

CONCORDIA BEFORE AND AFTER SCHOOL PROGRAM
State Requirements for Enrollment
License #376701235

Check that all forms are completed and signed.

Completed	Description
	Application
	Electronic Payment Authorization
	Identification and Emergency Information (LIC 700)
	Consent for Emergency Medical Treatment (LIC 627)
	Classroom Emergency Information
	Medical History
	Parents' Contract for Admission of Students
	Parents' Rights (LIC 995)
	Personal Rights for Children (LIC 613A)
	Allergy/Dietary Restrictions
	Media Release

Child's Name: _____
 Last, First

Date: _____



1695 Discovery Falls Drive
Chula Vista, California 91915

619 656 8100 **tel**

619 656 8108 **fax**

www.concordiachurch.com

BEFORE/AFTER SCHOOL PROGRAM APPLICATION

License #376701235

Student Information

Child's Last Name	Child's First Name	Date of Birth (mm/dd/yyyy)	
Child's Address			
City	State	Zip	
Referred By			

Parent / Legal Guardian 1

Last Name	First Name	Middle Initial	
Address			
City	State	Zip	
Cell Phone Number	Home Phone Number	Email Address	
Employer		Work Phone Number	

Parent / Legal Guardian 2

Last Name	First Name	Middle Initial	
Address			
City	State	Zip	
Cell Phone Number	Home Phone Number	Email Address	
Employer		Work Phone Number	

BEFORE/AFTER SCHOOL PROGRAM APPLICATION

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A \$50.00 nonrefundable application fee must accompany the enrollment form.

Please make check payable to Concordia Church and School.

Prices effective August 1, 2019

Select Program Option	Program Days	Program Weekly Cost
<input type="checkbox"/> Before and After School	Monday through Friday	\$130.00
<input type="checkbox"/> Before School Only	Monday through Friday	\$96.00
<input type="checkbox"/> After School Only	Monday through Friday	\$115.00

The following information will help us better serve you and your family.

Family Information

Are you a military family? <input type="checkbox"/> Yes <input type="checkbox"/> No	Any immediate deployments pending? <input type="checkbox"/> Yes <input type="checkbox"/> No
Dad deployment dates	Mom deployment dates
Do you regularly attend a local church? <input type="checkbox"/> Yes <input type="checkbox"/> No	Is your child baptized? <input type="checkbox"/> Yes <input type="checkbox"/> No
Would you like more information on Concordia's baptism? <input type="checkbox"/> Yes <input type="checkbox"/> No	

After completing the registration packet, return it and the fee to the School Office in person.

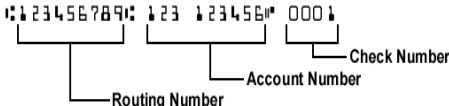
Thank you.

Aaron Partch and Michelle Schmidt, Directors

ELECTRONIC PAYMENT AUTHORIZATION

FOR OFFICE USE ONLY		
Date	Child Number	Child Name

<input type="checkbox"/> Preschool and Child Care Center	<input type="checkbox"/> Before and After School Program	<input type="checkbox"/> Intersession Program
Effective date of authorization (mm/dd/yyyy)		
Type of authorization (check all that apply)		
<input type="checkbox"/> New authorization <input type="checkbox"/> Change payment amount <input type="checkbox"/> Change payment date <input type="checkbox"/> Change banking information <input type="checkbox"/> Discontinue payment		
Last Name		First Name
Address		
City		State Zip
Primary Phone		Email

OFFICE USE ONLY			
Date of first payment (mm/dd/yyyy)	Amount of first payment \$	Amount of ongoing payment \$	Date of last payment - optional (mm/dd/yyyy)
Please debit payments from my (check one)		Routing Number	Account Number
<input type="checkbox"/> Savings Account (contact financial institution for Routing #)			
<input type="checkbox"/> Checking Account (attach a voided check below)			
Check Routing Number Example A Valid Routing # must start with 0, 1, 2, or 3.			

