



Hello, Welcome to Little Kids Education Center! We are glad you have chosen us to provide quality care and education for your child.

Here is a list of items that we need to complete your child's file:

Admission packet (Every page signed and dated)

DCFS Summary Licensing standards (Receipt signed and dated)

Birth Certificate

Food program enrollment forms

Health Examination immunizations updated. **CHILDREN MUST BE VACCINATED.** (Please answer all health history questions and sign by parents)

Thank you, See you soon!

-Little Kids Education Center

REV 07/10/2026



LITTLE KIDS EDUCATION CENTER

Admission Record

Start Date: _____

Child's Name: _____ DOB: _____ Sex: _____

Parent/Guardian Information

Marital Status: ☐ Single ☐ Married ☐ Divorced ☐ Widowed ☐ Separated

Mother's Name: _____

Mother's Address: _____ Zip: _____

Mother: Cellular: _____ Work: _____ Home: _____

E-mail: _____

Mother's Employer: _____

Approximate Hours at Work: _____

Mother's S/S#: _____ or Driver's License # _____

Father's Name: _____

Father's Address: _____ Zip: _____

Father: Cellular: _____ Work: _____ Home: _____

E-mail: _____

Father's Employer: _____

Approximate Hours at Work: _____

Father's S/S#: _____ or Driver's License # _____

Approximate hours your child will spend at the center: _____

Parent/Guardian Signature _____ Date _____



CONSENTS

Child's Name _____

I have read and understand the policies and procedures regarding medical treatment of my child. I agree that in the case of accident, injury or illness, emergency medical care and or first aid may be given in the event that I, or the authorized person designated at the time of enrollment cannot be reached or contacted immediately.

Parent/Guardian Signature _____ Date _____

If you have a certified practitioner, please provide the name and telephone number so that he/she may be contacted in case of an emergency.

Practitioner Name _____ Telephone Number _____

I authorize Little Kids Education Center to take my child on walking trips. I understand that all such trips are under the supervision of authorized adults and that health and safety precautions are taken in compliance with the Department of Children and Family Services Standards for Licensure.

Parent/Guardian Signature _____ Date _____

I agree that my child may be photographed for use in the center and/or use in publicity.

Parent/Guardian Signature _____ Date _____



EMERGENCY CONTACTS & CONSENTS FOR RELEASE

Please list names of people we can contact in the event you cannot be reached.

Please check the box ☒ **for those whom we can release your child to.**

Emergency Contacts Information:

Name	Address/zip code	Phone	Relation to child	Release
				☐
				☐
				☐
				☐
				☐
				☐
				☐

Parent Name: _____

Parent Signature: _____ Date: _____

PARENT INTERVIEW FORM

Date: _____

Child's name: _____ Date of Birth: _____

Prefer child to be called (nick name, etc.):

Has your child had a previous group or preschool experience?

If so, where, and when?

What are a few of your child's favorite toys?

Is there any medical problem which we should be aware of?

Does your child have any allergies?

Is your child presently taking any medication?

If so, what and what for?

What are some of your child's favorite foods?

What seems to be your child's preference –right –handed or left-handed?

Are there any sleeping or napping habits that we should be aware of?

How would you describe your child's personality?

What words do your child use that would help us to understand him/her? (Please spell them exactly as your child pronounces them and give the meaning).

What words does your child use for toileting?

Does your child have any bowel or bladder irregularities?

What comforts your child when he/she upset?

Is there any information that we should know about discipline?

Are there any special foods or eating instructions for us to know?

Have there been any recent stresses, such as moves, death, illnesses, and separation in the family?

How did they affect your child?

Any additional information or comments?

LITTLE KIDS EDUCATION CENTER

RECEIPT & ENROLLMENT GUARANTEE

I have read the **Parents Handbook**, available on Little Kids Education center web page, along with the appropriate **Consent/Release Forms**, needed in the enrollment of my child(ren).

Furthermore, I understand all the policies and procedure as outlined in the **Parent Handbook**.

