Creative Kidz Nursery

ENROLLMENT FORM

207 North Meridian • Newberg, Oregon 97132
503.487.6934 • Info@Creativekidzpreschool.com

This Enrollment Form is a binding agreement between the parent or guardian and Creative Kidz One LLC DBA Creative Kidz Nursery. Please read every section, complete all fields, and initial and sign where indicated.

CHILD & FAMILY INFORMATION

Child's full name:		**Nickname:**
Date of birth:	**Gender:** ☐ Male ☐ Female	**Start date:**
Home address:	**City:**	**Zip:**

	Parent / Guardian 1	Parent / Guardian 2
Full name		
Email		
Mobile phone		
Employer		
Business phone		

Insurance company:	

Health concerns (check all that apply)

- ☐ Acid reflux
- ☐ Colic
- ☐ Constipation
- ☐ Coughing
- ☐ Diaper rash
- ☐ Eczema
- ☐ Frequent colds
- ☐ Diarrhea
- ☐ Frequent ear infections
- ☐ Frequent sore throat
- ☐ Spitting up
- ☐ Urinary problems

Specific needs: Does your child have any physical, developmental, behavioral, emotional, or medical needs, a diagnosis, or a care plan we should know about? ☐ No ☐ Yes (please describe below)

Preferred check-in frequency:	

SCHEDULE & TUITION

Creative Kidz only offers full day childcare, between the hours of 7:00 am–5:30 pm.

Days: _____ (Example: MWF or M–F)	
Hours: _____ For scheduling purposes, your child must be picked up at your scheduled time and care may not exceed 10 hours per day or 50 hours per week.	

Age group	Full-time rate (5 days per week)	Individual day rate
24–35 months	$1,700.00 per month	$100.00 per day

- We do not offer half-day rates. You are welcome to pick your child up early if needed, but the daily rate will remain unchanged.
- Tuition rates are subject to change. Adjustments may occur to reflect current market daycare rates. Families will be provided with advance notice of any changes.
- Families changing from full-time to part-time enrollment will transition to the current individual daily rate. Monthly tuition will not be prorated or converted into a daily rate.

Six-Month Prepayment Discount: Families who pay tuition in advance in increments of 6 months will receive a **10% discount** on the prepaid tuition amount.

Sibling Discount: Families with two or more children enrolled will receive a **10% sibling discount on the lower tuition rate**.

Discounts May Be Combined: The six-month prepayment discount and sibling discount **may be combined** when a family qualifies for both. The applicable sibling discount will be applied to the lower tuition rate, and the six-month prepayment discount will also apply to qualifying prepaid tuition. **(Discounts do not apply retroactively.)**

FOR OFFICE USE ONLY
Registration fee: ☐ Paid $_____ ☐ Check #__ _____ ☐ Cash ☐ Card
First month's tuition: ☐ Paid $_____ ☐ Check #__ _____ ☐ Cash ☐ Card
Employee initials: _____ **Date:** _____

PROGRAM POLICIES

Attendance, Hours & Closures

Arrival: If you have not arrived with your child by 10:00 AM Creative Kidz will not accept your child for the day. It could be disruptive, and we may have sent extra staff home by this time.

Absences: **Payment** is due in the instance of an absence due to illness, snow days, school closures due to holidays, personal reasons, or vacation time. Due to staffing concerns and ratios, we are unable to switch, or credit missed days. All schedule changes require a 30-day notice.

50 hour limit: For the well-being of each student, we must limit full-time care to 50 hours per week and 10 hours per day. See a manager with questions.

Holiday closures: We are closed on the following days due to holiday: New Year's Eve, New Year's Day, MLK Jr. Day, Presidents Day, Memorial Day, Juneteenth, 4th of July, July 5th, Labor Day, Veterans Day, Thanksgiving, and the day after Thanksgiving, Christmas Eve, Christmas Day, December 26th.

Scheduled staff development closures:

- Good Friday: Closed for the full day for staff development, professional training, and child development training.
- First Friday in December: Creative Kidz will close at 2:00 p.m. for staff development and training.
- Friday Before Labor Day: Closed for the full day.

These are scheduled program closures. Tuition will not be prorated, credited, refunded, or otherwise adjusted due to scheduled closures or early closure days. Regular tuition remains due regardless of attendance or scheduled program closures.

Weather related closures: Creative Kidz follows the Newberg School District on weather delays and weather-related closures. (Please watch your local news and check your Brightwheel app for the latest news.) Please call the Newberg School Closure Hot Line 503-554-5001 for closure information. In the event Public Schools are closed, Creative Kidz may close due to weather and safety concerns—at our own discretion.