Monthly payment will be deducted on the 3rd.

I authorize the above organization to process debit entries to my account. I understand that this authority will remain in effect until I provide reasonable notification to terminate the authorization.

Authorized Signature	Date
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Please attach a voided check at the bottom of this page.

IDENTIFICATION AND EMERGENCY INFORMATION CHILD CARE CENTERS/FAMILY CHILD CARE HOMES

To Be Completed by Parent or Authorized Representative

CHILD'S NAME	LAST	MIDDLE	FIRST	SEX	TELEPHONE ()
ADDRESS	NUMBER	STREET	CITY	STATE	ZIP
BIRTHDATE					
FATHER'S/GUARDIAN'S/FATHER'S DOMESTIC PARTNER'S NAME	LAST	MIDDLE	FIRST	BUSINESS TELEPHONE ()	
HOME ADDRESS	NUMBER	STREET	CITY	STATE	ZIP
HOME TELEPHONE ()					
MOTHER'S/GUARDIAN'S/MOTHER'S DOMESTIC PARTNER'S NAME	LAST	MIDDLE	FIRST	BUSINESS TELEPHONE ()	
HOME ADDRESS	NUMBER	STREET	CITY	STATE	ZIP
HOME TELEPHONE ()					
PERSON RESPONSIBLE FOR CHILD	LAST NAME	MIDDLE	FIRST	HOME TELEPHONE ()	BUSINESS TELEPHONE ()

ADDITIONAL PERSONS WHO MAY BE CALLED IN AN EMERGENCY

NAME	ADDRESS	TELEPHONE	RELATIONSHIP

PHYSICIAN OR DENTIST TO BE CALLED IN AN EMERGENCY

PHYSICIAN	ADDRESS	MEDICAL PLAN AND NUMBER	TELEPHONE ()
DENTIST	ADDRESS	MEDICAL PLAN AND NUMBER	TELEPHONE ()

IF PHYSICIAN CANNOT BE REACHED, WHAT ACTION SHOULD BE TAKEN?

- CALL EMERGENCY HOSPITAL OTHER EXPLAIN: _____

NAMES OF PERSONS AUTHORIZED TO TAKE CHILD FROM THE FACILITY

(CHILD WILL NOT BE ALLOWED TO LEAVE WITH ANY OTHER PERSON WITHOUT WRITTEN AUTHORIZATION FROM PARENT OR AUTHORIZED REPRESENTATIVE)

NAME	RELATIONSHIP

TIME CHILD WILL BE CALLED FOR

SIGNATURE OF PARENT/GUARDIAN OR AUTHORIZED REPRESENTATIVE	DATE
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TO BE COMPLETED BY FACILITY DIRECTOR/ADMINISTRATOR/FAMILY CHILD CARE HOMES LICENSEE

DATE OF ADMISSION	DATE LEFT
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CONSENT FOR EMERGENCY MEDICAL TREATMENT- Child Care Centers Or Family Child Care Homes

AS THE PARENT OR AUTHORIZED REPRESENTATIVE, I HEREBY GIVE CONSENT TO

Concordia Preschool and Child Care

FACILITY NAME

TO OBTAIN ALL EMERGENCY MEDICAL OR DENTAL CARE

PRESCRIBED BY A DULY LICENSED PHYSICIAN (M.D.) OSTEOPATH (D.O.) OR DENTIST (D.D.S.) FOR

_____ . THIS CARE MAY BE GIVEN UNDER

NAME

WHATEVER CONDITIONS ARE NECESSARY TO PRESERVE THE LIFE, LIMB OR WELL BEING OF THE CHILD

NAMED ABOVE.

