Lakeland's Little Learners 240 E Commerce Ct Elkhorn, WI 53121

Dear School-Age Families:

Welcome to Lakeland's Little Learners! Enclosed you will find enrollment materials for your school-age student. These forms are required by the Department of Children and Families. Immunization records must be submitted within 30 days of attendance. Immunization records may be downloaded from the Wisconsin Immunization Registry.

Once you finish the enrollment packet it may be dropped off at our administrative office located on Commerce Court. Alternatively, it may be emailed to info@lakelandslittlelearners.com or faxed to (262)723-8381. A registration fee of \$40 (Tibbets & Jackson Wrap-Around)/\$50 (Main Center) per family is also due at the time of enrollment. Forms of payment are check or cash. If you would like to pay online, click here for instructions on how to do so through PSN.

We look forward to meeting you and your student and working together. If you have any questions about enrollment, please feel free to contact the administrative office at (262)723-8391.

Sincerely, Tami Adams Administrator

> (262)723-8391 (262)723-8381 (fax) info@lakelandslittlelearners.com www.lakelandslittlelearners.com

Lakeland's Little Learners School-Age Contract 2021-2022 School Year

Agreement of Contacted Hours & Agreement to Pay Fees

Child's Name: _						
Grade:	DOB:					
I am enrolling my through June 08,		tle Learners, Ltd. for	the 2021-2022 school	year beginning Sept	ember 07, 2021	
schedule includin Added Hours, Sc	g, but not limited to: R heduling Adjustment, I	egistration, Tuition, T Missing Forms, Failu	ating Policies and Fee S Time Outside of Schedure to Sign-In or Out on wo Week's Notice Befo	uled Hours, Late Pay the Time Clock or w	rment, Lunch, Drop-In ith the Wrap-Around	
have contracted r for, but with prope added per the Fe I must hand in a v "Schedule Friday" Little Learners tim	regardless of attendanter notice, and approvate Schedule for this adwritten schedule requerappropriate for the tu	ce or closings beyon I, I may add hours fo ded service. When m est by 8:30 am at wra ition period involving al hours requested, t	d below and I understa d our control. I may no r service if the hours an ny schedule changes fr p-around or by 10:00 a the request. I understa time to notify teachers of	t subtract any hours re available. Addition om the hours listed t am at the main cente and this is necessary	from those contracted al Fees will then be below, for any reason, or on or before the to give Lakeland's	
school year, othe	rwise I am obligated to an only be applied to b	pay for my contract	n tuition credit (vouche ed days and hours rega paid in full. Credit can	ardless of attendance	e or closings due to	
scheduled to be of When the Elkhorn	closed unless I submit n Area Schools are clo	a schedule request i sed, there are no ho	rs that the Elkhorn Are n writing following the purs available at our Wr Students may enroll a	procedure to request ap-Around programs	additional hours.	
This contract is fo	or the duration of the s	chool year as dated a	above. Separate contra	acts will be issued for	r summer services.	
I am contracting f	or hours at the:					
	□ Ma	ain Center – coming	to and from:			
	□ Ja	ckson Wrap-Around	Program (S	School name)		
	□ Tib	obets Wrap-Around F	Program			
I am contracting f	or the following sched	ule of hours:				
(am) Mon	Tue	Wed	Thu	Fri		
(pm) Mon	Tue	Wed	Thu	Fri		
Parent/Guardian	Signature			Date	1 1	
upper right hand		ce limitations on the	nber remaining for the invoices and in the dat breviated to V.			
to renegotiate you	ur hours/days. If you k	now when the end da	g this school year at Late to this schedule will culated with each new	be, you should ente	er that date on the top	
			up to 2 e-mail address our bills in this way, ple		ices. If you have not	
Parent/Guardian	Name:		Parent Guardian Nar	me:		
Email 1:			Email 2:			

Updated February 2021

DEPARTMENT OF CHILDREN AND FAMILIES http://dcf.wisconsin.gov

Division of Early Care and Education

CHILD CARE ENROLLMENT

Use of form: Use of this form is mandatory for Family Child Care Centers to comply with DCF 250.04(6)(a)1. Failure to comply may result in issuance of a noncompliance statement. This form may also be used by Group Child Care Centers and Day Camps to comply with DCF 251.04(6)(a)1. and DCF 252.41(4)(a)1. respectively. Personal information you provide may be used for secondary purposes [Privacy Law, s.15.04(1)(m), Wisconsin Statutes].

