



**Children's Treehouse**  
Learning Center

8835 Monrovia St. Lenexa, KS 66215  
(913) 871-5050  
Info@childrenstreehouselc.com

## Enrollment Confirmation Agreement

Thank you for your interest in Children's Treehouse Learning Center!  
The information below is an overview of our program and the information you will need to enroll your child(ren). The enrollment packet includes all the required forms that must be completed prior to your child's first day of school.

Child's Name	Child's Age	Program (FT, MWF or TTH)	Monthly Rate	Annual Registration Fee

Family's total monthly tuition rate: \$\_\_\_\_\_ (Due on the 1<sup>st</sup> of the month)

An annual registration fee of \$100 per child is due each August. Fees will be pro-rated from the start month. Registration fees are non-refundable.

Tuition is computed to allow for periods when the school is closed. This includes holidays and staff in-service training days. This total amount is then divided into equal monthly payments due on the first of each month or may be paid semi-monthly on the 1<sup>st</sup> and 15<sup>th</sup> of each month. This means that the total amount is payable each month regardless of the child's attendance or time when the program is closed. Tuition may be paid by electronic funds transfer, debit card or credit card. We do not accept cash or checks.

Payment is due by the first day of each month or may be paid semi-monthly on the 1<sup>st</sup> and 15<sup>th</sup> of the month. (If the 1<sup>st</sup> or 15<sup>th</sup> of the month falls on a Saturday payments will be deducted the Friday before. If the 1<sup>st</sup> or 15<sup>th</sup> of the month falls on a Sunday payments will be deducted the Monday after.) Tuition must be received by the 3<sup>rd</sup> day of the month and/or by the 17<sup>th</sup> of the month (if semi-monthly) or a \$30 late fee will be assessed. If payment has not been received by the 3<sup>rd</sup> and/or the 17<sup>th</sup> of the month a child's enrollment will be suspended until account is made current. After five business days of non-payment your child's enrollment reservation will not be held.

We require all children to be in attendance by 10:00am each day to insure a smoother day for them and the classroom as a whole. Dropping off or picking up at naptime is disruptive and therefore not allowed. Exceptions may be made if you have a doctor's note stating the time of an appointment that kept your child out of our care before that time.

Children's Treehouse Learning Center closes promptly at 6:30 p.m. Please allow time to gather belongings and/or talk to the teachers before 6:30. A grace period of five minutes will be given. Beginning at 6:35 p.m. a late fee will be imposed as follows:

One minute to 10 minutes: \$10  
Over 10 minutes: \$1.00 each additional minute

Parents must bring children into their classroom each morning and must come into the classroom to pick up children in the evening. Children must be clocked in and out by parents, using the monitor located at the front entry. Children will not be allowed to leave the school with anyone except the persons designated on the enrollment form unless the director has been notified in advance.

The school requires a two (2) week written notice of your intent to withdraw your child from the school. If we do not receive this notice, tuition will be automatically charged. Parents will be responsible for all associated legal and collection agency fees in addition to the past due amount on the account.

Our goal is to provide care for well children. Having ill children at the school presents the very real possibility that others can be infected. While we understand that parents need to be at work, we need to enforce this policy to protect all children and staff from unnecessary exposure to communicable disease. We follow the guidelines developed by the American Academy of Pediatrics and the American Public Health Association as well as those outlined by the Johnson County Department of Public Health. Parents who repeatedly fail to follow policies related to keeping children at home when they are ill may be required to withdraw their child from the school.

Medications will be administered to a child only when the parent has completed and signed the "Short Term or Long Term Medication Authorization" form. Non-prescriptive medications must accompany a medication form as well. This form must accompany the medication or we will not be able to administer the medication to your child. Medication prescribed for an individual child must be kept in the original container bearing the original pharmacy label, which shows the prescription number, date filled, doctor's name, directions for use, and child's name.

**I have read and understand the terms of this agreement (as outlined on both sides of this form).**

Parent  
Signature \_\_\_\_\_ Date \_\_\_\_\_

Received By \_\_\_\_\_ (Director)



## Enrollment Form

### Tell us about your child and family...

Child's Last Name	First Name / Middle Initial	Nickname	Male/Female
Home Address	Apt. Number	City / State / ZIP	
Date of Birth	Current Age		
<b>Parent A</b>	<input type="checkbox"/> Father	<input type="checkbox"/> Mother	
Parent's Full Name	Parent's Home Address (if different from child's)	Parent's Best Contact #	
Parent's Employer	Employer's Address	Occupation	Parent's Work Phone/ext.
Parent's email	Send monthly newsletters/correspondence to this email?		
<b>Parent B</b>	<input type="checkbox"/> Father	<input type="checkbox"/> Mother	
Parent's Full Name	Parent's Home Address (if different from child's)	Parent's Best Contact #	
Parent's Employer	Employer's Address	Occupation	Parent's Work Phone/ext.
Parent's email	Send monthly newsletters/correspondence to this email?		