Parent Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Little Kids Education Center, like any other business, needs to budget expenses. We ask that you guarantee the number of days per week your child(ren) will attend the center. This allows us to project income and expenses for the budget.

If you sign your child up for certain days a week or choose full-time, you still have to pay tuition regardless if your child did not attend all days (if child attends 1 day the tuition is the same.) If your child does not attend for a full calendar week (**Monday through Friday**) then you will still owe 50% of the tuition.

If your child is absent for two weeks that will be 50% off tuition. After those two weeks, tuition will resume to full price tuition. This only applies to private pay clients, for CCAP families, the daycare co-pay will still apply. If your child is gone for longer than two weeks, chances will be that your child loses his/her spot, and you will be charged a registration fee. We are asking for two weeks' notice if you would like to withdraw your child from LKEC.

I guarantee that my child(ren) will attend Little Kids Education Center the following number of days per week:

☐ 1 ☐ 2 ☐ 3 ☐ **Full Time (4-5)**

☐ **Monday** ☐ **Tuesday** ☐ **Wednesday** ☐ **Thursday** ☐ **Friday**

Parent Name: _____

Parent Signature: _____ Date: _____

Parent Signature: _____ Date: _____



AGREEMENT FOR LATE DEPARTURE

- Our school closes at **6:00 pm**. A late fee of \$20.00 per child is due **6:01– 6:10 pm**. An additional fee of 2.00 min per child will be due after this time.
- At 6:15 pm the provider will try to reach parent/guardian, or all emergency contacts as stated on the Consent for daily release.
- If the child will not be picked up by 6:30 pm without notifying the provider, then provider shall contact outside authorities, such as local police, abuse hotline and so forth.
- The provider is responsible for the child's protection and wellbeing until the parent/guardian, authorized person or outside authorities arrive.
- **Parents are responsible for having up-to-date emergency contact numbers on file.**
- The situation and that discussion of the emergency pick-up by outside authorities will be only discussed with parents/guardians, never will child.

Parent Name: _____

Parent Signature: _____ Date: _____



CHARGES & FEES

-**Non-refundable** registration fee: \$130.00 per child / \$160.00 per family enrollment.

-**Non-refundable** 50.00 materials fee for the year. (Every August is when the fee is due).

-**Non-Refundable (State Subsidy)** State co-payment.

-**Non-Refundable (State Subsidy)** Daycare co-payment, regardless of how many days your child attends.

-Yearly **summer camp** fees to cover expenses of summer activities.

-A 10% discount will be applied to the tuition rate for the oldest child of a multi-child-family (**full time enrollment, private pay only**)

-Additional charges may occur for special events, field trips. You will be notified in advance.

-**Late pick-up:** our school closes at 6:00 pm. A late fee of \$20.00 per child is due 6:01 to 6:10 pm.

Any additional fee of \$2.00 per minute, per child will be due after this time.

-**Late drop-off:** Drop off is expected by 9:30am at the latest, a \$30 late drop off fee will be applied for later arrival.

-**Weekly payments due on Mondays! (Prepaid).** **A late fee of \$10.00** will be charged if Tuition is not paid by end of business Tuesday. –This applies to full time students, if your child is part-time then you will pay the day your child comes to school. **If no payment is made by that Friday and your balance is over \$100, LKEC reserves the right to withdraw your child from the program.**

-In August, when children transition to their new classroom, this is when the new rates apply and change.

-Fees are subject to change at the discretion of the Center Management.

-Holiday schedule: School will be closed on the following days. **However, tuition is still due for these holidays.**

The Center is closed early on Christmas Eve, New Years Eve. In addition, School may be closed frequently for weather related reasons. **Tuition is still due for these days.**

- **Labor Day**
- **President's Day**
- **Christmas Eve (2:00 pm)**
- **Christmas Day**
- **New Years Eve (2:00 pm)**
- **New Years Day**
- **Thanksgiving Day & the day after**
- **Independence Day**
- **Memorial Day**

It is important as childcare givers to maintain a secure and stable environment for your child/ren. In order for us to accomplish this, we must also offer our staff, knowing that their employment with LKEC is secure and stable. This becomes an impossible task when some parents feel that they should not pay tuition when their child is absent for school from illness or vacation. Your tuition is what supports our staff salaries.

