

Enrollment Checklist



We are so happy you are interested in becoming a part of Intellectuals Learning Center. To get started, please complete all applicable items below and return to the center director.

Section 1: TITLE XX APPLICATION

- _____ **Submit Title XX Application of Provider Change Form to Center Director**
(If just changing child care provider on Provider Change Form is required and can be filled out and submitted via fax at our center. No additional documents in the section are needed.)
- _____ **Proof of Income:** Verification of all money coming into your household (such as one-month of recent pay-stubs, tax records, award letters, child support)
- _____ **Proof of Citizenship or qualified alien status of each child in need of care** (such as birth certificate, SSI card)
- _____ **Proof of any child support paid** (if applicable)
- _____ **Proof of all qualifying activity for all caretakers in the household:** Verification of a qualifying activity includes but not limited to an official school schedule, work schedule, self-sufficiency contract, etc
- _____ **1401-Form has been filled out completely and signed with Title XX Application** (Columbus families only)

Section 2: Enrollment Application

Enrollment Application includes but not limited to:

- _____ **JFS01234 Form (2016)** - If any area is marked "Yes" on page 2, you must create a JFS 01236 "Medical / Physical Care Plan" or a JFS -1217 Request for Administration of Medication.
JFS 01236 "Medical / Physical Care Plan" or JFS -1217 Request for Administration of Medication Needed
- _____ **JFS 01305 Form** - Medical Statement completed by doctor *(You have 15 days form start date to complete).*
- _____ **Shot Records** - needed to start for all children not in grade school *(Not required for children in K-12)*
- _____ **Photo / Video Release Form**
- _____ **Pick-up Form**

Section 3: Child and Adult Care Food Program

- _____ **CACFP Income Eligibility Form**
- _____ **CACFP Income Enrollment Form**
- _____ **CACFP Infant Meals - Parent Preference Letter**



INTELLECTUALS LEARNING CENTER - ENROLLMENT APPLICATION

| GENERAL INFORMATION (This section to be completed by Learning Center) | | | | |
|--|--------------|------------------------------|---------------------|---------------|
| Academy # | Enrolled by: | Intellectuals Emp. Position: | Desired Start Date: | Today's Date: |

| PARENT'S INFORMATION | | | |
|-----------------------------|------------------------------|-------------|--------------------|
| Name: | | | Social Security #: |
| Street Address: | | | |
| City/State/Zip: | | | |
| Home Phone: | Cell Phone: | Work Phone: | |
| Email Address: | May We Contact You By Email? | | Yes No |

| CHILD INFORMATION | | | |
|--------------------------|------------------|----------------------|------------------|
| Name: | | Name: | |
| D.O.B.: | | D.O.B.: | |
| Drop-off Time: | Pick-up Time: | Drop-off Time: | Pick-up Time: |
| Days (please circle) | M T W TH F ST SN | Days (please circle) | M T W TH F ST SN |
| | | | |
| | | | |
| | | | |

| PROGRAM / EMPLOYER INFORMATION | | | |
|---|-----------|---|---|
| School | Training | Job Search | Working Intellectual Learning Center Employee |
| Name of School, Training Program or Employer: | | Employer Phone: () | Fax: () |
| Start Date: | End Date: | Intellectuals Learning Center Employee Title: | |

TUITION AND FEE POLICY

Fees and Co-payments: Private fees and co-payments are due each Monday of the week care is provided. Full weekly payment is due regardless of the number of days attended. Payment is not required for holidays and in-service days. There are no vacation days or weeks permitted.

Non-payment Policy: If paying private, care will be terminated if the client has not paid for two weeks. Pay is based on enrollment not attendance. Subsidy client will be reported to their subsidy office for non-payment of weekly co-payments.

Returned Check Fee: Checks returned for insufficient funds, closed accounts or stopped payments will result in a \$35.00 returned check charge. All future payments (including the \$35.00 charge) will then be required to be made by cash, money order, credit card or certified check.

Late Fee: There is a \$1.00 per minute late fee assessed after the designated closing time per child.

TAP System: Families must enter their child in / out of the Time, Attendance, & Payment System (TAP) each day upon arrival and departure and accompany them to their classroom. Families must review and approved all pending authorizations daily.

