

Spadoni College of Education



Early Childhood Development and Literacy Center



Application Packet and Payment Guidelines

:

Early Childhood Development and Literacy Center

Contact information
Spadoni College of Education
100 Tom Trout Drive
Prince Building, Dean's Office 215A
Conway, SC 29526

Phone: 843-349-2629
e-mail: chanslik@coastal.edu

EARLY CHILDHOOD DEVELOPMENT AND LITERACY CENTER INTAKE FORM

Child's name _____

Parent/Guardian name(s) _____

Date of birth (month) _____ (day) _____ (year) _____

EARLY CHILDHOOD DEVELOPMENT AND LITERACY CENTER APPLICATION GUIDELINES

1. Completion of the application and supporting documents is one of the required elements for acceptance.
2. Children must meet the following criteria:
 - Must be toilet trained prior to admission
 - Must have a health history submitted, signed by a physician
3. All parent/guardians are required to make arrangements for alternate care in the case of a child's illness or in the event of date changes.
4. Parents are required to submit a copy of immunization record with the application.
5. Pursuant to Title II of the Americans with Disabilities Act, "No qualified individual with a disability shall, on the basis of disability, be excluded from participation in or be denied the benefits of the services programs, or activities of a public entity, or be subjected to discrimination by any public entity." In reviewing applications for enrollment, Coastal Carolina University's Early Childhood Development and Literacy Center will make individualized assessments about whether it can meet the particular needs of the child without fundamentally altering its program. The Early Childhood Development and Literacy Center may not enroll children who are determined, in the Early Childhood Development and Literacy Center's sole discretion, to pose a direct threat or whose presence or necessary care would fundamentally alter the nature of the program and mission of the Early Childhood Development and Literacy Center.
6. Parent(s)/Legal Guardian(s) of qualified children with a disability who are enrolled in the Early Childhood Development and Literacy Center may request reasonable and appropriate accommodations. Requests for accommodations will be determined on a case-by-case basis based on reasonableness and appropriateness. The Early Childhood Development and Literacy Center is not required to grant accommodations that are unduly burdensome or that would fundamentally alter programs.
7. Applications should be delivered to:

**Spadoni College of Education
Prince Building, Dean's Office 215A**

Conway, SC 29526

EARLY CHILDHOOD DEVELOPMENT AND LITERACY CENTER APPLICATION

Child's name: _____ Date of birth: _____

Address: _____

City/State/Zip: _____

Previous preschool experience _____

Mother/guardian Mrs./Ms. _____ Home phone _____

Home address _____

City/State/Zip _____

Employed by _____ Office phone _____

Father/guardian _____ Home phone _____

Address _____

City/State/Zip _____

Employed by _____ Office phone _____

Pediatrician's name _____ Phone _____

Address _____

Street

City

State

Zip

Emergency contact or person(s) authorized to pick up child from school

Name _____ Relationship _____ Phone _____

Name _____ Relationship _____ Phone _____

My child has the following allergies or restrictions _____

Parent signature _____ Date _____

EARLY CHILDHOOD DEVELOPMENT AND LITERACY CENTER INFORMATION SHEET

Child's name _____

Date of birth _____

Child's favorite toy _____ favorite food _____

Favorite story _____ favorite game _____

Do you read to your child regularly? _____

Does the child have a pet? _____ What is it? _____ Name of pet _____

Child's responsibilities at home _____

Bedtime: weekdays _____ weekends _____

Does child have a wetting problem? _____ naptime _____ bedtime _____

T.V. shows the child watches regularly _____

How many hours a day does your child watch TV or videos? _____

What does your child usually eat for breakfast? _____

Lunch _____ Dinner _____ Snack _____

What do you want your child to learn in school? _____

The following agreement is entered into between _____ and the EARLY CHILDHOOD DEVELOPMENT AND LITERACY CENTER

Address of Parent/Guardian _____

Please indicate specifics of your application by marking the following:

Faculty _____ Staff _____ Student _____ Community _____

Half Day 3 yr. old _____ Half Day 4 yr. old _____ Full Day 5 yr. old _____ Full Day Multiage _____

Full Day 3 yr. old _____ Full Day 4 yr. old _____

After School Program _____

Child's name _____ Starting date _____

Due date: Payments will be made on a monthly basis and are due the first of each month.

If you are late paying your bill, you will have a one-week grace period during which a \$10 late fee is assessed.