### Who will you allow to pick your child up from Children's Treehouse?

Parent A  Parent B

1 - Full Name (ID will be checked)	Relationship to Child	Best Contact Number	Work Phone Number
2 - Full Name (ID will be checked)	Relationship to Child	Best Contact Number	Work Phone Number
3 - Full Name (ID will be checked)	Relationship to Child	Best Contact Number	Work Phone Number

### In case of an emergency, who can we call if we cannot reach you?

Parent A  Parent B  All People Listed Above

1 - Full Name	Relationship to Child	Best Contact Number	Work Phone Number
2 - Full Name	Relationship to Child	Best Contact Number	Work Phone Number
3 - Full Name	Relationship to Child	Best Contact Number	Work Phone Number

### Does your child have any allergies or food restrictions? Tell us about it...

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Date completed/updated: \_\_\_\_\_

## Attendance Information

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Desired Start Date

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Full Time (M-F) or Part Time (M,W,F or T,TH)

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Approximate Arrival Time

Approximate Departure Time

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Payment Receipts Needed?

Email Address for Receipts

Bill Monthly or Semi-Monthly?

## Agreement

I hereby represent that I am the legal parent/guardian of \_\_\_\_\_ (child's full name) and acknowledge that it is my responsibility to provide Children's Treehouse Learning Center with updated information whenever changes occur to contact information, allergy/diet restrictions, and immunization dates.

I acknowledge that my child cannot be admitted until all KDHE-required forms are completed.

I understand tuition payment is due by the first day of each month or may be paid semi-monthly on the 1<sup>st</sup> and 15<sup>th</sup> of the month. (If the 1<sup>st</sup> or 15<sup>th</sup> of the month falls on a Saturday payments will be deducted the Friday before. If the 1<sup>st</sup> or 15<sup>th</sup> of the month falls on a Sunday payments will be deducted the Monday after.) Tuition must be received by the 3<sup>rd</sup> day of the month and/or by the 17<sup>th</sup> of the month or a \$30 late fee will be assessed. If payment has not been received by the 3<sup>rd</sup> or the 17<sup>th</sup> the child's enrollment will be suspended until account is made current. After five business days of non-payment your child's enrollment reservation will not be held.

I understand the school requires a two (2) week written notice of my intent to withdraw my child from the school. If a notice is not received, I understand tuition will still be automatically charged and due. I will be responsible for all associated legal and collection agency fees in addition to the past due amount.

I have received the School Closing Schedule and understand that closings do not affect tuition rates.

Children's Treehouse Learning Center agrees that no person or child shall, on basis of race, color, religious belief, national origin or sex, be excluded from or be denied the benefits of participation or be subject to discrimination by Children's Treehouse employees in any Children's Treehouse program or activity.

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Parent or Guardian Signature

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Date

---

Director/Management Signature

---

Date



**MEDICAL RECORD FOR ALL CHILDREN IN CHILD CARE FACILITIES,  
INCLUDING PROVIDER'S OWN CHILDREN**

Parents are to complete the Medical Record and the History of Immunizations for each child in licensed child care facilities. The Medical Record, History of Immunizations, and Child Health Assessment are transferable when the child moves to another licensed child care facility.

Child's First Day in Child Care \_\_\_\_\_

Name of Child Care Facility Children's Treehouse Learning Center

Child's Name \_\_\_\_\_  
First Last

Date of Birth \_\_\_\_\_ Gender \_\_\_\_\_  
MM/DD/YYYY M/F

**Parent/Guardian Information**

**Parent/Guardian Information**

Name \_\_\_\_\_

Name \_\_\_\_\_

Home Address \_\_\_\_\_  
Street City Zip Code

Home Address \_\_\_\_\_  
Street City Zip Code

Home Phone Number \_\_\_\_\_

Home Phone Number \_\_\_\_\_

Work Address \_\_\_\_\_  
Street City Zip Code

Work Address \_\_\_\_\_  
Street City Zip Code

Work Phone Number \_\_\_\_\_

Work Phone Number \_\_\_\_\_

Cell Phone Number \_\_\_\_\_

Cell Phone Number \_\_\_\_\_

E-mail Address \_\_\_\_\_

E-mail Address \_\_\_\_\_

Best way to contact \_\_\_\_\_

Best way to contact \_\_\_\_\_

Names and ages of children in family \_\_\_\_\_

Persons authorized to pick up the child or to notify in case of emergency. Include name, address, and telephone number. Attach an additional page, if necessary. \_\_\_\_\_

Child's Physician \_\_\_\_\_

Phone Number \_\_\_\_\_

Child's Dentist \_\_\_\_\_

Phone Number \_\_\_\_\_

Hospital Preference (for emergencies) \_\_\_\_\_

Has your physician approved the use of any non-prescription medications for your child such as acetaminophen, cough syrup, or ointments that can be given by the child care provider?  No  Yes, as follows:

Does your child have any of the following conditions (yes or no)? If yes, provide information on Authorization for Emergency Medical Care form CCL. 010.

