

Date Enrolled ____/____/____

Asbury Early Learning Center

2025-2026 Student Enrollment Packet

Please return this completed enrollment packet to the AELC Office along with your registration fee. If you have any questions, please email the office at preschool@asburymaitland.org

Child's Full Name: Last _____ First _____ MI _____

Birthdate: ____/____/____ Gender: M F Age Group: 1's 2's 3's VPK

Address: _____

City/Zip Code: _____ County: _____

Family Information

Mother's Name: _____

Phone Number: _____ Email: _____

Employer: _____ Work Phone: _____

Home Address if different from the child: _____

Father's Name: _____

Phone Number: _____ Email: _____

Employer: _____ Work Phone: _____

Home Address if different from the child: _____

Student lives with: _____ * Please supply custody info if needed for compliance.

Medical Information

Any known allergies/dietary restrictions/conditions that our school staff needs to be made aware of:

Helpful Information about your child for our teaching staff caring for this student:

Child Release Information

This student shall only be released to their custodial parent/legal guardian/and the person(s) listed below. If for some reason the parent cannot be reached first, the following people will be contacted and are authorized to remove the child from our facility in case of illness, accident, or other emergency.

Full Name	Contact Phone Number	Relationship
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____

Policies and Information for Parents to review & initial:

Emergency Medical Form	Initial _____
Wellness Policy & Food/Nutrition	Initial _____
Discipline Policy	Initial _____
Attendance & Fees Policy	Initial _____
Early/After Care Rates	Initial _____
Photo/Video Release	Initial _____

The following DCF Forms are to be reviewed & signed receipt by parent:

Know Your Child Care Facility	Return Signed _____
Distracted Adult Brochure	Return Signed _____
Influenza Brochure	Return Signed _____

***The following records are required & updated regularly: (from your child's pediatrician)**

Immunization Record (valid until date indicated by doctor)

Well Child Check Document (valid for 1 year)

_____ Date _____

Parent Signature

Emergency and Medical Information

Child's Name _____ DOB: ____/____/____

Please list any physical or emotional conditions in which we must know about in order to properly care for your child on a daily basis:

List any medication your child takes on a regular basis: _____

Insurance Information

Insurance Company: _____

Names of Insured: _____

Policy #: _____ Group #: _____

Medical Release Form

I, _____, hereby grant permission for Asbury Early Learning Center staff to take any and all due necessary steps to obtain emergency medical care for my child, including, but not limited to:

1. Attempt to contact a parent or guardian
2. Attempt to contact and emergency contact person other than parent
3. Call 911 for emergency medical care if warranted
4. Accompany child to hospital emergency room if transportation is recommended by EMS

I understand that all expenses related to said medical care for my child will be the responsibility of the parent. I understand that it is my responsibility to keep my child's personal and medical file up to date in the office of Asbury Early Learning Center. I will not hold Asbury Early Learning Center or Asbury United Methodist Church responsible for any information I withhold, pertaining to proper care of my child.

Authorization of Treatment

In case of our unavailability, or if deemed medically necessary, we request care for our minor child, _____, should a medical need arise. Asbury Early Learning Center is authorized to perform or arrange for treatment considered necessary. This includes transportation by ambulance if needed.

Parent Signature _____

Printed Name _____ Date ____/____/____

Wellness Policy

For the continued protection of all our students and staff, please comply with our Wellness Policy. If your child has the following symptoms, please keep him/her home until well.

- **Fever** over 99.6 degrees (“fever free” means no medication has been given within the past 24hrs.)
- **Nasal discharge** which is not clear in color
- **Nausea, Vomiting or Diarrhea** within the past 48 hours
- **The Flu** requires a full week away from school (longer if symptoms are severe and are not clear after 7 days)
- **A Rash** which has not been diagnosed by a pediatrician
- **Eye Discharge**
- **Sore Throat** or continuous **Cough** or **Earache**
- **Exposure to COVID-19** with or without showing symptoms – Must be out of school for 5 days or until a negative COVID-19 test is confirmed for this student and the student is no longer directly exposed nor has symptoms.
- Anything contagious of any kind

Please notify the director, or your child’s teacher as soon as possible if your child has a contagious illness. It is our responsibility to send information (with no names attached) to families who may be affected, to watch for symptoms of that illness. We hope you understand how important this is as the health & safety of our families & staff is our top priority.

Our staff is not authorized to administer any medication, with the exception of diaper rash cream. Our school has no provision for the care of children who are ill. If your child becomes ill at school, he/she will be isolated, and you will be contacted to arrange for them to be picked up immediately. Your child may return to school 24+ hours after he/she is symptom free with **no** pain/fever reducing medication.

Food and Nutrition Policy

The Asbury Early Learning Center does not supply snack or lunch for students. However, it is our responsibility to recommend parents follow the Healthy Food Pyramid when packing their child’s food each day. Families may provide special treats (birthday’s) for their child’s class, but please no candy. Please discuss this with your child’s teacher ahead of time.

Please help us do all we can to keep our AELC family healthy, Thank You!

Discipline Policy

Behavior

Preschool age is a time in your child's life when they are discovering how to share, treat others and follow rules. We believe that rewarding positive behaviors and using appropriate consequences for improper behavior is the best way to encourage children to behave well. Children will be advised of the class rules and expectations. Teachers will continue to look for good behavior to praise and for teaching opportunities when a negative behavior arises.