Instructions: The parent / guardian shall fill out the form completely, sign it and submit it to the center prior to the child's first day of attendance. Information on this form shall be kept current. When enrolling a child under two years of age, a completed *Intake for Child Under 2 Years* form must also be on file prior to the child's first day of attendance.

CHILD INFORMATION							
Name (Last, First, MI)				Birthdate (mm/dd/yyyy)			First Day of Attendance
PARENT OR GUARDIAN – All parents / guardian order. Attach court order, if any. If the child reside							phibited or restricted by a court
a. Name and Relationship to Child	at maniple locations, the de	pariment recon				e Reachable While Child is in Care	
Home Address (Street, City, State, Zip)			Does child reside at this location? Place of Employm Yes No			mployment and Work Phone No.	
b. Name and Relationship to Child			Home / Cell Pho	one No. Email Address Where Reachable While Child is in C			e Reachable While Child is in Care
Home Address (Street, City, State, Zip)			Does child reside at this location? Place of Employ Yes No			mployment and Work Phone No.	
AUTHORIZED PERSONS – Persons other than p	parents / guardians who are at	uthorized to pic	k up the child or a	ccept the child	d if dropped	off. If no or	ne, write "None."
a. Name and Relationship to Child							
b. Name and Relationship to Child	Name and Relationship to Child Home / Cell Phone No. Email Addre			s Where Reachable While Child is in Care Place of Employment a			mployment and Work Phone No.
EMERGENCY CONTACT – The person to be not Yes No This person is authorized to pick	• • • • • • • • • • • • • • • • • • • •	arents / guardia	ans cannot be rea	ched.			
15 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1			s Where Reachab	le While Child	d is in Care	Place of E	mployment and Work Phone No.
PHYSICIAN OR MEDICAL FACILITY							
Name	Address (Street,	City, State, Zip	Code)				Telephone Number
AUTHORIZATIONS							<u>'</u>
Yes No I hereby give my consent for en Yes No I have had an opportunity to rev Yes No I give permission for my child to Yes No I have been informed of the nur parents shall be notified in writing	view the policies of this child can be participate in Transported mber of pets in the center and	are center and a I Walking fie their degree of	a summary of the eld trips and other	Wisconsin Ruactivities duri	ules for Lice	g hours.	
SIGNATURE – Parent or Guardian Date Signed					ed		

STATE OF WISCONSIN Page 1 of 2

Division of Early Care and Education DCF-F (CFS-2345) (R. 03/2009)

HEALTH HISTORY AND EMERGENCY CARE PLAN

Use of form: This form is required for family and group child care centers and day camps to comply with DCF 250.04(6)(a)1. and 250.07(6)(L)5., DCF 251.04(6)(a)6. and 251.07(6)(k)5., and DCF 252.44(6)(g) of the Wisconsin Administrative Codes. Failure to comply may result in issuance of a noncompliance statement. Personal information you provide may be used for secondary purposes [Privacy Law, s.15.04(1)(m), Wisconsin Statutes].

Instructions: The parent / guardian should complete this form for placement in the child's file prior to the child's first day of attendance. Information contained on the form shall be shared with any person caring for the child. The department recommends that parents / guardians and center staff periodically review and update the information provided on this form.

CHILD INFORMATION							
Name (Last, First, MI)	- Home (Street, City, State, Zip Code)						
Telephone Number	Birthdate	e (mm/dd/yyyy)		Date – First Day	of Attenda	nce (mm/dd/yyyy)	
PARENT / GUARDIAN INFORMATION Provide information where the p	parent(s) / (guardian(s) may be reached	while the child is in	care.			
Name		1 1 2 1 1 2		Telephone Number – Work		Telephone Number – Cellular	
Name	Telepho	ne Number – Home	Telephone Number – Work		Telephone Number – Cellular		
PHYSICIAN / MEDICAL FACILITY INFORMATION							
Name – Physician	Address	 Medical Facility 				Telephone Number	
SUNSCREEN / INSECT REPELLENT AUTHORIZATION If provided by t authorizations shall be reviewed every 6 months and updated as necessar							
Yes No I authorize the center to apply sunscreen to my child.		Brand Name			Ingredie	nt Strength	
Yes No I authorize the center to allow my child to self-apply sunse							
Yes No I authorize the center to apply repellent to my child.	Brand Name			Ingredie	nt Strength		
Yes No I authorize the center to allow my child to self-apply repellent.							
HEALTH HISTORY AND EMERGENCY CARE PLAN If available, attach	any health	n care plan information from	the child's physicia	n, therapist, etc.			
Check any special medical condition that your child may have.							
No specific medical condition							
☐ Asthma ☐ Diabetes			al or feeding concer	• .		• •	
Cerebral palsy / motor disorder	disorder	☐ Any disorder i	ncluding Cognitively	/ Disabled, LD, AD	D, ADHD,	or Autism	
Other condition(s) requiring special care – Specify.							
Milk allergy. If a child is allergic to milk, attach a statement from	n ine med	icai professionai indicating t	ne acceptable alteri	iauve.			
Food allergies – Specify food(s).							
Non-food allergies – Specify.							