\_\_\_\_\_ Allergies \_\_\_\_\_ Frequent sore throats/colds \_\_\_\_\_ Ear Aches  
\_\_\_\_\_ Asthma \_\_\_\_\_ Speech, Visual, Hearing \_\_\_\_\_ Diabetes  
\_\_\_\_\_ Epilepsy/Seizures \_\_\_\_\_ Other \_\_\_\_\_

If yes answered to any above, please provide additional information \_\_\_\_\_

Have there been major changes at home that might affect your child in care?  No  Yes, as follows:

Please provide additional information or special instructions that will help the person caring for your child. \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## History of Immunizations

Required for all children in child care facilities, including the provider's own children. A Kansas Certificate of Immunizations (KCI) may be substituted for this form and attached to the completed Medical Record.

Child's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
First Last MM/DD/YYYY

**Section I. For a recommended schedule of immunizations, refer to the current schedule published by the Advisory Committee on Immunization Practices (ACIP).**

Vaccine	Record the Month, Day and Year that each Dose of Vaccine was Received					
	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>
Diphtheria, Tetanus, Pertussis (DTaP)						
Poliomyelitis (IPV/OPV)						
Measles, Mumps, Rubella (MMR)						
Hepatitis B (HepB)						
Varicella (VAR)			Hx of Disease: Physician Signature		Date of Illness:	
Hemophilus Influenzae Type B (Hib)						
Pneumococcal Conjugate (PCV)						
Hepatitis A (HepA)						
Rotavirus **Recommended <8 mo of age; not required						
Influenza(Flu) ** Recommended annually >6 mo of age; not required						

**Section II.**

Complete this section only if your child is exempted from the law requiring immunizations [K.S.A. 65-508(d)].

...ing two options are the **ONLY** exemptions allowed by law. Please check either (A) or (B) by \_\_\_\_\_

Required:

(A) Certified \_\_\_\_\_ physician stating that immunization was \_\_\_\_\_ child's life:  
 Exempt from following immunizations: \_\_\_\_\_  
 \_\_\_\_\_ DTaP/DT \_\_\_\_\_ Tdap/TD \_\_\_\_\_ Polio \_\_\_\_\_ HepA \_\_\_\_\_ HepB \_\_\_\_\_ Hib  
 \_\_\_\_\_ PCV \_\_\_\_\_ Varicella \_\_\_\_\_ Other \_\_\_\_\_

Physician's Signature (required) \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ exempt under the law from immunizations. As the Parent or Legal \_\_\_\_\_  
 \_\_\_\_\_ adherent of a religious denomination whose teachings are opposed to immunization.

**Section III.**

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Child Health Assessment

The Child Health Assessment form is to be completed and signed by a nurse approved by KDHE to perform Child Health Assessments or a Licensed Physician. If a Physician Assistant (PA) completes the Child Health Assessment, the signature of the Licensed Physician authorizing the PA is to be included at the bottom of this form.

A Child Health Assessment, recorded on a KDHE Form or other acceptable Forms mentioned below, is required for all children including children of the provider or staff in Licensed Day Care Homes, Group Day Care Homes, Child Care Centers and Preschools. A Kan-Be-Healthy Assessment Form is a KDHE Form and is acceptable, a Physician Health Assessment Form is acceptable, and a School Health Assessment Form is acceptable for school-age children or youth. The Health Assessment Form used should be attached to the KDHE Medical Record Form (CCL. 029).

**Child's Name** \_\_\_\_\_ **Date of Birth** \_\_\_\_\_  
First Last

Health history and medical information pertinent to routine child care and emergencies (describe, if any): <input type="checkbox"/> None	Do you see this child for regular health supervision: <input type="checkbox"/> Yes <input type="checkbox"/> No
Allergies to food or medicine (describe, if any): <input type="checkbox"/> None	
List current medications (if any): <input type="checkbox"/> None	

