
ENROLLMENT PACKET

Garcia Street Club, Inc.
569 Garcia Street
Santa Fe, NM 87505

Rachel Lee Waldrop, Director
505-983-9512 phone
505-983-7344 fax
admin@garciastreetclub.com

Accredited by the National Association for the Education of Young Children License #4752

Enrollment Checklist For Applicants

Please note that new children are accepted to GSC on a first-come, first-served basis, and only after all the following requirements have been received:

- | | |
|---|---|
| <input type="checkbox"/> \$30 Mat fee | <input type="checkbox"/> Child Care Food Program Form |
| <input type="checkbox"/> \$150 Registration fee | <input type="checkbox"/> Parent Contract |
| <input type="checkbox"/> Policy Checklist | <input type="checkbox"/> Copy of Immunization Record or Exemption |
| <input type="checkbox"/> Registration Information | <input type="checkbox"/> Medication Authorization Form |
| <input type="checkbox"/> Enrollment Form | <input type="checkbox"/> Health Evaluation Form |
| <input type="checkbox"/> Emergency/Medical Contacts | <input type="checkbox"/> Parent |
| <input type="checkbox"/> Local Emergency Contacts | <input type="checkbox"/> Physician |



Registration Information

Child's Name: _____ Date of Birth: _____

My child's first day of attendance at GSC will be: _____

I would like to enroll my child in the following Preschool Program (8:00am – 3:00pm):

Please circle the days your child will be enrolled

Toddlers 1-2 years old

_____ 5 days/wk: M – F \$1208

_____ 3 days/wk: M T W Th F \$920

_____ 2 days/wk: M T W Th F \$627

Preschoolers 3-5 years old

_____ 5 days/wk: M – F \$1078

_____ 3 days/wk: M T W Th F \$831

_____ 2 days/wk: M T W Th F \$567

Aftercare will *not* be offered at this time.

All children are required to be at school by 9:00 a.m. each morning, unless prior approval has been given by the main office or the child's teacher.

I give permission for the following:

___ My child may participate in walking field trips. ___ My child may be photographed at school.

___ My child may participate in hot weather water play. ___ My child may be videotaped at school.

___ My child's photo may be displayed in the school.

___ Our family's phone number and email address may be shared with my child's class.

Signature of Parent(s) or Guardian(s):

Name: _____ Date: _____

Name: _____ Date: _____

Enrollment Form

Child's Name: _____ Date of Birth: _____

Parents/Guardians/Legal Guardian (a person who is legally responsible for the care and well-being of a child):

1. Parent name: _____

Email address: _____

Home address: _____

Home phone: _____ Cell: _____ Work: _____

Employer's Name and Address: _____

2. Parent name: _____

Email address: _____

Home address: _____

Home phone: _____ Cell: _____ Work: _____

Employer's Name and Address: _____

Do you owe tuition to any other childcare or preschool program or home day care?

_____ No

_____ Yes

If yes, please explain below or speak to the Director immediately as enrollment may be delayed pending an explanation and/or credit check.

Emergency/Medical Contact Information

Child's Name: _____ Date of Birth: _____

In case of an emergency, I authorize permission for emergency medical transportation and authorize permission for emergency medical treatment.

_____ Yes

_____ No

Signature of person giving permission: _____

Date: _____

Please list the name, address and telephone of your child's physician:

Please list any allergies, chronic condition(s), illness or special needs (including dietary):

Local Emergency Contacts & Persons Authorized To Pick Up Your Child

Please list 4 persons in the local area (other than parents or guardians) who can be contacted in case of an emergency and are authorized to pick up your child:

Name: _____ Relationship: _____

Phone numbers: _____

Name: _____ Relationship: _____

Phone numbers: _____

Name: _____ Relationship: _____

Phone numbers: _____

Name: _____ Relationship: _____

Phone numbers: _____

Medication Authorization Form

This form authorizes Garcia Street Club staff to administer prescription drugs, non-prescription drugs, sunscreen, lotions, vitamins, lip balm, etc. to your child.

Please provide accurate and complete information, as medications will not be administered if there are any questions regarding dosages or when medication should be administered.

Child's Name: _____ Date: _____

Classroom: _____

I _____, hereby authorize Garcia Street Club
(Parent or Guardian)

to administer medication to my child as indicated in the directions listed below.

I understand that the staff member who administers medication is not a trained medical professional; therefore, I waive any claim against Garcia Street Club for the administration of medication.

Signature of parent or guardian: _____

Directions for Administering Medication:

Name of medication: _____

Does this medication require refrigeration? ____ Yes ____ No

Reason medication is necessary: _____

Dosage: _____

Date(s) medication should be administered: _____

Name of staff member administering medication: _____

Date(s) and time(s) administered: _____

New Mexico State Licensing Regulations require parents and or guardians to initial this form in the area provided acknowledging that medication was administered as indicated.