Division of Early Care and Education DCF-F (CFS-2345) (R. 03/2009)

2.	Triggers that may cause problems – Specify.	
3.	Signs or symptoms to watch for – Specify.	
4.	Steps the child care provider should follow. If prescription or non-prescription medications are necessary, a copy of the form <i>Authorization to Admi</i> attached to this form. Note: group child care centers and day camps may use their own form.	<i>inister Medication</i> should be
5.	Identify any child care staff to whom you have given specialized training / instructions to help treat symptoms.	
	a.	
	b.	
	C.	
6.	When to call parents regarding symptoms or failure to respond to treatment.	
7.	When to consider that the condition requires emergency medical care or reassessment.	
8.	Additional information that may be helpful to the child care provider.	
SIG	GNATURE – Parent or Guardian	Date Signed (mm/dd/yyyy)
Rev	view dates:	

PERSONAL DATA

STATE OF WISCONSIN

Division of Public Health F-44192 (Rev. 09/08)

DAY CARE IMMUNIZATION RECORD

PLEASE PRINT

ss. 252.04,Wis. Stats.

COMPLETE AND RETURN TO DAY CARE CENTER. State law requires all children in day care centers to present evidence of immunization against certain diseases within 30 school days (6 calendar weeks) of admission to the day care center. These requirements can be waived only if a properly signed health, religious, or personal conviction waiver is filed with the day care center. See "Waivers" below. If you have any questions on immunizations or how to complete this form, please contact your child's day care provider or your local health department.

