



Children's Christian Development Center, Inc.
 Portales Campus
 820 W. 18th St Portales, NM 88130
 575-562-7762

www.kidzochildcare.com
 Daytime Hours M-F 6:30AM-5:30PM
 Find us on Facebook:
 Kidzo Child Care Center/Children's Christian
 Development Center

Child's Name:	
Date of Birth:	Male or Female
Home/Cell Phone:	
Home Address:	
Email Address:	
Primary Language:	

Allergies/Medical Conditions:

Physician/Phone Number:
Preferred Medical Facility:

Emergency Contact 1
Name/ Relation
Phone
Emergency Contact 2
Name/ Relation
Phone

Enrollment Date:
Withdrawal Date:

*Father's Name:
Cell Phone:
Home Address:
Work Phone:
Employer:
*Mother's Name:
Cell Phone:
Home Address:
Work Phone:
Employer:

Authorized Alternates (Additional people allowed to pick your child up from the center)
Name
Name
Name

Permissions	
I DO / DO NOT give permission for emergency treatment	Initial
I DO / DO NOT give permission for emergency transportation	Initial
I DO / DO NOT give permission to apply sunscreen and insect repellent	Initial
I DO / DO NOT give permission to diaper cream (if applicable)	Initial
I DO / DO NOT give permission for my child to attend periodic off-site <i>walking</i> trips	Initial
I DO / DO NOT give permission for my child's picture/video to be taken/shared for purposes including display in the center, publication, business website, and advertising	Initial
I DO / DO NOT give permission for necessary ASQ's screenings	Initial

Enrollment

In order for your child to attend our program, you must provide:

- Completed enrollment form
- Current immunization records
- Medical administration form (if applicable)
- Toileting items (labeled with your child's full name)
- At least one complete, weather appropriate change of clothes
- Non-refundable pre-paid \$35 educational supply fee (per family)

Please note, full time care is limited to no more than 10 hours per day between 6:30AM to 5:30PM.

Fees (subject to change)	6 weeks - 36 months	3-12 year olds
Monthly	\$640	\$560
Full Day (no school)	School Age	\$30 (daily)
After School	Those with CYFD contracts will pay \$5/ week flat rate.	\$300 (monthly)
Hourly Drop-In (Fees due upon pick-up)	\$5/ hour 6:30AM – 5:30PM	

Tuition Payments & Late Fees:

Kidzo's tuition/co-payments will be due/paid in two split payments. The first payment for your tuition/co-pay will be due/paid on the 1st of every month and the second payment will be due /paid on the 16th of every month. Disenrollment will take place after the 3-day grace period. Returned checks will incur a \$50 fee.

Kidzo requires 2-week notice for disenrollment along with completion of an exit survey. If 2-week notice is not received in writing, parents will be responsible to pay for 2 weeks of care after the last day of attendance. Not providing a 2-week notice will result in denied re-enrollment at any of our locations in the future.

Additionally, late fees will be charged to any child left in the center after 5:30PM, unless previously arranged. If an emergency arises, please notify the center at your earliest convenience.

5:30-5:45PM - \$10 late fee

After 5:46PM - \$2/minute/child

All late fees are due upon your arrival to the center.

Anticipated Weekly Schedule

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY

____ I acknowledge receipt & understanding of the parent handbook

____ I agree to abide by the policies, procedures, and regulations of Kidzo Child Care Center/CCDC, Inc.

____ I agree to make timely payments according to the payment plan I have selected, and I am aware that past-due accounts are subject to collection fees

____ I acknowledge understanding of discipline and guidance policy stated in the parent handbook

Print Name

Signature

Date