<b>Length/Height:</b> _____ <b>IN/CM</b> <b>%ILE</b> _____		<b>Weight:</b> _____ <b>LB/KB</b> <b>%ILE</b> _____	
<b>Physical Examination</b>	✓ <b>If Normal</b>	<b>If Abnormal - Comments</b>	
Head/Ears/Eyes/Nose/Throat			
Teeth			
Cardio/Respiratory			
Abdomen/GI			
Genitalia/Breasts			
Extremities/Joints/Back/Chest			
Skin/Lymph Nodes			
Neurologic & Developmental			
<b>Screening Tests</b>	<b>Screening Date</b>	<b>Note Here if Results are Pending or Abnormal</b>	
Lead			
Anemia (HGB/HCT)			
Urinalysis (UA)			
Hearing			
Vision			
Health Problems or Special Needs, Recommended Treatment/Medications/Special Care (Attach additional sheets if necessary) <input type="checkbox"/> None			
Signature of Licensed Physician or Nurse approved for Child Health Assessments		Date	
Print the Name of the Individual Signing Above		Phone Number	
Address	City	Zip Code	

**Kansas Department of Health and Environment**

Bureau of Family Health  
1000 SW Jackson, Suite 200  
Topeka, KS 66612-1274  
Child Care Program: (785) 296 -1270 Fax: (785) 296 -0803  
Foster Care Program: (785) 296 -1270 Fax: (785) 296 -7025  
Website: www.kdheks.gov/kidsnet



**AUTHORIZATION FOR EMERGENCY MEDICAL CARE**

**Written permission for emergency medical treatment must be on file at the facility. Consult with the local emergency medical facility to be sure this form is acceptable. Reference K.A.R. 28-4-127(b)(1)(A). School Age Programs reference K.A.R. 28-4-582(e)(2).**

<b>Name of facility exactly as stated on the license.</b>	<b>License #</b>
Children's Treehouse Learning Center	73807

I hereby authorize Kaitlyn Marrocco (Name of individual/staff member) and/or Staff In Charge (Name of individual/staff member) who is (are) representative(s) of the above named facility to give consent for any and all necessary emergency medical care for my child or youth \_\_\_\_\_ (First and Last Name of Child or Youth) while said child or youth is in said facility's custody between the dates of \_\_\_\_\_ and Present.  
MM/DD/YYYY MM/DD/YYYY

<b>Signature of Parent or Guardian</b>	<b>Date Signed</b>
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<b>Witness to Parent's or Guardian's signature if required by the local hospital or clinic.</b>	<b>Date Signed</b>
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**Notarization of Parent's or Guardian's signature if required by local hospital or clinic.**

State of <u>Kansas</u> County of <u>Johnson</u>
Signed or attested before me on _____ by _____. MM/DD/YYYY Name of Person
(Seal, if any.)
_____ Signature of notarial officer
<u>Owner / Administrator</u> Title (and Rank)
My appointment expires: _____

List any known allergies or other information about the medical status of this child or youth pertinent in case of emergency:  
\_\_\_\_\_  
\_\_\_\_\_

Is child covered by health insurance?  Yes  No

If yes, complete the following:

Health Insurance Policy Name \_\_\_\_\_ Policy Number \_\_\_\_\_  
Medical Assistance Program \_\_\_\_\_ Card Number \_\_\_\_\_  
Military Medical Care I.D. Number \_\_\_\_\_

If known, date of last Tetanus inoculation: \_\_\_\_\_

**THE MEDICAL RECORD/ASSESSMENT FORM (OR HEALTH STATUS HISTORY FORM FOR SCHOOL AGE PROGRAMS) AND THE AUTHORIZATION FOR EMERGENCY MEDICAL CARE MUST BE TAKEN TO THE EMERGENCY ROOM. BOTH FORMS MUST ALSO BE IN A VEHICLE WHEN THE CHILD OR YOUTH IS TRANSPORTED BY THE FACILITY.**





## Family and Child Information Interview

Child's Name \_\_\_\_\_

Date \_\_\_\_\_

1. Is this your child's first preschool/child care experience? If so, how often has he/she been away from you or the primary caregiver?
2. What are your family's living arrangements? Does your child have any siblings? If so, what are their names and ages?
3. Describe your child's personality. Do you have any concerns about your child's behavior and/or development? Please explain.
4. Do you have any behavior guidance techniques that you would like for us to use for your child?
5. What are your expectations for Children's Treehouse Learning Center?
6. Please give us any additional information you feel would be helpful for us to know about your child. (i.e. eating habits, cultural considerations and/or religious practices).



## Infant & Toddler Information Update

Child's Name \_\_\_\_\_ Date Updated \_\_\_\_\_ DOB \_\_\_\_\_

	Yes	No
Does your child take a bottle?	___	___
Is the bottle warmed?	___	___
Does your child use a pacifier?	___	___
Does your child need a special blanket, stuffed animal, etc. to sleep with? Describe: _____	___	___

Instructions for introducing solids:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Can your child feed him/herself? \_\_\_ \_\_\_

What does your child eat?