CHILD HAS THE FOLLOWING MEDICATION ALLERGIES:

DATE

PARENT OR AUTHORIZED REPRESENTATIVE SIGNATURE

HOME ADDRESS

HOME PHONE

()

WORK PHONE

()

Before and After School Classroom Emergency Information

Student Information

Today's Date:

Child's Last Name	Child's First Name	Date of Birth (mm/dd/yyyy)	Age
Does your child take any medication on a regular basis? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, please list medication.			
List any allergies or special needs your child has.			
Is there anything else we should know about child?			

Father / Legal Guardian 1

Last Name	First Name	Middle Initial	
Address	City	State	Zip
Cell Phone Number	Home Phone Number	Email Address	
Employer/Occupation		Work Phone Number	

Mother / Legal Guardian 2

Last Name	First Name	Middle Initial	
Address	City	State	Zip
Cell Phone Number	Home Phone Number	Email Address	
Employer/Occupation		Work Phone Number	

All People Who Are Authorized to Pick Up Other than Parents

Last Name	First Name	Phone	Relationship
Last Name	First Name	Phone	Relationship
Last Name	First Name	Phone	Relationship
Last Name	First Name	Phone	Relationship
Last Name	First Name	Phone	Relationship
Last Name	First Name	Phone	Relationship

Photo Release (check all that apply)

I give permission to use my child's photo for the following purpose:		
<input type="checkbox"/> Promotional Materials	<input type="checkbox"/> Classroom Use (art projects, to hang in the classroom and the hall)	<input type="checkbox"/> None at this time

Official use only.

Classroom: _____

Medical History

Child Information

Last Name	First Name	Date
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Parent / Legal Guardian 1

Last Name	First Name	
Cell Phone Number	Home Phone Number	Work Phone Number

Parent / Legal Guardian 2

Last Name	First Name	
Cell Phone Number	Home Phone Number	Work Phone Number

Medical History

Please list your child's medical history including hernias, head injuries, heart disorders, cancer, arthritis, scoliosis, hearing/vision problems, learning difficulties, eating disorders, or other illnesses.

If pre-existing medical conditions may affect participation in daily activities, please have your doctor document these conditions and give approval or agree to discuss the condition with a Concordia School Director.

Parent/Legal Guardian Signature

Sign Full Name	Print Full Name	Date
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**CONCORDIA BEFORE AND AFTER SCHOOL PROGRAM
PARENTS' CONTRACT FOR ADMISSION OF STUDENTS**

License #376701235

Parents/Legal Guardians with whom student lives

Father/Legal Guardian Last Name	Father/Legal Guardian First Name	Cell Phone		
Mother/Legal Guardian Last Name	Mother/Legal Guardian First Name	Cell Phone		
Address		City	State	Zip

Student Information

Child's Last Name	Child's First Name	Middle Initial	Date of Birth
By my signature on this document, I acknowledge that I am the parent or legal guardian of the above student for whom I have requested admission into the Before and After School Program.			

Note: In addition to this contract, the application fee and tuition for the first week are due one week before your child's first day of school. **These fees are nonrefundable.**

BY RESOLUTION OF THE BOARD OF EDUCATION FOR THE BEFORE AND AFTER SCHOOL PROGRAM (B/A), THE FOLLOWING STATEMENTS ARE DESIGNED TO BE THE CONDITIONS FOR ADMISSION:

In consideration of such admission, I agree to the conditions governing admission and attendance at the B/A, as stated below:

1. I agree to pay tuition charges and fees established by the administration for the current year.
2. I understand that only one discount per qualifying family may be applied to my child's tuition rate.
3. I agree to make tuition and fee payments to the B/A on or before the scheduled dates. I acknowledge that the B/A may enforce the following penalty: **The B/A may, at its sole option, terminate the enrollment of any student when payment of fees is in arrears and has not been received by the B/A within 30 days unless prior arrangements have been made with the Business Administrator. Termination may also be due to parents displaying and demonstrating aggressive behaviors to the staff, and if the safety/health of other children is being threatened by a child.**
4. I also agree to:
 - a. Read and adhere to the rules and regulations set forth in the Parent Handbook. I also understand and agree that bulletins containing new and revised rules and regulations issued to me carry the same weight as the Parent Handbook. **Violations of the stated rules and regulations may result in expulsion from the B/A.**
 - b. Allow my child to participate in all school functions, including those that are worship related.
 - c. Give TWO (2) WEEKS WRITTEN NOTICE if my child will be leaving. If written notice is not given, I agree to pay for those two weeks.