However, for each calendar week **(Monday through Friday)** if a student is absent or taking vacation, the tuition will be discounted 50% as a reservation fee. This applied to private pay only; for CCAP families, the weekly daycare copay will still apply. LKEC will require all parents to obligate themselves to their entire tuition. Should you decide to keep your child home, for any reason you will be required to pay your tuition in full for that period of absence as part of your contractual agreement with us. Should administration make any verbal agreements to accept your child after this temporary absence, you will still be obligated for outstanding balance with such balance being due with a reasonable period of time after your child's acceptance back to school.

In certain circumstances, it may be necessary for the Director/Owner to discontinue a child's attendance. Such a decision would be based on whether it is the best interest of that child, the other children in the class, and the overall operation of the Center to terminate the enrollment. Every effort will be made to correct a problematic situation before the final decision is made.

Immediate termination of enrollment may be result of the following:

- Abuse of children, staff, or property
- Disruptive or dangerous behavior
- The Center's inability to meet the child's needs
- Non-payment of tuition
- Continued violation of LKEC policies by child/parents

Whenever possible, a written notification of one week will be provided to the parents in the event of termination of enrollment.

Note: Parents will be responsible for any legal or collection fees incurred in setting delinquent accounts. We require two weeks written notice prior to withdrawal from the Center. We will charge tuition if notice is not given.

I parent of _____ have read the above tuition responsibility agreement and the fee schedule which shall become a part of my obligation and the reason for its implementation.

Parent Name: _____

Parent Signature: _____ Date: _____

LITTLE KIDS EDUCATION CENTER

STATE SUBSIDY (CCAP / ACTION FOR CHILDREN)

- If parents are on the state subsidy aid program, they must be approved into the program prior to admission into the center. In addition to their co-payment, they are responsible for any differences incurred between their co-payment and the center's regular rates. Every Monday the Center co-payment is due. If Center co-pay payment is not received by the end of business day on Tuesday, there will be a daily late fee of \$10.00 until a payment is made. –This applies to full time students, if your child is part-time then you will pay the day your child comes to school. LKLC reserves the right to refuse admission to any child whose parent's fees are more than 15 days.
- Care for your child is approved for 9.5 hours a day. If you plan to keep your child at the center for longer, a \$65 late pick-up fee will apply to your account.
- If your child is absent for a whole calendar week, the \$60 daycare co-pay still applies. This ensures that your child is still enrolled in our program and saves their spot.
- Our daycare doors close promptly at 6:00 PM. If your family leaves the center past 6:00 PM, then a late pick-up fee will be applied. We must enforce this policy as our teachers need to leave on time to get to their classes/ families or appointments.

I parent of _____ have read the above tuition responsibility agreement and the fee schedule which shall become a part of my obligation and the reason for its implementation.

Parent Name: _____

Parent Signature: _____ Date: _____

LITTLE KIDS EDUCATION CENTER

LATE FEE POLICY

Dear Families:

Our facility schedules are based on your children's schedule and state mandated teacher/child ratios. When parents are late to pick up their children, it causes hardships for faculty because they are unable to leave at the end of their scheduled shift. Many teachers have families, classes, and regular commitments for which they are responsible. It can also be distressing for children to be left at the center after hours.

If your child is at the center after 6:31pm and no call was given, faculty will attempt to call parents, if parents do not pick up, we will call the first person on the emergency list, and if they do not answer we will call the next contact on list and so on, and so forth. After unsuccessful attempts to reach all your contact numbers and 30 minutes have elapsed, LKEC will call outside authorities such as the police.

Under all circumstances, the staff of LKEC shall not hold your child responsible in any way for the late pick-up, and discussion of this issue will only be with the parent or guardian.