Full Day: 7:30 a.m. to 5:30 p.m. Half Day 7:30 a.m. to 12:30 p.m.
12:30 p.m. 5:30 p.m.

Rates:

\$150 weekly

\$75 weekly

Late fee: A late fee of \$10 will be charged if the parent/guardian is five minutes late for pick up. After 5 minutes, a \$1 per minute late fee is charged. Pick up times are at 12:30 p.m., 3:30 p.m. for half-day and 5:30 p.m. for full-day and afternoon half-day.

Application fee: The \$25 application fee is non refundable

Withdrawal notice: A two-week prior written notice must be given to avoid payment for scheduled tuition fees, once a child is accepted for enrollment.

I have read the above fee schedule and fully understand my responsibilities. I further understand that payment must be made in advance of my child attending the Early Childhood Development Center.

Parent/Guardian Signature: _____ Date: _____

Director's Signature: _____ Date: _____

EARLY CHILDHOOD DEVELOPMENT AND LITERACY CENTER INFORMATION AND INSTRUCTION GUIDE

- 1) The school day for the half-day morning classes begin at 8 a.m. and end at 12:15 p.m. Drop-off is at 7:30 a.m., and pick-up is at 12:30 p.m. The half-day afternoon classes begin at 12:45 p.m. and end at 3:15 p.m. Drop-off is at 12:30 p.m., and pick-up is at 3:30 p.m. Please adhere to the arrival and pick-up times.
- 2) The school day for the full-day classes begin at 8 a.m. and end at 3:15 p.m. Drop-off is at 7:30 a.m., and pick-up is at 5:30 p.m. Please adhere to the arrival and pick-up times.
- 3) The After School Program begins at 3:15 p.m. and ends at 5:30 p.m. Please adhere to these times as the arrival and pick-up times.
- 4) Children should not bring toys, gum, blankets, videos or money to school. Parents will provide a breakfast snack, a lunch and an afternoon snack. Parents will also provide an ice pack with foods if needed.
- 5) Payment is due in full the first of every month.
- 6) Keep the school up-to-date with information about your child: immunizations and health records, new address, new phone numbers, new doctor. A physical exam of the child before school starts is mandatory. A health form and immunization record must be completed and signed by the doctor before the child can start school.
- 7) Keep your child home if he/she shows any signs of illness: fever, vomiting, coughing, runny nose, rashes and diarrhea. Please contact us about his/her illness especially if it is contagious (e.g., measles, mumps, chicken pox, flu, head lice). Administration of medicine must be arranged by you with the school nurse. If you send your child to school sick, we will call you to take him/her home.
- 8) Your child should wear comfortable clothing to school so that he/she can manage in the bathroom.
- 9) If your child wears sandals when weather permits, socks are required.
- 10) We request the following items are brought to school the first day, and are left for the year in a plastic bag marked with your child's name*.

2 pairs of underwear 2 pairs of pants
2 pairs of socks 2 shirts/1 sweater or sweatshirt

**MARK ALL PERSONAL ITEMS WITH CHILD'S NAME. Also mark all outerwear items your child brings to school (boots, coats, sweater, jacket, hats, etc.). Be sure your child wears gloves and a hat in cold weather.*

11) If any person other than the parent/guardian will be picking up your child on a particular day the parent/guardian must notify the Early Childhood Development Center in advance. **We will not release your child to anyone unless we are notified personally by you in writing. In addition, all authorized emergency contact and pick-up person(s) will be required to show identification.**

12) Please tell us if your child has any allergies to food or insects. Also, we need to know if your child has any restriction of physical activity. Please thoroughly complete the health forms.

13) Children must be brought **into** the center by parent or authorized adult each session. Children may not be “dropped off” by the outside door or given to an unauthorized adult or student to take into the center.

14) Please be advised that it is your responsibility to apply sunscreen and bug spray prior to your child attending preschool in the morning, if necessary. Sunscreen and bug spray applied in the morning will last, because the children are not involved in outside water activities. We will re-apply sunscreen that you provide, if we go outside in the afternoon. We are not responsible for any allergic reaction your child may have as a result of using the sunscreen provided.

If you have any questions or problems, please schedule an appointment. You may ask for an appointment in person, or request an appointment by phone:

Our job is to help you and your child have a positive and educational experience in school this year.

I have read the above information and instruction guide.

Parent/Guardian Signature: _____

Date: _____