PARENT'S CONTRACT FOR ADMISSION OF STUDENTS

Tuition is due and payable on the 3rd of the month by automatic electronic withdrawal from a checking or savings account. **A \$25.00 nonsufficient funds fee will be assessed for each payment not honored by the bank.**

Please note: Before and after school care is available from 6:30 am to 6:30 pm. Children picked up after 6:30 pm will be charged a late fee of \$1.00 per child, per minute or fraction thereof and thereafter. **After three (3) late pick-ups per quarter, the child may be put on probation pending a review of the circumstances. Abuse of this may cause the child to be expelled from the program.**

1. **APPLICATION** – This fee applies to every student enrolled. It is **NONREFUNDABLE** in the event the student does not attend the B/A or terminates attendance for any reason and does not apply to any portion of the fee.
2. **RATE CHANGE** – The administration reserves the right to adjust the prices of its programs at the beginning of each academic school year (mid-July); families will be informed of this change as students enroll for the upcoming school year.
3. **REFUNDS** – Upon a two-week notice by the parent **“BEYOND THE FIRST MONTH,”** a refund will be pro-rated for the time not used based upon the program the family enrolled under.
4. **RIGHTS OF CHILD CARE LICENSING:**
 - a. The Department has inspection authority to enter and inspect a facility without advance notice.
 - b. The Department has the authority to interview children or staff, and to inspect and audit child or Child Care Center records without prior consent.

I UNDERSTAND THAT THE DEPARTMENT OF SOCIAL SERVICES OR LICENSING AGENCY HAS THE AUTHORITY TO OBSERVE, INTERVIEW, AND HAVE MY CHILD(REN) PHYSICALLY EXAMINED AT ANY TIME WITHOUT PRIOR CONSENT. AUTHORITY CITED: SECTION 1596.81, HEALTH & SAFETY CODE.

THE LICENSEE SHALL MAKE PROVISIONS FOR PRIVATE INTERVIEWS WITH ANY CHILD(REN) OR ANY STAFF MEMBER AND FOR THE EXAMINATION OF ALL RECORDS RELATING TO THE OPERATION OF THE FACILITY.

THE DEPARTMENT OF LICENSING AGENCY SHALL HAVE THE AUTHORITY TO OBSERVE THE PHYSICAL CONDITION OF MY CHILD(REN), INCLUDING CONDITIONS WHICH COULD INDICATE ABUSE, NEGLECT OR INAPPROPRIATE PLACEMENT AND TO HAVE A LICENSED MEDICAL PROFESSIONAL PHYSICALLY EXAMINE MY CHILD(REN).

SUMMARY- I agree to pay the tuition, fees, and charges scheduled herein on or before the due date and to abide by the terms and conditions of the Parent's Contract for Admission of Students. **I UNDERSTAND THAT I MUST GIVE A TWO-WEEK WRITTEN NOTICE WHEN WITHDRAWING MY CHILD.** In addition, I fully understand and abide by the conditions and terms of this contract.