STEP 1	Child's Name(Last, First, Middle Init	tial)		LLAGLIK	Date of	Birth (Month	/Day/Year)	Area Code/Te	elephone Number	
	Name of Parent/Guardian/Legal Custodian (Last, First, Middle Initial) Address (Street, Apartment number, City, State, Zip)									
STEP 2	IMMUNIZATION HISTORY List the MONTH, DAY AND YEAR the child received each of the following immunizations. DO NOT USE A (4) OR (X) except to indicate whether the child has had chickenpox. If you do not have an immunization record for this child, contact your doctor or local public health department to									
	obtain the records. TYPE OF VACCINE		First Dose Month/Day/Year	Second Month/Da		Third D Month/Da		Fourth Dose //onth/Day/Year	Fifth Dose Month/Day/Year	
	Diphtheria-Tetanus-Pertussis (Specify DTP, DTaP, or DT)				,		,	,		
	Polio									
	Hib (Haemophilus Influenzae Type	B)							1	
	Pneumococcal Conjugate Vaccine	(PCV)							_	
	Hepatitis B	(- /								
	Measles-Mumps-Rubella (MMR)									
	Varicella (chickenpox) vaccine Vaccine is required only if the child not had chickenpox disease.	has								
	Has the child had Varicella (chick Yes year No or Unsure (Vaccine is require	(Va	disease? Check th ccine is not required		te box ar	nd provide th	ne year if kn	own.		
STEP 3	REQUIREMENTS The following are the minimum required immunizations for the child's age/grade at entry. All children within the range must meet these requirements at day care entrance. Children who reach a new age/grade level while attending this day care must have their records updated with dates of additional required doses.									
	AGE LEVELS					BER OF DO				
	5 months through 15 months				Hib	2 PCV	2 Hep B	4 848453		
	16 months through 23 months 2 years through 4 years				Hib ¹ Hib ¹	3 PCV ² 3 PCV ²	2 Hep B 3 Hep B	1 MMR ³ 1 MMR ³	1 Varicella	
	At Kindergarten entrance			Polio		0.00	3 Hep B	2 MMR ³	2 Varicella	
	¹ If the child began the Hib series at 12-14 months of age, only 2 doses are required. If the child received one dose of Hib at 15 months of age or after, no additional doses are required. Minimum of one dose must be received after 12 months of age (Note: a dose 4 days or less before the first birthday is also acceptable).									
	² If the child began the PCV series at 12-23 months of age, only 2 doses are required. If the child received the first dose of PCV at 24 months of age or after, no additional doses are required.									
	³ MMR vaccine must have been received on or after the first birthday (Note: a dose 4 days or less before the 1 st birthday is also acceptable).									
	⁴ Children entering kindergarten must have received one dose after the 4 th birthday (either the 3 rd , 4 th or 5 th) to be compliant (Note: a dose 4 days or less before the 4 th birthday is also acceptable).									
	COMPLIANCE DATA AND WA									
STEP 4	IF THE CHILD MEETS ALL REQU		TS (sign at STEP 5	and return	this form	to the day	care center)	, OR		
	IF THE CHILD DOES NOT MEET ALL REQUIREMENTS (check the appropriate box below, sign and return this form to day care center).									
	Although the child has not received all required doses of vaccine for his or her age group, at least the first dose of each vaccine has been received. I understand that it is my responsibility to obtain the remaining required doses of vaccines for this child WITHIN ONE YEAR and to notify the day care center in writing as each dose is received.									
	NOTE: Failure to stay on schedule or report immunizations to the day care center may result in court action against the parents and a fine of up to \$25.00 per day of violation.									
	For health reasons this child sh	hould not	receive the following	g immunizati	ons	(List	in STEP 2 a	ny immunizations	s already received)	
	Physician's Signature Required For religious reasons this child should not be immunized. (List in STEP 2 any immunizations already received)									
	For personal conviction reasons this child should not be immunized. (List in STEP 2 any immunizations already received):									
	SIGNATURE									
STEP 5	To the best of my knowledge this fo	rm is cor	nplete and accurate.							
	SIGNATURE - Parent, Guardian or	Legal Cu	ıstodian				Date Signed			

Division of Early Care and Education

ALTERNATE ARRIVAL / RELEASE AGREEMENT - CHILD CARE CENTERS

Use of form: This form is voluntary. However, this completed form, when on file in the child's record, meets the requirements of DCF 250.04(6)(a)3. and DCF 251.04(6)(a)5. and 251.095(4)(a)2. Personal information you provide may be used for secondary purposes [Privacy Law, s.15.04(1)(m), Wisconsin Statutes].

Instructions: Complete this form for placement in the child's file when the child will arrive at the center from school, home or other activities, or depart from the center to go to school, home or other activities, and the child will not be accompanied by a parent or other previously authorized person or transported by the center. This form should be updated as information changes. Periodic review with the parent / guardian is recommended to ensure safety. If the center transports the child, the department's form "Transportation Permission – Child Care Centers" may be used to obtain parental authorization.

ARRIVAL II	NSTRUCTIONS								
My child	(Ohild's name)								
	(Child's name)								
will arrive at	Lakeland's Little Learners (Name of center)								
from	(realise of center)								
IIOIII	(School, home or other activity)								
by way of									
	(Walking, bicycle, bus, car pool, etc. Be as specific a	s possible.)							
at	(Time of arrival) ☐ A.M. OR ☐ P.M.								
on	☐ Sunday ☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ (Days of the week)] Friday ☐ Saturday							
My child will a	arrive from this destination \square with OR \boxtimes without center supervision.								
RELEASE I	INSTRUCTIONS								
My child									
•	(Child's name)								
will leave	Lakeland's Little Learners								
	(Name of center)								
by way of	(Malling bigget burgers and the December 1								
	(Walking, bicycle, bus, car pool, etc. Be as specific a	s possible.)							
to go to	(School, home or other activity)								
at	☐ A.M. OR ☐ P.M.								
at	(Time of departure)								
on	☐ Sunday ☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ (Days of the week)] Friday ☐ Saturday							
My child will t	travel to this destination with OR without center supervision.								
ADDITIONA	AL INSTRUCTIONS								
I understand	that I am responsible for notifying the center of any changes in this schedule such as v	vacation, school conference days, etc.							
SIGNATURE	– Parent	Date Signed (mm/dd/yyyy)							

