

Enrollment Date: \_\_\_\_\_

Withdraw Date: \_\_\_\_\_

## Building Bridges Child Development Center

### Child's Information:

Full Legal Name (*as shown on birth certificate*):

\_\_\_\_\_

First Name

Middle

Last Name

Preferred name: \_\_\_\_\_ Gender: \_\_\_\_\_ DOB: \_\_\_\_\_

Ethnicity: \_\_\_\_\_ Race: \_\_\_\_\_ Hispanic? \_\_\_\_\_

Tribal Affiliation: \_\_\_\_\_ Primary language spoken in the home: \_\_\_\_\_

Child resides with: \_\_\_\_\_

### Family Information:

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

Address \_\_\_\_\_

Street

City

State

Zip

SS #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_

Phone #s: Home/Mobile: \_\_\_\_\_ Work: \_\_\_\_\_

Employer Name: \_\_\_\_\_ Employer Address: \_\_\_\_\_

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

Address \_\_\_\_\_

Street

City

State

Zip

SS #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_

Phone #s: Home/Mobile: \_\_\_\_\_ Work: \_\_\_\_\_

Employer Name: \_\_\_\_\_ Employer Address: \_\_\_\_\_

### Local Emergency Contacts - Not mother or father - You must list two

1. Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Phone: \_\_\_\_\_ Relation to Child: \_\_\_\_\_

2. Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Phone: \_\_\_\_\_ Relation to Child: \_\_\_\_\_

Others Authorized to pick up your child (*other than emergency contacts*)

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Phone: \_\_\_\_\_ Relation to Child: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Physician's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Preferred Hospital: \_\_\_\_\_ Phone: \_\_\_\_\_

## Tuition Agreement

I understand that tuition is subject to change with advance notice.

- **Automatic payments through Tuition Express are required for all families** (as of 4/1/2022)
- Automatic payments may be scheduled on a day other than the 1<sup>st</sup> or 15<sup>th</sup> at the discretion of the director.
- All monthly payments are due by the 5<sup>th</sup> of each month.
- Weekly and bi-weekly tuitions are due **in advance** each Monday.
- Tuition rates are based on a 9 hour day. If your child is here longer than 9 hours on any given day, you will be charged \$6.50 per hour for excess hours.
- ECECD Contract families who exceed their allotted contracted hours will be charged \$6.50 per hour in excess of allotment.
- ECECD Contract families who do not have a copayment at the time of enrollment must still enroll in Tuition Express.

**Please fill in your child's schedule:**

| Mon       | Tues      | Wed       | Thurs     | Fri       |
|-----------|-----------|-----------|-----------|-----------|
|           |           |           |           |           |
| <b>To</b> | <b>To</b> | <b>To</b> | <b>To</b> | <b>To</b> |
|           |           |           |           |           |

It is **your responsibility** to clock your child in and out each day that your child attends!

To ensure that we have adequate staff to meet all children's needs, **please adhere to your schedule**. Notify us in advance of any changes you may need to make to your schedule.

ECECD Contract: \_\_\_\_\_ Monthly Co-Pay: \_\_\_\_\_

Daily Rate: \_\_\_\_\_ Total Weekly Tuition: \_\_\_\_\_

Registration: \_\_\_\_\_

Total Due at enrollment (Co-pay or tuition plus registration): \_\_\_\_\_

Building Bridges Child Development Center will provide well balanced, nutritional meals and snacks.

Breakfast: 9am    Lunch: 12 Noon    Snack: 2:30-4pm (*classroom specific*)    Dinner: 5:30pm

I have read and agree to follow all policies and procedures of Building Bridges Child Development Center.

Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

Director W Sanchez \_\_\_\_\_ 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 Building Bridges Child Development Center to initiate credit card charges to the below-referenced credit card account (Section A) OR, initiate 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.