Breast Milk	___	___
Formula	___	___
Whole Milk	___	___
Strained Foods	___	___
Baby Foods	___	___
Table Foods	___	___
Rice or other cereal	___	___

Allergies/Intolerance:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please briefly describe your child's routine including eating, napping, playing, tummy time, etc.:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What type of foods does your child...

Like: \_\_\_\_\_

Dislike: \_\_\_\_\_

Number of hours between feedings \_\_\_\_\_

Additional Information:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

X \_\_\_\_\_  
Parent Signature/Date



## **Infant Policies**

### **Professional Development for Teachers**

All of our teachers working with infants to three year olds, including the program director have training in "How to Support Breastfeeding Mothers and Families." Every teacher working with children infants to three years old are required to retake the course every three years, to insure we are staying up to date and current. The course goes over being a supportive teacher for the breastfeeding mother once she returns to work. The course information covers proper storage and handling of breast milk, behaviors or breastfed infants and the benefits for both the infant and the mother.

All of our teachers working with infants understand Children's Treehouse Learning Center's infant policies regarding proper ways of preparing infant bottles, feeding, labeling, storing of bottles, and solid foods.

### **Individualized Feeding Plans**

Children's Treehouse Learning Center understands that each infant has a different eating schedule and we use care groups in our younger classrooms. One teacher has an assigned group of children that they care for every day. This helps your child create a trusting relationship similar to what they have at home. Care group teachers will learn infant hunger cues, how they like their bottles prepared, and the many cues for how they feel throughout the day. Your child's care group teacher will work with you to create a routine that meets the needs of the child, including breastfeeding schedules. Teachers are trained to look for hunger cues, such as hands moving towards face, open mouth, sucking hand, and turning head side to side. It is important for caregivers to feed infants upon noticing the first hunger cues.

### **Storing and Labeling**

**Breast Milk:** Children's Treehouse Learning Center follows guidelines set by the Kansas Department of Health and Environment. Expressed breast milk must be properly labeled with the child's name, the date it was expressed, and the time it was expressed. We follow the attached chart for the shelf life of breast milk. At the end of the day all unused fresh breast milk must be sent home and new breast milk must be brought in each day.

**Formula:** Children's Treehouse Learning Center follows guidelines set by the Kansas Department of Health and Environment. The bottle shall be labeled with the child's name, the content, and the date it was received or prepared. The bottle must be used within 24 hours. If baby starts drinking the bottle but does not finish the bottle, the contents of the bottle must be discarded.

**Bottles:** Please provide 2 clean bottles for each day, the bottles must have lids to cover the nipple. At the end of the day all dirty bottles must be sent home to be cleaned and sanitized.

Updated September 2016



## Infant Policies

### Breastfeeding Families

Children's Treehouse Learning Center wants to help support mothers and families that choose to breastfeed their baby. We promote breastfeeding and encourage mother of infants, including staff, to exclusively breastfeed for the first six months to best meet the nutritional needs of their infant. At Children's Treehouse Learning Center mothers are welcome to pump, express, or breastfeed their baby in our lounge. We have a courtesy sign that you are welcome to put up so others know you are breastfeeding. If you feel comfortable you are welcome to breastfeed in our classrooms as well.

### Solid Foods

**Rice Cereal in Bottles:** Children's Treehouse Learning Center works with Healthy Way to Grow who encourages the non-use of rice cereal to any bottles unless doctors suggest otherwise. If your infant's doctor has recommended this please bring in a doctor's note and we will be happy to use rice cereal in their bottles.

**Introducing Solids:** Children's Treehouse Learning Center follows the guidelines set by the Kansas Department of Health and Environment. Solid foods shall be offered when the parent of the child determine that the child is ready for solid foods. Opened containers of solid foods shall be labeled with the child's name, the contents, and the date opened. Containers are to be covered and stored in the refrigerator. When looking to introduce your infant to solids we look for a few milestones: at least 6 months old, be able to sit up by themselves, and they have developed the proper reflexes to be able to chew and swallow their food.

**I have read and understand the terms of this agreement (as outlined on both sides of this handout).**

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Received By \_\_\_\_\_ (Director)



## Parent Handbook, Photo Release, and Topical Medications

\_\_\_\_\_  
First Child's Full Name

\_\_\_\_\_  
Second Child's Full Name

### Parent Handbook

I, \_\_\_\_\_, have read and understand the policies and  
Parent/Guardian  
procedures set forth in the Children's Treehouse Learning Center Parent Handbook.

\_\_\_\_\_  
Parent or Guardian Signature

\_\_\_\_\_  
Date

### Photo Release

I, \_\_\_\_\_, give permission for Children's Treehouse Learning  
Parent/Guardian  
Center to take pictures of my child(ren) and my family for purposes only of identification,  
parent gifts, classroom displays, and classroom projects.

