

**Teddy Bear Learning Center, LLC**  
**9765 Olympia Drive**  
**Fishers, IN 46037**  
**317-842-4441**

**APPLICATION FOR ENROLLMENT**

Child's Name \_\_\_\_\_ Nickname \_\_\_\_\_  
Date of Birth \_\_\_\_\_ Age \_\_\_\_\_ Sex \_\_\_\_\_ Start Date \_\_\_\_\_  
Home Address \_\_\_\_\_ Phone \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

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**Parent/Legal Guardian 1:** \_\_\_\_\_ Age \_\_\_\_\_  
Address \_\_\_\_\_ Home Phone \_\_\_\_\_  
City \_\_\_\_\_ Zip \_\_\_\_\_ Cell Phone \_\_\_\_\_  
Employer \_\_\_\_\_ Type of Work \_\_\_\_\_  
Work Address \_\_\_\_\_  
Work Phone \_\_\_\_\_ Working Hours \_\_\_\_\_  
Email: \_\_\_\_\_  
Marital Status: \_\_\_ Married \_\_\_ Separated \_\_\_ Divorced \_\_\_ Single  
Step Parent/ Significant other's Name \_\_\_\_\_  
Other Children (names and ages) \_\_\_\_\_

**Parent/Legal Guardian 2:** \_\_\_\_\_ Age \_\_\_\_\_  
Address \_\_\_\_\_ Home Phone \_\_\_\_\_  
City \_\_\_\_\_ Zip \_\_\_\_\_ Cell Phone \_\_\_\_\_  
Employer \_\_\_\_\_ Type of Work \_\_\_\_\_  
Work Address \_\_\_\_\_  
Work Phone \_\_\_\_\_ Working Hours \_\_\_\_\_  
Email: \_\_\_\_\_  
Marital Status: \_\_\_ Married \_\_\_ Separated \_\_\_ Divorced \_\_\_ Single  
Step Parent/ Significant other's Name \_\_\_\_\_  
Other Children (names and ages) \_\_\_\_\_

Name of Emergency Contacts and Authorized Persons to Release Child to in case applicant(s) can't be reached:

**Primary** \_\_\_\_\_ **Phone** \_\_\_\_\_  
Address \_\_\_\_\_ Relationship \_\_\_\_\_

**Secondary** \_\_\_\_\_ **Phone** \_\_\_\_\_  
Address \_\_\_\_\_ Relationship \_\_\_\_\_

**Secondary** \_\_\_\_\_ **Phone** \_\_\_\_\_  
Address \_\_\_\_\_ Relationship \_\_\_\_\_

**\*\*\* Please note that YOU must notify the center if someone other than the child's parents will be picking the child up. We will ONLY release the child to the above listed authorized persons. For anyone else to pick up a child, WRITTEN NOTIFICATION IS REQUIRED BEFORE THE CHILD WILL BE RELEASED.**

*It is each applicant(s) responsibility to notify the Center IMMEDIATELY if there is a change in allowing an Authorized Person to pick up their child.*

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Child's Doctor \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_

**Allergies/Medical Problems** \_\_\_\_\_

**Helpful Information regarding your child** \_\_\_\_\_

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

Child's Dentist \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_

Dental Issues \_\_\_\_\_

\_\_\_\_\_

## **TEDDY BEAR LEARNING CENTER ENROLLMENT INFORMATION**

Upon enrollment, a **non-refundable registration fee of \$75/Child or \$100/Family** will be assessed. As long as the child remains continuously enrolled at the center, you will not be charged another registration fee.

A security deposit equal to one (1) week's tuition is required prior to your child's first day. The security deposit may be paid at any time and will secure your child's enrollment at Teddy Bear

Learning Center, LLC Tuition is due each **Friday** evening for the following week's education. Payment received after 6:00pm on Monday will be considered late and a late fee of **\$15 per week** will be assessed. Tuition is payable each week whether your child is in attendance or not.

You are entitled to **1 FREE WEEK** vacation **AFTER** your child has been attending for **6** consecutive months. This week can be taken before your child's anniversary starting date, but **AFTER** being enrolled for 6 months. The **FREE WEEK** cannot be accumulated. Your child may not attend the center during any part of the **FREE WEEK**. If not taken, it is forfeited. You receive another **FREE WEEK** after each anniversary starting date. We ask for a two-week **prior notification** when wanting to take your free week.

Checks that are returned for insufficient funds will be **charged \$30**. If two checks are returned, tuition must be paid by cash, money order, cashier's check, charge card in the future.

If more than **TWO WEEKS TUITION IS OWED**, you will be asked to withdraw your child until the balance has been paid in full. You can re-enroll your child by paying the registration fee again.