- Provide positive, respectful directions.
- Explain inappropriate behavior and a clear understanding of what is expected.
- Use choices, redirection and substitution.
- Occasionally separate a child from the group, for a short period of time period. This will allow a misbehaving child to take a break from a situation and reset.

If a child's behavior is consistently disruptive or a threat to another child safety, then the parent will be called to discuss the reoccurring situation. Parents will be expected to help their child with their decisions as well, to move in a positive direction.

Harmful Behavior Policy

Any physically or emotionally harmful behavior will be recorded on an incident report. A copy of this will be provided for the parents as well. This IR form must be signed by the teacher, the director, and a parent of the child whose negative behavior is being addressed. Names of children who are involved in incidents are not to be disclosed to any other parents.

1st incident: The parent will be notified and the incident documented. The teacher will discuss how we will work to avoid the continuation of the negative behavior.

2nd incident: Same as above, with discussion of additional consequences within the classroom.

3rd incident: The parent will be notified like above, with the possibility of the offending child being removed from the program for an appropriate amount of time period actions will be reviewed on a case-by-case basis.

Our goal at Asbury Early Learning Center is to keep moving in a positive direction, and to ensure each child is safe while they are learning and having fun.

Signature of Parent or Legal Guardian verifying receipt of the AELC policy.

_____ Date: ____/____/____

Potty Training Policy

Potty training is a milestone that requires time & patience. Please be aware that the Asbury Early Learning Center requires children in our **3's & VPK programs to be fully potty trained.** While we recognize starting school is an adjustment for children, it is difficult to keep the classroom a safe & sanitary environment when toileting accidents happen.

What does being fully potty trained mean?

- A child is not in pull ups or diapers
- He or She recognizes and communicates on their own the need to use the bathroom.
- The child is consistently using the potty & going multiple days at home without having an accident.
- He or she is able to attend the entire day without an accident.
- He or she is able to wipe themselves, redress themselves, flush the toilet & wash their hands once they have completed using the bathroom.

As a parent, you can help by dressing your child in a belt less and/or elastic waist clothing. This makes it easier for your child to be successful in using the restroom. At Asbury, we will continue to encourage & support all the success that your child achieves during their potty training. Teachers in our Toddler & Two's programs watch for & identify signals that your child is ready & will provide assistance with potty training transitions from home to school.

In the first 4 weeks of school, if your child has more than 2 accidents per week, the parent will be notified & the child will have to remain at home till potty training is achieved.

When we partner together, we can make this a successful experience!

Signature of Parent or Legal Guardian verifying receipt of the AELC policy.

_____ Date: ____/____/____

Attendance and Fees Policy

- Our Registration Fee is a non-refundable fee due at the time of enrollment. The Materials Fee is due annually and at the time of registration.
- Our Monthly Tuition is due the first week of each month. Rates are based on the number of days per week your child is registered + our attendance calendar (August through May) and divided equally by 10 months. You will be billed a \$10 late fee per week if paid after the 7th of the month.
- Earlycare and ftercare payments are due along with the tuition payment the first week of each month. You will not be given credits for any unused days.
- Aftercare pickup is promptly at 3pm. If your child is not picked up by 3pm, you are charged \$1 per minute until you arrive. Excessive lateness will incur an additional \$25 late fee per month (more than 3 late pickups)
- There are no fees for VPK. Parents are responsible for verifying and signing their child's VPK Monthly Attendance Document at the end of each month. Supplies requested by the VPK teacher or director are greatly appreciated.
- Attendance is expected and there shall be no credit given for absences.
- VPK students may not miss more than 5 unscheduled days per month or will be at risk of losing their free VPK eligibility certificate & will have to be self-pay.
- Excessive delinquent payments will be discussed with the family member responsible for payment. This information is confidential and only discussed with the director. Asbury Early Learning Center reserves the right to dismiss the student for delinquent payments or unacceptable behavior issues.

A two-week written notice to withdraw your child from our program is required. No refund shall be given for tuition/fees paid in advance.

Signature of Parent or Legal Guardian verifying receipt of this AELC policy.

_____ Date: ____/____/____

Asbury Early Learning Center – Tuition & Fees

(*circle how many days per week you want)

Age Group/Class	Days Attending	Monthly Tuition
1-year-old Class	2 Days	\$386/month
	3 Days	\$483/month
	4 Days	\$555/month
	5 Days	\$615/month
2-year-old Class	2 Days	\$355/month
	3 Days	\$445/month
	4 Days	\$511/month
	5 Days	\$566/month
3-year-old Class	3 Days	\$432/month
	4 Days	\$497/month
	5 Days	\$551/month
4-year-old (self pay)	5 Days	\$551/month
VPK *Limited spots	4 Days	Free
VPK + Fun Friday	5 Days	\$275

- \$275 Enrollment Fee is only due one-time for new students/families.
- Annual Registration Fee; \$150 per child, \$225 per family
- 10% sibling discount in every class except for VPK

Tuition is based on a 10-month calendar, August-May. Tuition is an Annual Fee and is divided into 10 equal monthly installments.

There is no discount for paying the entire year's tuition in one lump sum.