\_\_\_\_\_  
Parent or Guardian Signature

\_\_\_\_\_  
Date

### Topical Medications

I, \_\_\_\_\_, give permission for Children's Treehouse Learning  
Parent/Guardian  
Center to apply diaper ointment, teething gel, lotions, topical ointment, sunscreen, and bug  
spray as needed or directed as provided by me.

\_\_\_\_\_  
Parent or Guardian Signature

\_\_\_\_\_  
Date



**Children's Treehouse**  
Learning Center

8835 Monrovia St. Lenexa, KS 66215  
(913) 871-5050

Dear Parents,

At Children's Treehouse Learning Center, we are constantly looking at ways to improve on the service we provide you and your children. With this in mind, we are excited to offer the convenience of automated tuition and fee payments.

Tuition Express, part of our ProCare Software management system, will allow us to process tuition and fee payments safely, quickly and efficiently. In a matter of minutes we will accomplish what has taken us hours to complete -- leaving us more time to spend with your children.

Once enrolled in Tuition Express, your tuition and fee payments will be paid automatically on a monthly or a semi-monthly schedule. Children's Treehouse Learning Center can produce a receipt for the payment or you can receive instant email notification by signing up at [www.tuitionexpress.com](http://www.tuitionexpress.com).

Your personal account information is safe with Tuition Express -- safer, in fact, than paying by check. Automated payments have proven safer than writing checks and eliminate potential check fraud or identity theft.

Please look over the attached Frequently Asked Questions. There you will find answers to questions you may have about Tuition Express or automated payments in general. If you have further questions, don't hesitate to ask.

By completing the enclosed Tuition Express enrollment form, you will help us take a gigantic step forward in our payment processing -- a step that will allow us to spend more time with your children and less time processing payments and making trips to the bank.

Tuition Express is convenient for you, efficient for us, but best for your children.  
Welcome Aboard!

Sincerely,

Children's Treehouse Learning Center  
8835 Monrovia St.  
Lenexa, KS 66215-3540



# Automated Payment Processing Safe – Convenient – Easy

We are excited to offer the safety, convenience and ease of Tuition Express®—a payment processing system that allows secure, on-time tuition and fee payments to be made from either your bank account or credit card.

## ELECTRONIC FUNDS TRANSFER AUTHORIZATION FOR **BANK ACCOUNT** and **CREDIT CARD**

I (we) hereby authorize (business name) Children's Treehouse Learning Center to initiate credit card charges to the below-referenced credit card account (**Section A**) OR, initiate debit entries to my (our) checking or savings account, indicated below (**Section B**). To properly affect the cancellation of this agreement, I (we) are required to give 10 days written notice. Credit union members: please contact your credit union to verify account and routing numbers for automatic payments. Check with the center for accepted credit card types.

### COMPLETE ONE SECTION ONLY

#### SECTION A (Credit Card) Master Card or Visa only

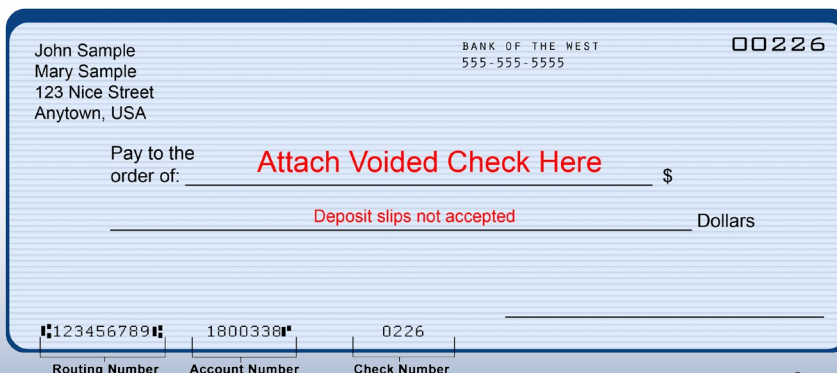
Cardholder Name	Phone #
Cardholder Address	City State Zip
Account Number	Expiration Date 3 Digit Security Code
Cardholder Signature	Date

#### SECTION B (Bank Account)

Your Name	Phone #
Address	City State Zip
Bank or Credit Union Name	Bank or Credit Union Address City State Zip
Routing Transit Number (see sample below)	Account Number (see sample below) <input type="checkbox"/> Checking <input type="checkbox"/> Savings
Authorized Signature	Date

#### For Official Use Only

Date Received
Employee Signature



A service of





## Student Checklist

*Welcome to Children's Treehouse Learning Center!  
Your child will need the following items on their first day of school.  
Please make sure all items are labeled with child's name.*

### **Nap Sack Items** (bring weekly):

- Fitted Crib Sheet
- Top Sheet or Blanket

\*All items are only allowed out at nap time and need to fit in their Children's Treehouse Learning Center green nap sack easily. Nap Sack items need to be taken home on your child's last day of school for the week, to be laundered. Thank you!

