

Wolf Den Enrollment

Early Care, Daycare, and After School Care



Wolf Den is licensed by the State of Michigan. We operate five days a week Monday through Friday when school is open. We offer three sessions: 6:00-7:45am, 11:00am-3:00pm (for preschool students enrolled in our AM class), and 3:00-6:00pm.

Date _____ Child's Birth Date _____ Child's Gender _____

Child's Name _____
Last First Middle

Address _____
Number Street APT/PO City Zip

Home Phone (____) _____ Other (____) _____

Does your child have any allergies or medical conditions? YES NO

Please explain: _____

If your child is to take ANY type of medication at Daycare, we will need a signed medical permission form. Medication must be in its original container with the instructions as to when to administer, dosage to be taken, and the name of the medication. Please contact the office for a medical permission form.

We take many pictures of the children in the classroom throughout the school year. Please sign below if we have permission to photograph your child to use on our bulletin boards, advertisements and various classroom needs.

Parent Signature

Date

We may take occasional field trips in the local area and/or nature walks. These activities are planned and supervised by the Wolf Den Daycare Staff. We will notify you in advance of any field trips that will take place outside of the school area. Please sign below if you allow your child to participate in such events.

Parent Signature

Date

Daycare Policies:

***When you register your child for care we are holding a spot for them; therefore you will be responsible for payment whether or not your child is there.**

***We are not open on days we are not in school; therefore we do not charge for days we are not in school (holidays, snow days, etc.).**

***If at anytime you need to change your child’s schedule or remove them from our program you must put it in writing.**

***Payment is due in full by the end of each week.**

***We have a \$200 limit policy; if at anytime your balance reaches \$200 than we will no longer be able to provide service until your payment is made in full.**

***You may send the payment with your child, bring it in, or mail it to the ECEC Office.**

***SCHOOL DELAYS: Occasionally school is delayed due to hazardous conditions. Sometimes this call is not made until Early Care has already opened. In the event that a delay is issued, please contact the daycare to ensure that Early Care is open before bringing your child. Only children enrolled in our Early Care program will be allowed to attend on a delay. There will be an extra fee for delay days.**

Please sign below if you agree to follow the terms of our policies.

Parent Signature

Date

We offer daycare Monday through Friday:

Early AM Care

6:00-7:45AM

**\$5.00/day or
\$20.00/week (pre-paid)**

Daycare for Preschool

11:00AM-3:00PM

\$40.00/week (Monday-Thursday)

After School Session

3:00-6:00PM

**\$60.00/week or
\$50.00/week (pre-paid)**

***As Needed Care: You must sign contract and give at least 24 hours advanced notice that your child will be there. Per Session: \$12.00/ day**

Half Days

11:09AM-6:00PM

\$10.00additonal/ child

Please indicate below the days and times you will be using our Daycare:

Early Care

Daycare

After School

***IF AS NEEDED: Please provide us with a schedule of days attending**

Everyday

As Needed

***Please remember to put in writing any changes you need to make to your Daycare schedule and give it to our staff.**

Family Information

Mother's Information (only supply information that is different from the student):

Name _____ Address _____

Work Place _____ Work Phone _____

Home Phone _____ Cell Phone _____

Email Address _____

Father's Information (only supply information that is different from the student):

Name _____ Address _____

Work Place _____ Work Phone _____

Home Phone _____ Cell Phone _____

Email Address _____

In case of separated or divorced parents, are there any legal restrictions on the release of you child to either parent? YES NO

If yes, please explain: _____

***It is our policy that a court order restricting non-custodial parent contact MUST be on file with the Early Childhood Education Center Office.**