Father/Legal Guardian Signature

Sign Full Name	Print Full Name	Date
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Mother/Legal Guardian Signature

Sign Full Name	Print Full Name	Date
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CHILD CARE CENTER NOTIFICATION OF PARENTS' RIGHTS

PARENTS' RIGHTS

As a Parent/Authorized Representative, you have the right to:

1. Enter and inspect the child care center without advance notice whenever children are in care.
2. File a complaint against the licensee with the licensing office and review the licensee's public file kept by the licensing office.
3. Review, at the child care center, reports of licensing visits and substantiated complaints against the licensee made during the last three years.
4. Complain to the licensing office and inspect the child care center without discrimination or retaliation against you or your child.
5. Request in writing that a parent not be allowed to visit your child or take your child from the child care center, provided you have shown a certified copy of a court order.
6. Receive from the licensee the name, address and telephone number of the local licensing office.

Licensing Office Name: Mission Valley District Office

Licensing Office Address: 7575 Metropolitan Drive, #110, San Diego, CA 92108

Licensing Office Telephone #: 619-767-2200

7. Be informed by the licensee, upon request, of the name and type of association to the child care center for any adult who has been granted a criminal record exemption, and that the name of the person may also be obtained by contacting the local licensing office.
8. Receive, from the licensee, the Caregiver Background Check Process form.

NOTE: CALIFORNIA STATE LAW PROVIDES THAT THE LICENSEE MAY DENY ACCESS TO THE CHILD CARE CENTER TO A PARENT/AUTHORIZED REPRESENTATIVE IF THE BEHAVIOR OF THE PARENT/AUTHORIZED REPRESENTATIVE POSES A RISK TO CHILDREN IN CARE.

For the Department of Justice "Registered Sex Offender" database, go to www.meganslaw.ca.gov

LIC 995 (9/08)

(Detach Here - Give Upper Portion to Parents)

ACKNOWLEDGEMENT OF NOTIFICATION OF PARENTS' RIGHTS (Parent/Authorized Representative Signature Required)

I, the parent/authorized representative of _____, have received a copy of the "CHILD CARE CENTER NOTIFICATION OF PARENTS' RIGHTS" and the CAREGIVER BACKGROUND CHECK PROCESS form from the licensee.

Concordia Preschool and Child Care
Name of Child Care Center

Signature (Parent/Authorized Representative)

Date

NOTE: This Acknowledgement must be kept in child's file and a copy of the Notification given to parent/authorized representative.

For the Department of Justice "Registered Sex Offender" database go to www.meganslaw.ca.gov

PERSONAL RIGHTS

Child Care Centers

Personal Rights, See Section 101223 for waiver conditions applicable to Child Care Centers.

- (a) Child Care Centers. Each child receiving services from a Child Care Center shall have rights which include, but are not limited to, the following:
- (1) To be accorded dignity in his/her personal relationships with staff and other persons.
 - (2) To be accorded safe, healthful and comfortable accommodations, furnishings and equipment to meet his/her needs.
 - (3) To be free from corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse, or other actions of a punitive nature, including but not limited to: interference with daily living functions, including eating, sleeping, or toileting; or withholding of shelter, clothing, medication or aids to physical functioning.
 - (4) To be informed, and to have his/her authorized representative, if any, informed by the licensee of the provisions of law regarding complaints including, but not limited to, the address and telephone number of the complaint receiving unit of the licensing agency and of information regarding confidentiality.
 - (5) To be free to attend religious services or activities of his/her choice and to have visits from the spiritual advisor of his/her choice. Attendance at religious services, either in or outside the facility, shall be on a completely voluntary basis. In Child Care Centers, decisions concerning attendance at religious services or visits from spiritual advisors shall be made by the parent(s), or guardian(s) of the child.
 - (6) Not to be locked in any room, building, or facility premises by day or night.
 - (7) Not to be placed in any restraining device, except a supportive restraint approved in advance by the licensing agency.