Parent initials: _____ Date: _____

Health Evaluation Form

Please provide a recent copy of your child's immunization record.

This section to be completed by PARENT or GUARDIAN:

Child's Name: _____

Birth Date: _____ Male ____ Female ____

Physician's name: _____ Phone: _____

Past Medical History:

Has your child ever been seriously ill? ____ Yes ____ No

If yes, please explain: _____

Has your child ever had an operation? ____ Yes ____ No

If yes, please explain: _____

Has your child ever had a serious accident? ____ Yes ____ No

If yes, please explain: _____

My child has had the following illness(es): (please circle all that apply)

Chickenpox

Measles (Red or German)

Pneumonia

Mumps

Poliomyelitis Rheumatic Fever

Scarlet fever

Whooping Cough

Diabetes

Tuberculosis

Auto-immune disease

Please explain: _____

Health Insurance Coverage:

This information may be required in non-life-threatening emergencies.

Name of Carrier: _____

Policy Number: _____

Name of Insured: _____

Parent signature: _____ Date: _____

Physician Form

Child's Name: _____ D.O.B. _____

This section to be completed by PHYSICIAN:

I have known this child since: _____ Date of last exam: _____

Please circle any present health concern(s):

bee sting allergy

hearing difficulties

allergies

visual difficulties

asthma

abnormal bleeding

diabetes

scoliosis

congenital anomalies

seizures

emotional problems

cardiac difficulties

urinary difficulties

other(s): _____

Please note: All life-threatening health conditions, allergies, and asthma conditions require a health care plan prior to attending school.

Please list ANY current medication(s) and dosages: _____

I have examined this child and find him/her physically able to participate in:

___ all physical activity ___ limited physical activity ___ no physical activity

Please explain nature and duration of any limitation(s):

Physician signature: _____ **Date:** _____

Additional Comments: _____

2020-2021 Parent Contract

I would like to enroll my child in the following Preschool Program (8:00am – 3:00pm):

_____ 5 days/wk: M – F

_____ 3 days/wk: M T W Th F

_____ 2 days/wk: M T W Th F

I agree to provide a **\$150 non-refundable registration fee** to enroll my child at GSC.

This fee holds my child's spot until his or her start day.

I agree that if I wish to withdraw my child from the school, **I will provide the Director with written notification at least 30 days prior to the date I wish to withdraw my child.** This advance notice is essential, as the vacancy will need to be filled. (Parents who withdraw their child without a 30-day notice are responsible for payment of tuition until the space is filled.)

If my child's tuition is subsidized through CYFD, I agree to pay my monthly co-pay, supply fee, and aftercare fee (if applicable).

I agree to pay my child's tuition by the 1st of each month. After the 1st of the month, tuition will be considered late, and I will be required to pay a late fee of \$65. Tuition that is past due for two consecutive weeks will result in dismissal of the child from the Center, unless prior arrangements are made with the Director. Re-enrollment will require the full registration fee of \$150. I understand that I may request an alternate plan if my family has unusual circumstances, and the Directors and Board of Directors will consider such request.

I agree that my tuition holds a space for my child at GSC. **Therefore, I agree to pay full tuition regardless of absence, illness, holidays, breaks, vacations, emergency closings, or snow days. I understand that it is not possible to switch days.**

I understand that my child may be dismissed for the following reasons:

1. Unpaid tuition exceeding 2 weeks without prior written arrangements with the Director.
2. Absence exceeding 2 weeks without payment or prior written notification to the Director.
3. Other reasons, as outlined in GSC Parent Handbook.

I have read and agree to all the provisions and terms of the GSC Parent Handbook.

Person(s) responsible for payment (Please print) _____

Signature of parent/guardian _____ Date: _____

Signature of Director _____ Date: _____

Policy Checklist

Please review the following important policies and procedures (found in Parent Handbook and/or Parent Contract) and initial to indicate acceptance.