Late fees will be assessed when children are picked up after 6:00pm. The fees are 6:01-6:10pm is an automatic \$20.00 after that it will be \$2.00 a minute. This fee will double on early holiday closings. This fee is subject to change.

We appreciate your understanding and cooperation with this important policy.

Parent Name: _____

Parent Signature: _____ Date: _____

LITTLE KIDS EDUCATION CENTER

LATE DROP OFF POLICY

Drop off is expected by 9:30am at the latest. This is crucial for our center to comply with staffing ratios and to have the correct meal count for the day.

This policy is also in place so that your child will be able to participate in the learning activities which begin promptly at 9:30. Teachers prepare copies, crafts and other materials in the morning, coming in late will be disruptive to this process and distracting to the other children present in the classroom.

If you bring your child after 9:30am, they will not be allowed in the classroom unless the \$30 late drop off fee is paid upon entry.

Parent Name: _____

Parent Signature: _____ Date: _____

GUIDANCE AND DISCIPLINE POLICY

As a part of our support, we give children positive reinforcements and helpful strategies. We will follow up with parents/guardians and let them know of their child's progress. The child has time to think about what has occurred. Then, we talk about what happened and offer advice, we help with words that enable the child to better express their feelings and frustrations in resolving conflicts. If the child continues to have problems cooperating, we then ask that the child be removed from the group somewhere separate from the rest of the children, but where they can still be seen by the teacher. When the child feels that they are ready to come back and they are cooperating or participating in the group activity, they will be allowed to do so. We are asking parents/guardians to help with cooperating and following the school rules. All discipline will be developmentally related to the child and their actions. Physical, verbal abuse or demanding methods of discipline are not permitted. Punishing a child for a toileting accident is not allowed, our staff understands that such accidents could occur anytime to anyone. All rules shall be enforced consistently. Children will be encouraged, but never forced, to participate in daily activities. Food will never be used as a punishment or a reward. Staff will intervene in struggles between the children to prevent anyone from being injured.

A behavior intervention plan is in place in which teachers will observe a child's problematic behavior. A support plan will be conducted accordingly. If a child behaves in a manner that is excessively disruptive to the group, or physically strikes another child, the director will request a meeting with the parents or guardians. At that time, a written explanation of the incident will be written, reviewed and signed by the parents and the director. If the parents/guardians or children are having difficulty cooperating with facility rules, the owner or director can request a meeting to discuss the child. We attempt to be clear and consistent with our school rules so that the children and families know what is expected of them.

Infants, toddlers, and preschool / pre-k age children who, after documented attempts have been made to meet the child's individual needs, demonstrate an inability to benefit from the type of care offered by the facility, or whose presence is detrimental to the group, shall be transitioned to a different program.

Parent Name: _____

Parent Signature: _____ Date: _____

LITTLE KIDS EDUCATION CENTER ALLERGIES

This letter is to inform you that we have students in our center that have life-threatening food allergies. These include **peanuts and tree nuts**.

These foods, even in trace amounts, may cause a severe reaction (anaphylaxis) that can lead to death. The following symptoms may occur hives, difficulty breathing, vomiting and diarrhea, swelling of the lips, mouth, and throat, itching and sneezing, loss of consciousness, and death due to shock. Even touching contaminated surfaces may cause a reaction. Daycare staff have been trained to recognize such a reaction and to administer medication (epinephrine) in an emergency.

Here are a few suggestions for you as parents:

- Never take food allergies lightly; they can be serious and life-threatening.
- Tell your child **"DO NOT SHARE FOOD"**
- Frequent handwashing reduces the spread of viruses and helps protect food allergic children. Teach your child to wash hands thoroughly after eating. If your child had peanut butter for breakfast, please have them wash their hands and face.
- Tell your child to get help from an adult **immediately** if a friend has a reaction.
- **Please only send snacks labeled "SCHOOL SAFE" to share during parties.**
- **Always check the bottom of the ingredient label to see if it may contain peanut/tree nut products or was processed in a peanut/nut factory.**

Thank you for your understanding and cooperation.