Health & Safety

Illness & Exclusion Policy: To help prevent the spread of communicable illnesses and protect the health of our children and staff, children who are experiencing a fever, diarrhea, severe cold symptoms, or other contagious illness may not attend childcare. **Children who develop symptoms of illness while in care will be sent home.**

> **Fever:** Children must be fever-free for at least **24 hours without the use of fever-reducing medication** before returning to care.
>
> **Diarrhea:** Children who experience **3 or more episodes of diarrhea within a 24-hour period** must remain out of care until they have been **diarrhea-free for 48 hours**.

Epi Pen: Parents must disclose all known allergies. If a child has been prescribed emergency medication, including epinephrine, the required medication and applicable medical documentation must be provided before care.

Immunizations: All children enrolled at Creative Kidz must have current immunization documentation on file as required by Oregon law. Creative Kidz may obtain your child's immunization records through the Oregon ALERT Immunization Information System (ALERT IIS). If we are unable to obtain complete records, the parent or guardian will be required to provide the appropriate immunization documentation.

Families requesting an exemption from one or more required immunizations must provide the **applicable documentation required by the Oregon Health Authority**, including medical or non-medical exemption documentation when appropriate.

Children who do not have the required immunization documentation or a valid exemption on file may be excluded from care as required by Oregon law.

Food restrictions and allergies: Due to possible allergies in children under the age of two, Creative Kidz Nursery is a nut, fish/shellfish, strawberry, and egg free center. Please feel free to use alternatives such as sun butter. Foods with egg baked in are fine.

Topical creams and lotions: We ask that all parents provide their child with lotions, diaper creams, or ointments.

Cameras: Creative Kidz has cameras throughout the building for internal safety, security, and monitoring purposes. This footage is not available to the parents.

Daily Care & Belongings

Diapering: Please provide your child with diapers, wipes, and extra clothing. Parents will be updated via Brightwheel when children are low on diapers. Creative Kidz does not potty train children under the age of 2.

Clothing changes for activities: Creative Kidz Staff will not change your child for extracurricular events such as dance or swim. Please consider layering for warmer weather.

Snacks and meals: Creative Kidz offers snacks. Parents will be responsible for providing breakfast and a cold lunch for their child daily. Please see the manager with questions.

Snacks for the class: Please refrain from bringing homemade food to share with the class. If you would like to bring snacks for a special event, please make sure your snack is nut free and store bought.

Park and playtime: Please provide your child with sunscreen, hat, shoes, and jacket daily so we can utilize the outside area. Teachers must have a phone with them in case of an emergency. My child may be taken on neighborhood walks.

	Initials
My child may use sunscreen.	
If you do not want sunscreen applied to your child, please initial here.	
My child may apply their own sunscreen under adult supervision.	
My child may participate in a bi-weekly Music class.	

Misplaced items: Creative Kidz is not responsible for misplaced, lost, or stolen items. We ask that all valuables stay at home.

Payments, Fees & Withdrawal

Payments: Tuition is due on the 1st and considered late by the 3rd of each month. A 20% late fee will be automatically billed to accounts with late payments.

Registration fee: There is an annual registration fee of $100.00 payable at the time of signing. $100.00 for 1 child or $175.00 for 2 children. (Each year in February there will be an annual registration fee of $100.00) The annual registration fee is nonrefundable.

Refunds: All tuition, registration fees, deposits, 6-month payments, or unused scheduled days are non-refundable.

Returned checks: A $25.00 fee will be charged for any returned check; separate bank fees may apply.

Late pick up fees (after hours): Parents picking up children after 5:30 PM will be charged a late fee of $1.00 per minute, per child with no cap. Late fees are payable in cash to the closing teacher upon pick up. Unpaid late pick-up fees will be billed to the child's account balance.

Withdrawal policy: A 30-day written notice of intent to withdraw from the Creative Kidz program is required. You are responsible for 30 days of tuition from the notice date. Creative Kidz may use a collection agency and/or small claims court to collect unpaid balances.

Termination of Enrollment & Suspension/Expulsion Prevention

Creative Kidz One LLC reserves the right to terminate a family's enrollment or childcare contract when necessary and when permitted under applicable Oregon law and Department of Early Learning and Care (DELC) rules.

Reasons for termination may include, but are not limited to:

- Failure to pay tuition, fees, or other amounts owed.
- Repeated late payments.
- Failure to provide required enrollment, medical, immunization, emergency, or other documentation.
- Repeated late pickups or failure to comply with the child's contracted schedule.
- Failure of a parent or guardian to follow Creative Kidz One LLC policies, procedures, or the terms of the enrollment agreement.
- Threatening, abusive, harassing, unsafe, or inappropriate behavior by a parent, guardian, or authorized adult toward children, staff, families, or the program.
- Providing false or intentionally misleading information to Creative Kidz One LLC.
- Other circumstances in which continued enrollment is prohibited by law, licensing requirements, or the terms of the enrollment agreement.