1. Arrival and Departure

I have read the policies in the Parent Handbook regarding Arrival and Departure and agree to the following:

- ✿ School hours are 8:00 to 3:00. Children MUST arrive by 9:00 am. _____
- ✿ Children MUST be picked up by 3:00 pm. _____
- ✿ Children must be signed in/out on each day they attend via Brightwheel _____
- ✿ A late fee of \$5 for the first 5 minutes and \$2.50/minute thereafter will be charged if children are picked up after 3:00. _____

2. Meals

I have read the policies in the Parent Handbook regarding meals and agree to the following:

- ✿ Breakfast is served at 8:30 and ends at 9:00. _____
- ✿ If my child arrives after 9:00 am, I understand that he or she will miss breakfast. _____
- ✿ I understand that GSC provides breakfast and afternoon snack and that I am responsible for providing lunch. _____
- ✿ If my child has any allergies or I prefer for them to have a specific diet, I agree to provide alternative foods. _____

3. Tuition and Enrollment

I have read the policies in the Parent Handbook and Parent Contract regarding tuition and agree to the following:

- ✿ Tuition is due on or before the first of each month. I agree to pay a late fee of \$65 if tuition is not paid on time. _____
- ✿ I will provide the Director with a written 30-day notification if I decide to withdraw my child. If I do not provide a 30-day notice, I will be responsible for paying a full month's tuition, regardless of my payment status. _____
- ✿ Tuition holds a spot for each child and is not based on actual attendance.
There will be no make-up days or switching days due to absence, illness, holidays, breaks, snow days, etc. _____
- ✿ I agree to pay my child's full monthly tuition regardless of school closures, graduation from Pre-K, and start of Kindergarten. _____

- ✿ I understand that GSC reserves the right to dis-enroll a child and have read the disenrollment policy outlined in the Parent Handbook. _____

4. Schedule Changes

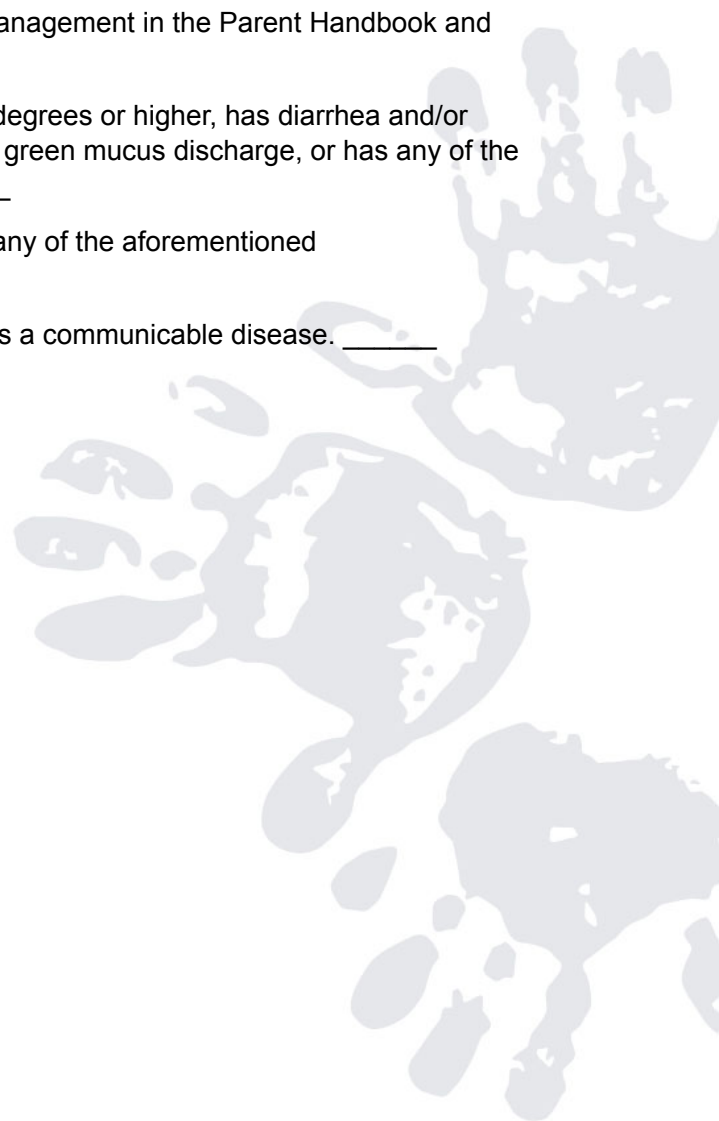
I have read the policy regarding schedule changes in the Parent Contract and agree to the following:

- ✿ If I need to make a change to my child's schedule, I will request a schedule change in writing. I understand that every effort will be made to accommodate such a change, but it is not guaranteed. _____

5. Sick Policy

I have read the policy regarding communicable disease management in the Parent Handbook and agree to the following:

- ✿ I will keep my child home if he/she has a fever of 100 degrees or higher, has diarrhea and/or vomiting, has a rash other than eczema, has yellow or green mucus discharge, or has any of the other symptoms listed in the Parent Handbook. _____
- ✿ I agree to pick up my child promptly if he/she exhibits any of the aforementioned symptoms. _____
- ✿ I agree to notify Garcia Street Club if my child contracts a communicable disease. _____



Important Information

Drop-Off: Parents and guardians are expected to bring their child to the door of the school to be checked in and picked up by their teacher and brought to their classroom. A parent or guardian must sign their child in and out each day. Children are required to arrive by 9:00 a.m. If you are going to be late, kindly notify the office by 9:00 a.m. If you have any concerns about your child's health at drop-off, please notify the teacher of your child's recent symptoms and be available to pick your child up early if she/he is not well enough to participate in daily activities. See handbook for list of symptoms requiring your child to stay home.

