



Name Of Child: \_\_\_\_\_ Birthdate: \_\_\_\_\_  
Street Address: \_\_\_\_\_ City: \_\_\_\_\_  
State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Parent/Guardian 1: \_\_\_\_\_ Cellphone: (\_\_\_\_) \_\_\_\_\_  
Street Address: (If different from child's) \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Relationship to child: \_\_\_\_\_  
Place of Employment: \_\_\_\_\_ Work Phone: (\_\_\_\_) \_\_\_\_\_  
Employment (physical address) \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Best Email: \_\_\_\_\_

Parent/Guardian 2: \_\_\_\_\_ Cellphone: (\_\_\_\_) \_\_\_\_\_  
Street Address: (If different from child's) \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Relationship to child: \_\_\_\_\_  
Place of Employment: \_\_\_\_\_ Work Phone: (\_\_\_\_) \_\_\_\_\_  
Employment (physical address) \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Best Email: \_\_\_\_\_

Who to contact first, and best way to reach you: \_\_\_\_\_  
\_\_\_\_\_

**EMERGENCY CONTACTS** (to whom child may be released if guardian(s) are unavailable)

Name #1: \_\_\_\_\_ Relationship \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Numbers (cell, work, home) \_\_\_\_\_

Name #2: \_\_\_\_\_ Relationship \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Numbers (cell, work, home) \_\_\_\_\_

Office Use Only:

Admission Date: \_\_\_\_\_ Discharge Date: \_\_\_\_\_

**MaineLy Childcare management must be notified (by email or in person) by the parent when regular transportation or pick-up methods will vary.**

**Please list the individuals that we are able to verbally communicate with about your child(ren).** For example: If Grandparents call or pick up, are we able to share information about your child's day to them? Are they able to sign accident reports?

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**Name, address and telephone number of family physician:**

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**Name, address and telephone number of family dentist:**

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#### **MEDICAL INFORMATION**

**This authorization includes my consent for the above-named child to receive treatment by a physician in any hospital emergency department.**

I, (name) \_\_\_\_\_ hereby give my consent, in the event of medical emergency when I cannot be contacted, for MaineLy Childcare staff to obtain whatever treatment may be deemed necessary for my son/daughter  
(Child's name) \_\_\_\_\_ (DOB) \_\_\_\_\_

**Preferred Hospital:** \_\_\_\_\_

**Known Allergies and reactions. What to do if a reaction occurs:**

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**Does your child have an Epi Pen? If the answer is yes, please indicate what it is for:**

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**Any Known Medical Conditions:**

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**Please list here (or on an additional sheet of paper if necessary) a summary of significant factors concerning the child’s adjustment into group care, unusual events and occurrences or any other information that will help us in transitioning your child into group care:**

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**Please fill this out to the best of your ability. We understand that things may change and ask that you let us know if your child will be dropped off/picked up at a different time than previously posted. Please keep in mind we are open 7am to 5pm.**

Day of the week	Approximate Drop off time	Approximate Pick up time
Tuesday		
Wednesday		
Thursday		
Friday		

**Financial Agreement**

I understand that tuition is due the Friday before care starts and will be automatically deducted from the account I have on file.

I understand that my child’s weekly tuition is \$\_\_\_\_\_ per week. I understand that tuition is still due during school closures and personal vacation days/sick days.

I understand there will be a \$10.00 late payment fee charged to my weekly tuition for each day tuition is late, unless I make arrangements with MaineLy Childcare. I also understand MaineLy Childcare has the right to terminate my child’s enrollment when tuition is more than 7 days late.

**Registration Fees**

There is a one time registration fee of \$150 due prior to your child starting at MaineLy Childcare. Additionally, there is a re-enrollment fee of \$50 due August 1st before the new school starts.

**Late pick up fees**

**Our center closes promptly at 5:00PM.** Please be respectful of our closing time. If you would like to be able to speak to someone about your child’s day, please arrive a few minutes before 5pm. We have many teachers who need to pick up their own children in the evenings. Late fees are the following:

- 5:00 PM - 5:05 PM: \$1.00 per minute
- 5:06 PM - 5:15 PM: \$3.00 per minute
- 5:15 PM and on: \$10.00 per minute.

Please note: Late pickup fees are to discourage lateness and to encourage respect for our teachers’ time with their own families. Late fees must be paid within 5 business days, or we reserve the right to terminate care until the fee is paid.

By signing below, you are indicating that you understand MaineLy Childcare’s tuition policy and late fee policy.

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Parent/Guardian Signature Date

**Walk Permission**

Sometimes we need a break from the playground and would rather go for a short walk to search for nature items, or simply explore our surroundings. By signing this you are granting us your permission to take your child off site for a short walk. You should know that if we do leave the center there will always be at least two staff members present. If you would rather your child not participate on walks that is okay too.

\_\_\_\_\_ I give my child permission to take walks off site  
 \_\_\_\_\_ I would NOT like my child to participate on walks off site

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Parent/Guardian Signature Date

**Sunscreen Permission**

MaineLy Childcare has permission to use the following sunscreen on my child(red):  
Brand of Sunscreen Provided and or brands that are okay to use:

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Parent/Guardian Signature Date

**Photo Permission**

I, (Print name) \_\_\_\_\_, parent or guardian of (Child's Name) \_\_\_\_\_ grant permission to MaineLy Childcare to take and use photographs and/or digital images of my child for use in news releases and or educational materials as follows:

Printed Publications (newsletter, pamphlets, portfolios etc)	Yes	No
Electronic Publications (newsletters, our website etc)	Yes	No
Social Media (Facebook)	Yes	No
Parent App (Forefront or background of photos that may be shared with other families in the program)	Yes	No
Parent App (Photos of your child can be shared with you through the app)	Yes	No
I agree that my child's name and identity may be revealed in descriptive text or commentary in connection with image(s)	Yes	No

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Parent/Guardian Signature

Date

**YIKES**

I have read and understand MaineLy Childcare's YIKES plan and agree that in the event of an emergency that requires relocating, MaineLy childcare staff may transport my child the best way they see fit.

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Signature

Date

**Parent Handbook**

I have read and understand the parent handbook, and if I have questions, I know I can always ask the Directors to get clarification. In addition I understand that I can access the Parent Handbook at all times on the MaineLy Childcare website: [www.mainelychildcare.com](http://www.mainelychildcare.com)

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Parent/Guardian Signature

Date