_____ PARENT'S / GUARDIANS INITIALS

| FUNDING INFORMATION | |
|--|----------------------------------|
| Funding Type: ODJFS | Funding Type: Private Pay |
| Eligibility effective date: | |
| Parent approved schedule (circle all that apply): M T W TH F ST SN | |
| Monthly co-pay amount: | |

PRIVATE PAY

Care Level: 0 to 1-yr old 1 to 2 yr old 2 to 3 yr old 3 to 5 yr old 6 to 9 yr old Blended Preschool Blended School-

Child's Schedule Effective Date: _____ *Two weeks advance notice needed for changes*

| Full-time (FT) Monday Part-time (PT) | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|---|---------|-----------|----------|--------|----------|--------|
| Week 1: | | | | | | |
| Week 2: | | | | | | |
| Week 3: | | | | | | |
| Week 4: | | | | | | |

FT = 5 or more hours a day PT = less than 5 hours a day Note: Payments are due each Monday, some months may have 5

Average anticipated full-time weekly cost of care)based on four weeks shown above _____ Full-time

Average anticipated part-time weekly cost of care)based on four weeks shown above _____ Part-time

Average anticipated blended weekly cost of care)based on four weeks shown above _____ Blended

_____ PARENT'S / GUARDIAN'S INITIALS

Prepay discounts of 9% are offered for two-week advanced payment.

ATTENDANCE

Children benefit most from our educational programs if attendance is consistent. Their day at Intellectuals Learning Center should begin no later than 9:00am - when we start the day's learning plans. If arriving later than a regularly scheduled time, please contact the learning center to ensure proper staff is kept on site to accommodate your arrival. Families with funded care should utilize the maximum number of hours /days allowed under their plan.

Tardiness: Late arrivals are disruptive to the learning process. All instruction begins promptly at 9:00am

Absences: Please call the learning center one hour before your child(ren)'s scheduled arrival time or by 9:00am to notify the learning center director / learning center management on each day your child(ren) will be absent. Only 10 absent day are allowed per six months of attendance as stated by ODJFS. After 10 absent days, children will be dropped from the program.

Vacation: Intellectuals Learning Center requires that you notify your center of vacation dates at least two weeks in advance. Any absence occurred during a "vacation" is reported to the funding agency as a non-attended day and will count against the allotted absent days governed by the statute.

Parent / Guardian Acknowledgement: I acknowledge that I understand and agree: 1) I received a copy of the attendance policy; 2) I have read, understand and agree to comply with said policy; 3) I understand that failure to do so may result in termination of my child's eligibility / enrollment.

_____ PARENTS / GUARDIAN'S

All clients must give a 10-day advance notice of withdrawal of services or those days will be invoiced as

Parents's / Guardian's _____ Date: _____



Family Information

Required by Ohio Administrative Code

The facility is licensed to operate legally by the Ohio Department of Job and Family Services.

This license is posted in a conspicuous place for review, in most cases the center's office.

A toll-free telephone number is listed on the facility's license and may be used to report a suspected violation of the licensing law or administrative rules.

The licensing law and rules governing child care are available for review at the facility upon request.

The administrator and each employee of the facility are required, under Section 2151.421 of the Ohio Revised Code, ORC to report their suspicions of child abuse or child neglect to the local public children services agency.

Any parent, custodian or guardian of a child enrolled in the facility shall be permitted unlimited access to the facility during all hours of operation for the purpose of contacting their children, evaluating the care provided by the facility or evaluation of the premises. Upon entering the premises, the parent or guardian shall notify the administrator of his / her presence.

The administrator's hours of availability and child / staff ratios are posted in a noticeable place in the academy for review.

The licensing record, including licensing inspection reports, complaint investigation reports, and evaluation forms from the building and fire departments, is available for review upon written request from the Ohio Department of Job and Family Services.

It is unlawful for the facility to discriminate in the enrollment of children upon the basis of race, color, religion, sex or national origin or disability in violation of the Americans with Disabilities Act of 1990, 1004 Stat. 32, 42 U.S.C. 12101 et seq.

For more information about child care licensing requirements as well as how to apply for child care assistance, Medicaid health screening and early intervention services for your child, please visit <http://jfs.ohio.gov/cdc/families.stm>

Intellectuals Learning Center reserves the right to dis-enroll a child(ren) at any time for any reason.

Parent's / Guardian's Signature _____

Date: _____