



**All applications must be hand-delivered to our office. No faxes or emails will be accepted.**

PLEASE PRINT CLEARLY

Child's Full Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Address: \_\_\_\_\_ City & Zip: \_\_\_\_\_

Age: \_\_\_\_\_ Gender:  Male  Female

Child resides with?  Both parents  Mother  Father  other (specify): \_\_\_\_\_

*If yes to any of the following questions, copy must be attached.*

Are there any custody agreements in force?  Yes  No

Does your child currently have an IEP (Individual Education Plan)?  Yes  No

Does your child currently have an IFSP (individualized Family Service Plan)?  Yes  No

Does your child currently have a 504 Accommodation Plan?  Yes  No

Does your child have any physical or mental impairment?  Yes  No if Yes, please describe:

\_\_\_\_\_  
**Mother/Guardian Name:** \_\_\_\_\_

Address: \_\_\_\_\_ City & Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Work phone number: \_\_\_\_\_ Email: \_\_\_\_\_

**Father/Guardian Name:** \_\_\_\_\_

Address: \_\_\_\_\_ City & Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Work address: \_\_\_\_\_ City & Zip: \_\_\_\_\_

Choose the plan your child will attend:

- Full-Time  3-Days  Part-Time (Toddlers Only)

I agree to read the Family Handbook associated with this program and to follow all policies and procedures covered in the handbook. I understand there are conditions that may result in withdrawal of my child from the Childhelp Early Education Program. For the safety of your student and to remain in compliance with the Department of Health Safety licensing, incomplete registration forms cannot be accepted. All registrants may anticipate up to a three-day waiting period prior to the child attending the program. All locations are subject to minimum and maximum enrollment.

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

Date \_\_\_\_\_

Program Coordinator/Supervisor Signature \_\_\_\_\_

Date \_\_\_\_\_





**CHILDHELP COMMUNITY CENTER FINANCIAL AGREEMENT 2018**

Child(ren) Name: \_\_\_\_\_ Program site: \_\_\_\_\_  
 Parent / Guardian Name: \_\_\_\_\_ Phone number: \_\_\_\_\_

**Toddlers: 12 months – 24 months**

SCHEDULE	FT (4+ Days/Week)	3 Days	PT (1-2 Days/Week)
FULL DAY 5:00AM-7:00PM	\$945/month	\$570/month	\$380/month
PART -TIME 7:00am -2:00pm or 12:00pm-7:00pm	\$470/month	\$325/month	\$250/month

**Preschool: 3 – 5 years of age + potty trained.**

SCHEDULE	FT (4+ Days/Week)	3 Days	PT (1-2 Days/Week)
FULL DAY 5:00AM-7:00PM	\$900/month	\$500/month	Not Available (To be affective students must attend a minimum of 3 days in Preschool Program)
PART TIME 7:00am -2:00pm or 12:00pm-7:00pm	\$450/month	\$300/month	

Additional Fees and Discounts
\$40 non-refundable annual family registration fee \$25 NSF/return check/debit fee \$10 late payment fee \$15 plus \$1 per minute for late pick-up

I, \_\_\_\_\_ agree to the aforementioned terms of this agreement and to pay the amount of  
Print Name (First and Last)

\$ \_\_\_\_\_ every month through  auto pay  check/money order/cash

(Please indicate one)

**Above rates are based on annual fees and days off are factored into the price.** The non-refundable registration fee and the first month's payment are due with the registration paperwork. Both fees are NON-REFUNDABLE. All Auto-Pay monthly fees are processed on the 15<sup>th</sup> prior to each month enrolled. If payment is not received in accordance with the aforementioned due dates, a \$10 late fee will be imposed – **no exceptions**. If payments are not received within 5 days of due date, the child will be **dropped from the program**. The unpaid balance must be paid before the child(ren) may continue in the program.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_





**PROGRAM CHILD INFORMATION QUESTIONNAIRE 2018**

Child's Name: \_\_\_\_\_

1. What is most important to you that your child experience in our Program? \_\_\_\_\_  
\_\_\_\_\_

2. Has there been any recent change in your child's life? \_\_\_\_\_  
(Divorce/Separation, Moving, New Baby, Death in Family, etc.)

3. Is there anything that frightens your child? \_\_\_\_\_  
\_\_\_\_\_

4. What are some of your child's favorite activities/ games / toys/ etc.? \_\_\_\_\_  
\_\_\_\_\_

5. What makes your child angry or upset? \_\_\_\_\_  
\_\_\_\_\_

6. How does your child expresses anger / frustration? \_\_\_\_\_  
\_\_\_\_\_

7. Has your child had any previous experience with a child care center? If so, please list when and where, and how this experience was / if there were any problems. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. How is your child with other children?