**Process my payment on:    *Every Monday*    *1<sup>st</sup> of each month*    *15<sup>th</sup> of each month***

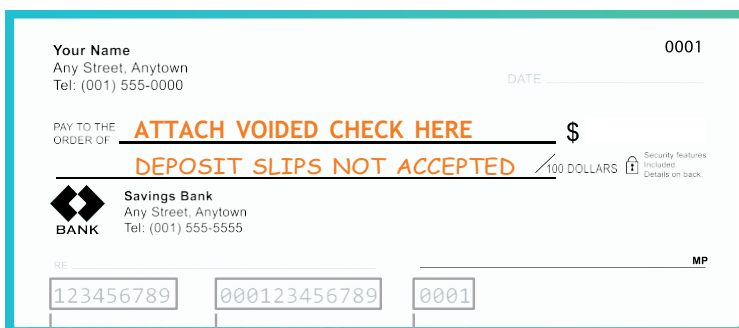
**COMPLETE ONE SECTION ONLY (Credit Card or Bank Account)**

### 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 Number (see sample below) | Account Number (see sample below) | <input type="checkbox"/> Checking | <input type="checkbox"/> Savings |     |
| Authorized Signature                      | Date                              |                                   |                                  |     |



ROUTING NUMBER    ACCOUNT NUMBER    CHECK NUMBER

**FOR OFFICIAL USE ONLY**

\_\_\_\_\_

Date Received

\_\_\_\_\_

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## Health and Developmental Questionnaire

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

Date of Last:

Well Check: \_\_\_\_\_

Dental visit: \_\_\_\_\_

Vision test: \_\_\_\_\_

Hearing screening: \_\_\_\_\_

Do you need resources for: Dental Visit?      Vision Test?      Hearing Screening?

Has your child had any of these diseases or complications with (check all that apply):

- |                                       |                                            |                                    |
|---------------------------------------|--------------------------------------------|------------------------------------|
| <input type="radio"/> Hepatitis       | <input type="radio"/> Frequent Sore Throat | <input type="radio"/> Bronchitis   |
| <input type="radio"/> Measles         | <input type="radio"/> Lice                 | <input type="radio"/> Diabetes     |
| <input type="radio"/> Tuberculosis    | <input type="radio"/> Urinary problems     | <input type="radio"/> Constipation |
| <input type="radio"/> Fainting Spells | <input type="radio"/> Stomach Upsets       | <input type="radio"/> Convulsions  |
| <input type="radio"/> Frequent Cold   | <input type="radio"/> Asthma               | <input type="radio"/> Diarrhea     |

Please list any illness not listed above:

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Please list any known allergies:

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Does your child have any special dietary needs?

*If dietary needs do not align with CACFP requirements, we must have written instructions from your child's doctor detailing the specific restrictions/modifications.*

Please explain:

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Does your child function at the level of other children in his/her age group?

Please explain:

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Does your child require any accommodations or modifications to fully and equally enjoy and participate in a group setting?

Please explain:

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Does your child currently have an IFSP (Individualized Family Service Plan) or IEP (Individualized Education Plan)?

If yes, do you agree to provide us with a copy to better support your child's needs?

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

## ASQ – CONSENT FORM

The Ages & Stages Questionnaires® (ASQ®) are used to screen young children ages 1 month to 6 years to help determine if their development is on schedule—or if further evaluation may be needed. ASQ also helps parents, together with providers, learn more about a child's strengths and areas that may need support.

The first 5 years of life are very important for your child because this time sets the stage for success in school and later life. During infancy and early childhood, your child will gain many experiences and learn many skills. It is important to ensure that each child's development proceeds well during this period.

Please read the text below and mark the desired space to indicate whether you will participate in the screening/monitoring program.

- I have read the information provided about the *Ages & Stages Questionnaires Third Edition (ASQ-3)* and *ASQ-SE* and I wish to have my child participate in the screening/monitoring program.
- I would like to administer the *ASQ-3* and/or the *ASQ-SE* at home with my child.
- I do not wish to participate in the screening/monitoring program. I have read the provided information about the *Ages and Stages Questionnaires, Third Edition (ASQ-3)* and understand the purpose of this program.

\_\_\_\_\_

Parent/Guardian Signature

\_\_\_\_\_

Date

Child's name: \_\_\_\_\_

Child's date of birth: \_\_\_\_\_

If child was born 3 or more weeks prematurely, #of weeks premature: \_\_\_\_\_

Child's primary physician: \_\_\_\_\_

## **Enrollment Agreement**

*Mandated by State Licensing Regulations*

I, the parent/guardian of \_\_\_\_\_, understand the policies and procedures of Building Bridges Child Development Center. I agree to abide by the rules and regulations set forth by the director of this facility. I further understand that this center is licensed and regulated by the State of New Mexico. I understand all costs associated with childcare at this facility and accept responsibility for all charges incurred at Building Bridges Child Development Center.