Parent Name: _____

Parent Signature: _____ Date: _____



PESTICIDE LETTER TO PARENTS

Little Kids Education Center will notify all parents or guardians before a pesticide application or maintain a registry of parents or guardians who wish to receive written notification of when the facility will receive a pesticide application and send a written notification to them. Notification of the intended date of the application of the pesticide, which may be in the form of newsletter, bulletins, calendars, or other written communication used by the center. When economically feasible, the center must adopt an Integrated Pest Management (IPM) program as defined in section 3.25 of the Structural Pest Control Act (225 ILCS 235/3.25), involving the cooperation between day care staff and pest control personnel or other specialist to use a variety of non-chemical methods as well as pesticides, when needed, to reduce pest infestations to acceptable levels and to minimize children's exposure to pesticides.

Parent Name: _____

Parent Signature: _____ Date: _____



LITTLE KIDS EDUCATION CENTER PHOTO PERMISSION FORM

Dear Parents and Guardians,

We have been learning and exploring great things and we want to display them through our website and our social media outlets. LKEC will only take pictures of children in a group setting. For example, children working together on art projects, field trips, nature walks, cooking activities, science experiments etc. We would like to share these photos with our families. Thank you, we appreciate your support!

☐ Yes, I give LKEC permission to take photos of my child(ren).

☐ No, I do not give LKEC permission to take photos of my child(ren).

Parent Name: _____

Parent Signature: _____ Date: _____



ELECTRONICS POLICY

Dear Parents and Guardians,

Children who have a cell phone or any electronics, we are asking all children to put them in their book bags or in their cubby. If there is an emergency, please rest assured we will be contacting parents if anything occurs. By signing this form, you are letting us know that you have spoken to your child about where to leave electronics. **We are not responsible for lost or stolen items.**

Parent Name: _____

Parent Signature: _____ Date: _____



PERMISSION FOR TOPICAL OINTMENTS

I give permission to Little Kids Education Center staff to apply topical ointments (Vaseline, sunscreen, insect repellent and diaper ointment) on my child as needed.

Parent Name: _____

Parent Signature: _____ Date: _____



DAILY NOTES & OTHER IMPORTANT INFORMATION FOR INFANTS AND TODDLERS

Little Kids Education Center will provide daily notes and information about feeding and elimination through the ProCare app or in writing when your child is picked up at the end of the day.

Parent Name: _____

Parent Signature: _____ Date: _____



TRANSITIONS

A written plan shall be provided prior to reassignment for children who are moved to a new group. The development of this plan shall involve the child's parents/guardians, and the childcare staff in both the sending and receiving rooms.

Little Kids Education Center transitions children from one class to the next every August, except for children transitioning from the infant to the wobbler classroom. Infants may transition between the age of 15 and 18 months.

Parent Name: _____

Parent Signature: _____ Date: _____

Please keep for your records

As a reminder:

To enroll your child there is a one-time and non-refundable registration fee.

Payments are due Monday. If payment is not submitted by Tuesday at the end of the business day, a \$10.00 late fee will be assessed. **If no payment is made by that Friday and your balance is over \$100, LKEC reserves the right to withdraw your child from the program.** To avoid fees, you have the option to enroll in the automatic payment withdrawal.

We close promptly at 6:00pm. If your child is picked from 6:01pm-6:10 it is automatically \$20.00. After that, it is \$2.00 per minute.

Drop off is expected by 9:30am at the latest, a \$30 late drop off fee will be applied for later arrival.

Holiday schedule: School will be closed on the following days. **However, tuition is still due for these holidays.** The Center closes early at 2:00pm on Christmas Eve, New Years Eve. (Late fees still apply) In addition, School may be closed frequently for weather related reasons. Tuition is still due for these days.

- | | |
|-------------------------|-----------------------------------|
| -Labor Day | -New Year Day |
| -Christmas Eve (2:00pm) | -Thanksgiving Day & the day after |
| -Christmas Day | -Independence Day |
| -New Year Eve (2:00pm) | -Memorial Day |
| -President's Day | |