Lakeland's Little Learners Elkhorn, Wisconsin

Directory Data Notice

Pursuant to the Family Education Right and Privacy Act and State Statute 118.123 (1)(d), any parent or guardian may inform Lakeland's Little Learners of their desire that directory data, including photographs and videotapes not be used. The most recent form filed for a student shall remain in effect until a new form is filed. You do not need to file a new form each year. Please check one option below. In accordance with state law, you have fourteen days within which to complete this form and return it to school. Failure to complete and return this form to the school within fourteen days will result in Lakeland's Little Learners NOT WITHHOLDING directory data regarding your child.

Directory data includes, but is not limited to: pupil's name, participation in officially recognized activities, photographs (including video tapes and other reproductions), and awards received. Photographs may be used for www.lakelandslittlelearners.com, Facebook, newspaper articles, etc. Directory data shall be considered public information and may be released, unless the parent or guardian informs Lakeland's Little Learners in writing by completing the Directory Data Notice form.

In the course of the school year, students are occasionally videotaped, photographed, or their names are placed in various publications, including postings on internet web pages. The resulting photo, videotape or student's published name may be used in a variety of ways: to promote the school, or specific programs to the community, to instruct students or staff members, or, to orient new parents, staff, and students. The final product could also take a variety of forms: photo displays, slide/Power Point presentations, newspaper articles, pamphlets, video programs, or internet web pages.

On occasion there is media coverage or perchance recordings of school events and activities by outside journalists, students, or other non-district personnel beyond the control of the school. Media coverage may involve, but is not necessarily limited to: voice recordings, still photographs, videotaping or public disclosure of directory data such as the student's name. Even with the consent of the parent/guardian, media coverage of events, activities or issues in school or on school property is allowed only with the permission of the building administrator and only if it does not disrupt or hinder student instruction or other activities.

Please Print					
Student's Name					
□ YES – Please withhold directory data.					
□ NO – Please do not withhold directory data.					
Parent/Guardian's Name					
Parent/Guardian's Signature					
Date Signed					

Enrollment Agreement

date to begin is (date two weeks written notice or I will be charge withdraw my child(ren), I will give two weeks promptly, every "Fee Friday" for the upcomin requested time. In enrolling, I signify that I hassociated wit that schedule including, but no Late Payment, Drop-In/Schedule Change, Fair Before Termination of Fees.	t Lakeland's Little Learners and/or Wrap Around Proge/time). If for any reason I choose not to start on the ed for two weeks of care for my child(ren). I also agrees written notice or be billed for the equivalent hours ng two weeks tuition, based on my contracted hours ave read an agree to the Operating Policies and Fee not limited to: Registration, Fees for Service, Early Drogilure to Sign-In or Out on the proper sheet, and a 2 w	e above date, I must give e that if I decide to . I also agree to pay and any additional Schedule, and all fees op-Off/Late Pick-Up,
Parent/Guardian's Name		
First Name Mid	dle Initial Last Name	
Driver's License #	Birth Date //	
Social Security #		
Parent/Guardian's Name		
First Name Mid	dle Initial Last Name	
Driver's License #	Birth Date //	
Social Security #		
Parent's Re	eceiving Assistance Agreement to Pay Fees	
child(ren). When there is a written agreement child(ren)'s tuition, I understand that it is my upcoming two week's that are being billed. ultimately responsible for my child(ren)'s end Government assistance programs generally additional cost such as late fees. I understand current, I understand that my child(ren) will	over all fees charged to me by Lakeland's Little Learner of the from a government assistance program to cover a presponsibility to pay my portion on or before the following later and that if assistance is not received for the bill within two week's of written notice from Lado not cover hours scheduled outside the agreed upon that I am responsible for all of these additional cost be dropped from the enrollment in the program unto oint, I may re-enroll if fees are paid for the upcoming	portion of my fee Friday for the or any reason, I am akeland's Little Learners. on schedule or any ats. If I do not stay il the bill is paid in full. If
Parent Signature	Date	
Child(ren)'s Name(s)		

Family Questionnaire



If English is not your primary language, are you able to read and communicate in English?