I have read and agree to follow all policies and procedures of Building Bridges Child Development Center.

Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

### **Consent for Emergency First Aide & Transportation**

I hereby give permission that my child, \_\_\_\_\_, may be given emergency treatment by a staff member at Building Bridges Child Development Center. I agree not to hold the director, owner, company, board members, or any staff member responsible for any injury sustained by my child while in the care of this facility. Furthermore, in the event of an emergency, I give permission for my child to be transported to the nearest emergency facility by the most expedient means necessary and that neither staff, nor the director of this facility, nor the company, nor its board members will be held responsible for injuries sustained to my child while in transit.

Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

### **Consent for Medical Care and Treatment**

In the event that I cannot be contacted immediately, I give permission that any medical treatment deemed necessary by an attending physician may take place. I again, hold Building Bridges Child Development Center and all its employees NOT liable.

Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

## Photo Release

Building Bridges Child Development Center participates in the New Mexico PreK Program, administered by the New Mexico Early Childhood Education and Care Department (ECECD) and the Public Education Department (PED) along with our Contractor, UNM Continuing Education. These partners ask permission to take photographs and/or to videotape your child during their time in the NM PreK classroom. We are asking your permission to take photographs of or film of your child. Copies may be used by us, ECECD, PED or UNM-CE in ongoing research, reports, marketing materials to promote New Mexico PreK, etc. Pictures/film of your child may be used for training purposes or in future professional publications. For all of the above, we require your permission.

If you do not want your child's photograph taken at all, you have the option of declining. Thank you for your cooperation and support.

The undersigned parent or legal guardian does hereby consent for their child to be photographed or videotaped, and does hereby authorize Building Bridges Child Development Center, the State of New Mexico, or its contractor, UNM- Continuing Education staff to take photographs or videotapes, which will be used for research, training, brochures, reports, marketing, and the like. The undersigned does hereby release Building Bridges, the State of New Mexico or its contractor, UNM-CE staff from any and all claims for damages for libel, slander, invasion of the right of privacy, or any claims based on the use of said material. This includes compensation of any sort now or in the future, in the event that your child's photograph or videotape is used in any of the aforementioned materials including professional publications, marketing, training, reports, etc. developed by NM PreK and their contractor, UNM Continuing Education. Please check the boxes that apply.

I authorize my child to be videotaped and/or photographed and the use of my child's image for publication in reports, professional articles and books, professional development, and promotional/marketing materials.

I **do not** want my child to be videotaped or photographed.

I CERTIFY all of the following: This form has been explained to me and/or I have read the contents of this form, or the contents have been read to me. I understand the contents of this form and/or the explanation of the contents of this form. All blanks or statements requiring insertion or completion were filled in and all items not applicable were stricken before I signed.

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

## Building Bridges Child Development Center Family Handbook Acknowledgment

I, \_\_\_\_\_, have read and understand the policies and procedures as specified in the Family Handbook. I further understand that updated Family Handbooks are available online at: <http://www.tlcdevelopmentcenters.org/>

By signing the Family Handbook Acknowledgment, I agree that I have, as stated above, read, and understand the policies and procedures set out in the Family Handbook.

Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

### General Information and Consent

I have provided Building Bridges Child Development Center with the following documents  
***(required PRIOR to first day of attendance):***

- ✓ [Income Eligibility Application](#)
- ✓ Up to date [Immunization](#) Records  
***(to be re-submitted each time a new Immunization is administered)***
- ✓ Copy of \_\_\_\_\_'s Birth Certificate or Hospital Record

and have read information regarding my child's enrollment. I understand that identification may be required before my child is released to unrecognized individuals. I understand that Building Bridges Child Development Center retains the right to disenroll my child if my child's needs are not being met adequately, which is up to the discretion of the center Director. I affirm that all information on the registration form is accurate and true to the best of my knowledge. I am aware that I am welcome at any time to observe my child at Building Bridges Child Development Center, with the understanding that I am to respect the teachers in the rooms and in the confines of the building. I understand that any threatening or belligerent behavior on the part of my child or me may be grounds for immediate disenrollment.

Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_