- |   |  |
|---|--|
| a. <input type="checkbox"/> shy & bashful               | <input type="checkbox"/> enjoys new experiences      |
| b. <input type="checkbox"/> makes friends easily        | <input type="checkbox"/> prefers vigorous activities |
| c. <input type="checkbox"/> gets along well with others | <input type="checkbox"/> prefers quiet time          |
| d. <input type="checkbox"/> prefers to be alone         | <input type="checkbox"/> finishes what he/she starts |
| e. <input type="checkbox"/> plays inside                | <input type="checkbox"/> plays outside               |

9. Is there any additional information that you would like the staff to know about your family, such as religious beliefs and/or food restrictions? \_\_\_\_\_  
\_\_\_\_\_

10. Is there anything else about your child that you wish to share with us? \_\_\_\_\_  
\_\_\_\_\_





**Childhelp Community Center  
Behavior Agreement & Expectations 2018-2019**

**Positive Learning Environment**

Childhelp Community Center is committed to providing a safe and positive learning environment for all children. The center's behavior policy encourages children to develop social skills that reflect many of Early Education Program's values, including self-control, respect for others, and positive self-esteem.

Childhelp Community Center's commitment to an age-appropriate and play-based curriculum ensures that activities are child centered and promote positive social interactions. Teachers carefully craft the environment, communicate and enforce clear boundaries and expectations for behavior, and use nonverbal cues and/or redirect a child's behavior to foster success.

When a problem arises, the teacher relies on modeling appropriate behavior, teaching peacemaking skills, and presenting stories or scenarios that reinforce the desired behavior. Children learn to make suitable choices and develop techniques for regaining self-control when they feel frustrated. Instructive and individually appropriate consequences help to strengthen the child's self-control and self-esteem.

When a child experiences a particularly challenging time, the school encourages parents and teachers to work together and develop appropriate strategies.

**Parent Responsibility**

Parents can expect their child to be cared for in a safe and supportive environment licensed by the Arizona Department of Health Services which mandates a staff-to-child ratio not greater than 1:12. Parents are responsible for communicating with Childhelp Community Center team members to maximize the effectiveness of the program. Parents are responsible for keeping their child's record up to date and paying fees on time as described in the Financial Agreement. It is also very important that parent pick up their child on time daily. Please read the information presented in the Childhelp Community Center Parent Handbook and contact us if you have any questions or need further information. As a parent, you will be responsible for abiding by the handbook guidelines and the approved Financial Agreement. If you have any questions, please contact the Childhelp main office at (623) 240-6160.



### Student Behavior Expectations

Children are entitled to a positive and safe learning environment. Therefore, Childhelp Community Center cannot serve children who display chronic disruptive behavior. This is defined as verbal or physical activity which may include, but is not limited to: (1.) Behavior that requires constant attention from the Childhelp Community Center team members. (2.) Violence and/or aggressiveness that inflicts physical or emotional harm on other children. (3.) Running away from or abusing the team members. (4.) Disrespectful behavior toward team members or students. (5.) Destruction of property or vandalism. (6.) Ignoring or disobeying the rules that guide behavior during the program hours. Each facilitator will use the Childhelp Community Center discipline plan for his/her classroom. The following is the behavior management plan used in Childhelp Early Education Program:

- **Informal talk**

Praise and positive reinforcement are effective methods of behavior management of children. When children receive positive, nonviolent, and understanding interactions from adults and others, they develop good self- concepts, problem solving abilities, and self-discipline.

- **Restriction of privileges**

Every effort will be made to care for any behavior problems through redirection or loss of privileges.

- **Conference with parent**

Conferences will be scheduled with parents if particular disciplinary problems occur. If a child's behavior consistently endangers the safety of the children around him/her, then the Program Supervisor has the right, after meeting with the parents and documenting behavior problems and interventions, to terminate services for that particular child.

- **Suspension**

Once a child is brought to the office you may be called at work and asked to pick up your child. If a child is unable to adjust to the extended day setting and follow appropriate behavior guidelines, the child may be suspended. If poor behavior is an issue with your child the Program Supervisor will meet with you and together a behavior plan will be developed. Childhelp reserves the right to dis-enroll a child based on the frequency of discipline problems.

- **Expulsion (removal) from Childhelp Early Education Center**

Reasonable efforts will be made to assist the child in behaving appropriately. Chronic/Disruptive behavior from a child is evaluated on an individual basis by the Childhelp team members. If the behavior is determined as severe, there will be an immediate suspension.

Note: If, at any point, there is an indication/suspicion that a child may have special needs, Childhelp Community Center will inform the child's family and the center will submit proper referrals for services / additional screenings.

### FEES WILL NOT BE REFUNDED DUE TO BEHAVIOR RELATED SUSPENSION.

I have read this behavior agreement, and agree to the terms stated therein:

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

\_\_\_\_\_  
Date