THE REPRESENTATIVE/PARENT/GUARDIAN HAS THE RIGHT TO BE INFORMED OF THE APPROPRIATE LICENSING AGENCY TO CONTACT REGARDING COMPLAINTS, WHICH IS:

NAME

Mission Valley District Office

ADDRESS

7575 Metropolitan Drive, #110

CITY

San Diego

ZIP CODE

92108

AREA CODE/TELEPHONE NUMBER

619-767-2200

DETACH HERE

TO: PARENT/GUARDIAN/CHILD OR AUTHORIZED REPRESENTATIVE:

PLACE IN CHILD'S FILE

Upon satisfactory and full disclosure of the personal rights as explained, complete the following acknowledgment:

ACKNOWLEDGMENT: I/We have been personally advised of, and have received a copy of the personal rights contained in the California Code of Regulations, Title 22, at the time of admission to:

(PRINT THE NAME OF THE FACILITY)

Concordia Preschool and Child Care

(PRINT THE ADDRESS OF THE FACILITY)

1695 Discovery Falls Drive, Chula Vista, CA 91915

(PRINT THE NAME OF THE CHILD)

(SIGNATURE OF THE REPRESENTATIVE/PARENT/GUARDIAN)

(TITLE OF THE REPRESENTATIVE/PARENT/GUARDIAN)

(DATE)

Allergy/Dietary Restrictions

Your child will be participating in daily snacks, parties, and cooking activities. We need to be informed of any allergies or dietary restrictions.

Child Information

Last Name	First Name	Date
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Parent / Legal Guardian 1

Last Name	First Name	
Cell Phone Number	Home Phone Number	Work Phone Number

Parent / Legal Guardian 2

Last Name	First Name	
Cell Phone Number	Home Phone Number	Work Phone Number

Allergy and Dietary Restriction Information

<input type="checkbox"/> My child DOES NOT have allergies. <input type="checkbox"/> My child DOES have allergies.
List any allergies. Please include food and nonfood items.
A typical allergic reaction has the following symptoms (please describe).
Follow the below procedures if my child experiences an allergic reaction.
Medications and instructions, provided by the parent, to be used in the event of an emergency are:
<input type="checkbox"/> My child DOES NOT have dietary restrictions. <input type="checkbox"/> My child DOES have dietary restrictions.
List any dietary restrictions.

MEDIA RELEASE

Student Last Name	Student First Name
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Throughout the school year, students participate in art shows, classroom projects, singing performances, and school productions.

Occasionally and with the Director's approval, staff, parents, family, other participants or attendees, and local media cover these events by taking photographs or recording audio and/or video or other media formats (hereinafter "Media"). This Media may be used in or by, but not limited to, Concordia Church & School (Concordia), newspapers, television, websites, or other media production. This specifically includes Concordia's website and other school-related materials, including but not limited to, online, print, and/or any other formats, existing or created in the future, of marketing materials.

By signing below, you agree that you have been notified of the possibility that your child may be included in such Media and authorize the use of such Media. In addition, by signing below you further authorize the use of these materials indefinitely without compensation to you or your child. All negatives, positives, prints, digital reproductions, and video or audio recordings created by Concordia or its designees shall be the property of Concordia.

You can choose to have your child not participate in these photographed or videotaped events. Please be aware, however, that this release is not intended to provide any guarantee that such Media will not be taken and Concordia does not agree to assume any liability for such Media taken by persons or companies that are not acting on behalf of Concordia. In addition, Concordia has no control over such Media taken in the public square or viewable from the public square and offers no guarantee or policing effort in this regard.

Please initial one box below.

Initials

I, the Parent/Legal Guardian of the student named above, **give** permission for my child's name or Media to be used as outlined herein.

Initials

I, the Parent/Legal Guardian of the student named above, **do not give** permission for my child's name or Media to be used for school-related materials, the school's website, or other online or marketing materials. The student will be excused from participation in the events that Concordia intends to photograph or tape, including school productions. I specifically acknowledge that Concordia does not guarantee that Media will not be taken and have no control over the actions of others or activities or otherwise that operate in the public square or are viewable from the public square and assume the risk that such Media may be taken.

Parent/Legal Guardian Signature

Sign Full Name	Print Full Name	Date
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