Any costs or charges incurred for 911 emergencies are the sole responsibility of the parent.

ABSENCES AND ILLNESS

Whenever young children are placed in a group setting, there is always the possibility that they will contract communicable diseases. When your child is ill, please be considerate of their needs as well as those of the other children in the Center. A sick child is not comfortable in an active environment. Please do not expose other children to infection. Arrangements should be made to keep your child at home when ill. Children may return to the Center when they are no longer contagious, fever free for at least 24 hours (non medicated) and feeling well enough to be in an active environment. Tuition remains the same in these cases.

If your child is ill, we need to be notified of the nature of the illness and the length of time you think your child will be absent. This is to protect your child and the other children in the program. If your child has an illness such as chicken pox or any other extended illness where they will be absent for more than two weeks, you may use your vacation week during this time.

Please notify the Center immediately of any changes to the child's medical condition for any reason.

IMMUNIZATIONS & HEALTH APPRAISALS

Victory Learning Center encourages all parents to stay current on their child's immunizations and health appraisals. To protect all children and staff, each child in our center must have a completed and signed Certificate of Immunization Record and Health Appraisal on file.

Health Appraisals are reviewed monthly and expire 12 months after the child's last documented physical. Therefore each child must have an updated health appraisal every year. Children will be excluded if the health appraisal has expired.

Immunization records are reviewed monthly and reported in the MCIR system as required by the State of Michigan. Children will be excluded in the event they are not up to date. Children are required to be immunized with specific shots ordered by the Health Department.

Children may attend child care without an immunization:

If a waiver stating you have personal, religious or philosophical reasons for not obtaining the immunization(s) please submit to us.

Children who are not immunized may not be accepted for care during an outbreak of a vaccine-preventable disease. This is for the protection of the that child and to reduce the spread of the disease. This determination will be made by the Health Department's Communicable Disease and Epidemiology division.

Victory Learning Center provides information of local pediatricians, immunization recommendations and developmental milestones on the parent counter in the office.

PARENT NOTIFICATION OF THE LICENSING NOTEBOOK

Child Care Organizations Act, 1973 Public Act 116

Michigan Department of Licensing and Regulatory Affairs

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

- 1) This center maintains a licensing notebook of all licensing inspection reports, special investigation reports and all related corrective action plans.
- 2) The notebook will be available to parents for review during regular business hours.
- 3) Licensing inspection and special investigation reports from at least the past two years are available on the Bureau of Community and Health Systems website at www.michigan.gov/michildcare.

I have read the above statement issued by Victory Learning Center

Child(ren)'s Name(s) _____

Parent Name _____

Parent Signature _____

Name of Child Care Center Victory Learning Center

Date