### **For Their Cubbies:**

- Extra weather appropriate clothing, including socks and underwear (2 or more complete changes of clothing, if potty training extra pair of shoes)
- Other: Coat, jacket, mittens, and hat
- Manual toothbrush and toothpaste
- Reusable water bottle (no straw or insert – just a lid and bottle)
- Reusable rubber water bottle label (recommended)
- Small (~8 inch tall) stuffed animal or baby doll – used for Baby Doll Circle Time

### **As Needed:**

- Bathing suits and swim pull ups (during summer months)
- Medications including: diaper cream, teething gel, gas drops, etc. (medication form must be on file)
- Sunscreen (lotion only)
- Diapers or pull ups and wipes (infant/toddler, at least one week supply)

### **Infants:**

- Clean bottles with lids (at least 2)
- Breast milk (labeled with: child's name, date and time expressed) and/or formula
- Baby food and/or cereal

### **Please Do Not Bring:**

- Diaper bags
- Toys
- Outside food or drinks (unless for infants or special diet purposes)
- Expensive or special clothes or items that might be damaged during active or messy play
- Money





## **School Closing Schedule**

### 2019 School Year

September 2<sup>nd</sup>, 2019 – Labor Day

September 20<sup>th</sup>, 2019 – Teacher Training Day

November 27<sup>th</sup>, 2019 – Closing at 3:00pm

November 28<sup>th</sup> & 29<sup>th</sup>, 2019 – Thanksgiving Holiday

December 24<sup>th</sup>, 25<sup>th</sup> & 26<sup>th</sup> 2019 Winter Break

December 31<sup>st</sup>, 2019 – Closing at 5:00pm

January 1<sup>st</sup>, 2020 – New Year's Day

### 2020 School Year

January 1<sup>st</sup>, 2020 – New Year's Day

March 6<sup>th</sup>, 2020 – Teacher Training Day

April 10<sup>th</sup>, 2020 – Spring Break Day

May 25<sup>th</sup>, 2020 – Memorial Day

July 3<sup>rd</sup>, 2020 – Independence Day Remembrance

September 7<sup>th</sup>, 2020 – Labor Day

September 18<sup>th</sup>, 2020 – Teacher Training Day

November 25<sup>th</sup>, 2020 – Closing at 3:00pm

November 26<sup>th</sup> & 27<sup>th</sup>, 2020 – Thanksgiving Holiday

December 23<sup>rd</sup>, 24<sup>th</sup> & 25<sup>th</sup> 2020 Winter Break

December 31<sup>st</sup>, 2020 – Closing at 5:00pm

January 1<sup>st</sup>, 2021 – New Year's Day



## Tadpoles

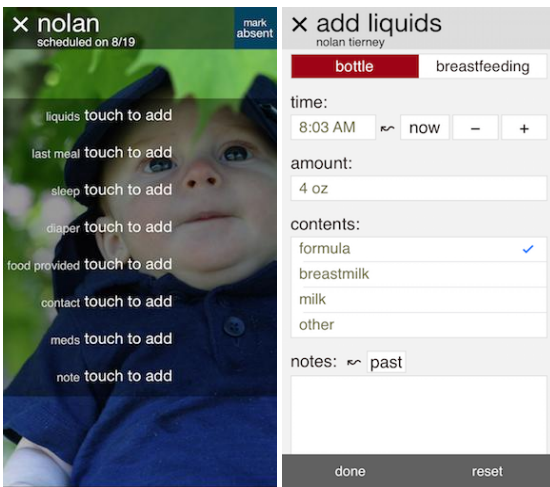
Hi there! Welcome to Tadpoles - we're so glad to have you on board! In an effort to keep you in the loop at all times, we've developed an app for parents. It's available for both Apple and Android and will help you to share important information with teachers and create an awesome record of all the great things your kiddo is learning at school. Here's the skinny...



### Entering your child's drop-off information:

In recent versions of the app, we've created a way for you to enter pertinent information about your child's morning right from your smartphone. Share that important data with teachers via the app & avoid having to scribble things down on paper with a kiddo on your hip. We like to call that a win/win. Let's jump in! :)

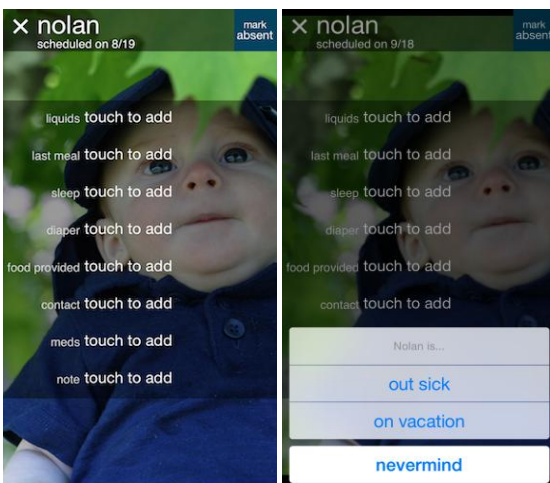
Once you log into the app, you'll be dropped off at an opening page that looks like this.