Pick-Up: Only authorized persons will be allowed to pick up your child. If there is a change in who will pick up your child, please notify the office. All new persons will be required to show identification. If you arrive after 3:00 you are considered late. Please call the office if you will be late, otherwise a late fee will incur.

Parking: Due to limited parking in front of the school, please pull as far forward as possible allowing for other vehicles to pull in during busy drop-off and pick-up times.

Updating Contact Information: During the school year, your contact numbers may change. It is imperative that you alert the front office of any changes so we can update your child's file.

Toys from Home: Children should not bring toys to the school. A familiar "comfort" item such as a special stuffed animal or book for naptime is welcome.

Items Your Child Needs at School: Your child will need a water bottle for drinking, that remains at school and is clearly labeled. Each child must have several changes of clothing (including socks, underwear and shoes) that remain at school. All items must be clearly labeled with your child's name. Children will be spending time outside in the playground daily, except in the most inclement weather. Even if it is cold, we will take the children outside for a few minutes of exercise and fresh air. Please provide your child with a sun hat, rain boots, sweater or jacket, waterproof mittens, snow pants and snow boots as required by the season. Children should also be provided with a small blanket, crib sheet, and small pillow for naptime. These items must be placed in a pillowcase for storage and taken home and laundered weekly.

Meals: Breakfast is served between 8:30 a.m. and 9:00 a.m. and an afternoon snack is served at 2:30 p.m. We promote wholesome, nutritious meals and snacks. A weekly breakfast and snack menu is posted on the family resources board and outside near the check in area. Food exceptions are considered for children with allergies and/or personal reasons. If a child exhibits allergies to particular foods on the menu, parents are advised to provide alternate foods that are acceptable for their child. Each child should bring their own lunch including a napkin and utensils. We suggest a pack of blue ice for foods that require refrigeration. Please label your child's lunch box or sack with his/her name.

Sunscreen/Medication: Please be sure to apply sunscreen to your child prior to arrival at school. Teachers will apply sunscreen to your child as needed after written permission has been obtained. Any medicine prescribed for your child should never be sent in lunch boxes. All medication should be given directly to your child's teacher and a Medication Authorization Form must be completed before any medication is administered.

Holidays/Birthdays: At Garcia Street Club we enjoy celebrating holidays and birthdays in the classroom. Since family traditional celebrations are important as they reflect the heritage of the child, we encourage participation of holidays from all cultures and backgrounds. We would enjoy sharing your traditions with you and your child and wish to include them in our curriculum. Please arrange with your child's teacher to celebrate special holidays or your child's birthday with his/her classmates at school, if you wish.

2020-2021 Garcia Street Club Calendar

Important Dates:

First Day of 2020-21 School Year:	Monday, August 17, 2020
Last Day of 2020-21 School Year:	Friday, May 28, 2021
2021 Summer Camp:	Monday, June 14, 2021 – Friday, August 13, 2021

Garcia Street Club will be CLOSED on the following dates:

Labor Day (Monday, September 7, 2020)

Indigenous People's Day (Monday, October 12, 2020)

Thanksgiving Break (Wednesday, November 25, – Friday, November 27, 2020)

Winter Break (Monday, December 21, -Friday, January

Martin Luther King Day (Monday, January 18, 2021)

Presidents' Day (Monday, February 15, 2021)

Spring Break (Monday, March 15, 2021 – Friday, March

Spring Holiday (Friday, April 2, 2021)

End of School Year Break (Monday, May 24, 2021- Monday,

Independence Day Observed (Monday July 5, 2021)

End of Summer Break (Monday, August 16, 2021 – Friday,

In-Service Training

Every other month of the year beginning in October, for staff in-service trainings on the first Friday of the month for the 2020-2021 school year.

In-Service Training Dates for 2020--2021

September 4th, 2020

November 6th, 2020

January 8th, 2020

March 5th, 2020

May 7th, 2020

July 2nd, 2020

Snow Closure Policy: GSC follows the weather-related closure policy of Santa Fe Public Schools. It is extremely important that we ensure child care available to them in the event of a weather-related closure. We will announce any closures on SFPS's website at www.sfps.info as well as local news affiliates. We will also send an email and leave a message on the school's outgoing voicemail message.

In the event of a 2-hour delay, GSC will open its doors at 10:00 am.