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### **POLICIES AND PROCEDURES**

1. Teddy Bear Learning Center will be closed the following days each year: **Labor Day, Thursday and Friday of Thanksgiving, Christmas Eve, Christmas Day, New Year's Day, Memorial**

**Day and July 4th.** Full tuition is expected for both full and part-time children during these holidays. If a holiday falls on a Saturday, we will be closed the Friday prior. If a holiday falls on a Sunday, we will be closed the following Monday. Teddy Bear Learning Center will be open Monday through Friday from **6:30A.M.** until **5:40 P.M.** Each child shall be picked up **BEFORE 5:40P.M.** A late charge will be assessed for each minute starting at **5:45 P.M.** A late charge of **\$10** will be assessed if your child has not been picked up by **6:05P.M.** An **additional \$1** will be charged each minute thereafter. We will start calling persons listed in the child's file if a child has not been picked up by **5:40 P.M.** A staff member will always stay with your child until s/he is picked up.

2. Breakfast, a morning snack, lunch and an afternoon snack are included in your weekly tuition.

3. We require a **TWO-WEEK NOTICE** if you are planning on withdrawing your child. If two weeks is not given, you will be charged and expected to pay for two week's tuitions.

4. We require at least **1 FULL CHANGE OF CLOTHING** to be left in your child's cubby for use in an emergency. Please keep clothing current with the season and kept in a plastic bag, shoebox or basket. **We will not borrow clothes!**

5. Parents must sign each child in at the front desk each day. Please take each child to their proper room and see that the child is under the supervision of a teacher before leaving. **Children may not leave the building unless they are with an adult! Do not let your child run around the halls. Do not allow your child to exit the building without you or ahead of you.**

6. We require that you keep your contact information and the information for your emergency contact's current.

7. **Anyone other than the applicant(s) picking up your child will be asked for identification before the child is released into their care. We ask for written notification when possible, or at least a phone call, without either of those, WE WILL NOT RELEASE THE CHILD until we have spoken to the applicant(s).**

8. Children go outside daily except when the wind chill is below 25 degrees. In the best interest of your child, we require them to be dressed accordingly. A written note must be left stating a health related

reason for a child to remain indoors. If a child needs to remain indoors for more than 3 days, a doctor's statement is required.

**9. Medication must be signed in at the front desk or it will not be given.** Medicines are given at **12:00 Noon and 4 P.M. ONLY**. \*Medication must be in the original container \*Over-the-counter medication must have a written note signed by the doctor stating: child's name, name of specific medication, reason for giving the medication, how often medication is to be given, the date the order was written and dosage to be given.

**10.** If your child becomes ill at the center, you will be notified and required to make arrangements for your child to be picked up. Please refer to our **EXCLUSION POLICY FOR SICK CHILDREN.**

**11.** Please be advised that we do not carry health/accident insurance on each child. If your child would become injured while at the center, you would need to file a claim with your insurance company.

**12.** Parents will be notified of any significant occurrences such as an injury, medication that was given, problems that affect the child including exposure to a communicable illness. Parents may request a conference at any time with the child's teacher and Director. These conferences will be as often as deemed necessary.

**13.** A pre-entrance health exam is required by law for each child. Parents should notify the Director following each visit to the doctor so the health form can be updated. Children under the age of 2 yrs are required to have an annual exam.

**14.** It is our policy not to release a child to any intoxicated or impaired person. If an intoxicated or impaired person insists on removing a child from the center, by law we are required to call the police.

**15.** In accordance to Indiana law, we are required to report any suspected child abuse and/or neglect to Child Protective Services.

**16.** Parents will be notified in the event the center must close due to lack of water, electricity or heating problems. According to law, we may not operate the center and parents will be required to pick them child(ren) up immediately.

**17.** It is the Applicant(s) responsibility to provide Teddy Bear Learning Center, LLC with any relevant court orders regarding the child(ren)'s interest. Including, but not limited to protective orders, legal custody orders, etc.

**18.** The center shall require written parental permission for all visits, field trips and/or all excursions off the premises. All licensing requirements will be maintained during these excursions.

**19.** All children will be allowed to participate in any extracurricular activities on the Center premises, unless provided with written notice from Applicant(s).

**20.** Children will be supervised at all times while at the center. They will never be left unattended.

**21.** All information pertaining to admission, health, families or discharge of a child is confidential.

**22.** Persons legally responsible for the center are Zachary Richards and Brent Burleson.

**23.** As parent or legal guardian, I authorize Teddy Bear Learning Center to administer acetaminophen to my child as prescribed by a physician.

**24.** I have received and reviewed Teddy Bear Learning Center's curriculum and special needs policy.

I have read and understand Teddy Bear Learning Center, LLC's **POLICIES AND PROCEDURES**. I know that I am responsible for payment each week and if payment is not made; I will be responsible for all court and legal fees incurred by Teddy Bear Learning Center, LLC to obtain monies owed to them.

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Parent/Legal Guardian 1 Signature

Date

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