Tapping the, "Dropoff Notes" button on the far left will bring you to a screen where you're able to enter a variety of different items for teachers' use throughout the day. Tapping the, "Touch to add" button next to any item will open a new window where you'll be able to enter details about your child's night/morning. These details will be sent directly to the teacher's app to inform the child's schedule for the day.

**Please note - If you do not see, "Touch to add" and instead see fields that say, "No entry" that would indicate that you had missed the entry window. We lock the screen for entries after your child has been signed into school for 20 minutes.**

Quick tip - if your keyboard gets propped up from entering a note, just click, "Return" to tuck it down!



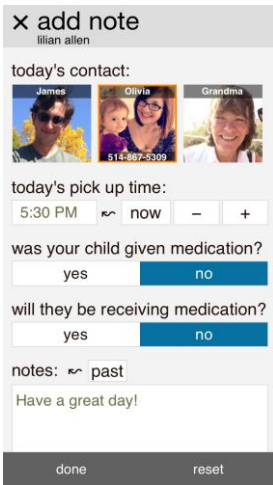
Another field you have available to you is, "Notes." Here, you're able to enter a few handy items. Select who should be contacted today (should the teacher need to reach out to a parent), enter your planned pickup time, give details about medications or just leave a general note.

As soon as you enter an item, it uploads and becomes available to the teacher on their classroom iPad/iPod. If you aren't able to enter any items on this screen, that would indicate that your window for entry had timed out. Your entry window begins when you pick your child up from school in the evening and lasts until about 20 minutes after you drop your child off at school in the morning.



# Tadpoles

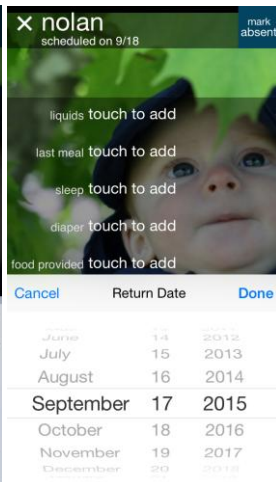
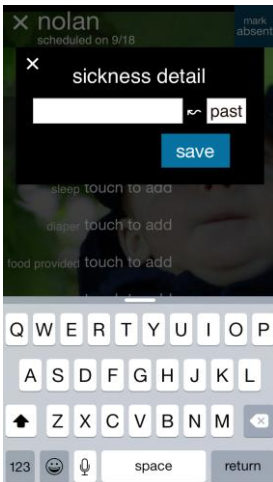
## Marking your child as out sick/on vacation:



Within the parent app, you have the ability to inform the school that your child will be either out sick or out on vacation today. As soon as you enter the information, we'll send it right up to the school so they know what's going on!

Let's hope you'll use the, "On vacation" button more than the, "Out sick" button! In either case, start out by opening the app & tapping on, "Morning Notes."

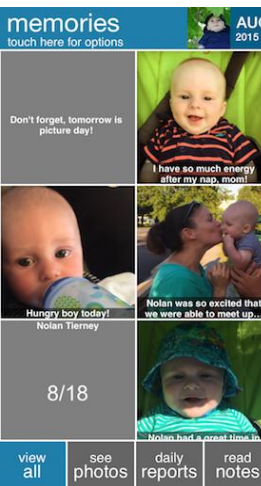
In the top right corner, click, "Mark Absent." If you don't see that option, that would mean that your child is already signed into school today. It's hard to be absent when you're already at school!



From the menu on the bottom, select if your kiddo is on vacation or out sick.

If your kiddo is out sick, you'll have the option to put in the details of their illness. If you're headed on vacation, the app will ask for the child's return date.

Once you enter the information, we'll send it right to the school so they know not to expect you & your little one today.



## Viewing historical photos & daily reports:

The app also serves as a wonderful record of all the awesome things your child is learning at school. To look backwards at their time as a tadpole, open the app & click the memories button. The look of this page can vary depending on what you were last doing there.

If your screen looks like the one on the right, click the month box in the top right corner. That will bring you back to the filter screen (the darker screen on the left) where you can choose which of your children you'd like to view, for which month. Also, make note of the various options along the bottom where you can choose to view just one specific kind of communication, like photos for example.