Suspension and Expulsion Prevention Policy

Creative Kidz One LLC has a suspension and expulsion prevention policy as required by Oregon Administrative Rule (OAR) 414-305-0750. Its purpose is to make sure young children are supported to remain in care. The full policy is in

the Creative Kidz Parent Handbook. You receive it at enrollment and whenever it changes, and a copy is posted in a prominent location at the center.

In summary: when a young child is facing potential expulsion, we will document the behaviors and the supports we try, request services from Every Child Belongs (ECB), Oregon's early childhood suspension and expulsion prevention program, and notify you at the same time so we can work together on a plan. A request to ECB does not require your consent, but some ECB services do, such as an individual observation of your child. If a child's behavior creates a serious safety threat, we may use a temporary safety-based intervention as allowed by Oregon rules, and we will notify you immediately.

Creative Kidz One LLC will comply with Oregon DELC requirements regarding suspension and expulsion prevention. A child's enrollment will not be terminated because of the child's behavior, abilities, or specialized needs in a manner prohibited by Oregon law or DELC rules. This policy does not prevent Creative Kidz One LLC from terminating a family's contract for reasons unrelated to the child's behavior, abilities, or specialized needs, such as nonpayment of tuition or a parent's failure to comply with program policies.

SAFE SLEEP POLICY

Creative Kidz Nursery safe sleep rules

- **12 months to 5 years:** Sleep on mats; bring a sheet or blanket.
- **12 weeks to 12 months:** Sleep in a flat-surface device (crib or pack-and-play) with approved sleep sacks and binkies only.
- Sleep sacks with Velcro, binky clips, blankets, or drawstring clothing are not permitted.

Infant safe sleep guidance: sleep sacks

Oregon rules prohibit swaddling, or any clothing or covering that restricts an infant's movement. Blankets are not allowed in any type of child care while infants are sleeping. Instead, sleep sacks are allowed as long as they do not swaddle the infant or restrict movement.

Acceptable sleep sacks



Sleep sacks and clothing that are NOT allowed



**Infants can overheat when overdressed because they cannot regulate their body temperature well, and heavy clothing increases SIDS risk.*

Additional resources: safetosleep.nichd.nih.gov (safe sleep information); cpsc.gov (crib safety guidelines); oregonearlylearning.com/news-resources/resource-library/ (child care rules and safe sleep resources).

Source: Oregon Department of Education, Early Learning Division, Infant Safe Sleep Guidance (PTA-0416, 7/2021); OAR 414-300-0300(6)(i).

ACKNOWLEDGMENT & SIGNATURE

	Initials
I have reviewed the Creative Kidz Nursery current license certificate.	
I have received a written copy of the Creative Kidz Nursery childcare policies.	
I have received a written copy of the Creative Kidz Suspension and Expulsion Prevention Policy, which is in the Parent Handbook.	
I understand that Creative Kidz will notify me of behavior concerns and may contact Every Child Belongs without my consent, and that my signed consent is required before a consultant observes my child individually.	
I have reviewed the Parent Handbook and agree to all terms.	

Parent / Guardian

Signature	Printed name	Date

EMERGENCY CONTACT & MEDICAL AUTHORIZATION FORM

Please print clearly. Notify Creative Kidz promptly of any change to this information.

CHILD INFORMATION

Child's full name:	**Date of birth:**
Home address:	

PARENT / GUARDIAN INFORMATION

	Parent / Guardian 1	Parent / Guardian 2
Full name		
Mobile phone		
Employer		
Business phone		

MEDICAL INFORMATION

Child's physician:	**Physician phone:**
Insurance company:	**Last tetanus shot:**
Hospital preference:	
Allergies:	
Medications taken daily:	

EMERGENCY PICKUP CONTACTS (4 REQUIRED)

#	Full name	Relationship to child	Phone
1			
2			
3			
4			

These are people who may pick up your child if a parent or guardian cannot be reached.

EMERGENCY MEDICAL AUTHORIZATION

I give the director of Creative Kidz permission to take the steps necessary to obtain emergency medical care for my child when warranted. These steps may include, in this order:

1. Attempting to contact a parent or guardian.
2. Attempting to contact my child's physician.
3. Attempting to contact me through the people listed on this form.
4. If neither I nor my child's physician can be reached, doing any or all of the following: (a) calling another physician or paramedic; (b) calling an ambulance; (c) having my child taken to an emergency hospital accompanied by a staff member.

I understand that the parent or guardian is responsible for any expenses incurred as a result of emergency medical care.

Parent / Guardian

Signature	Printed name	Date