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## ROUDENBUSH PART-DAY TODDLER & PRESCHOOL PROGRAM

*Old Nab @ 170 Plain Road – P.O. Box 1566, Westford, MA 01886 - 978-692-5544*

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### PARENT REGISTRATION CHECKLIST – 2023/24

The following registration forms and medical documents are mandatory requirements per the Massachusetts Department of Early education and Care (EEC) for young children attending preschool. Once completed, please review your registration packets to make sure all required forms and documents have been filled out completely and are signed and dated where applicable. If any information is missing, your registration packet will not be considered ‘complete’ and will be returned to you. All fees are due upon registration. For your convenience, we have provided a checklist below.

#### **DUE AT REGISTRATION:**

- \_\_\_ Tuition Contract/Preschool Choice Form completed, signed and dated
- \_\_\_ \$100.00 Non-refundable registration fee (per family) by check made payable to TRCCI
- \_\_\_ Non-refundable advance deposit equal to one month’s tuition by check made payable to TRCCI
- \_\_\_ Emergency Medical Consent / Release and Transportation Plan (single form)
- \_\_\_ Child’s Information Form (4 pages)
- \_\_\_ Optional (*Our preferred payment option*) - Automatic Direct Payment (ACH) Form for future payments August to April

#### \_\_\_ **Medical documents as follows – *Important Per EEC Regulations:***

- **PHYSICAL EXAM OFFICE VISIT RECORD DATED WITHIN 1 YEAR**
- **UP-TO-DATE IMMUNIZATION RECORD**
- **AGE-APPROPRIATE PROOF OF LEAD TEST AS OUTLINED BELOW FOR CHILDREN AGES 1, 2 AND 3 YEARS**  
*Required by Massachusetts State Law: Pursuant to DPH requirements, all children regardless of risk must be screened for lead poisoning at least once between the ages of 9 and 12 months and annually thereafter at ages 2 and 3 years old.*

*Note: All required medical documents listed above must include practitioner’s signature and date.*

ROUDENBUSH COMMUNITY CENTER

65 Main Street Westford, MA 01886

978-496-1707

AUTOMATIC DIRECT PAYMENT (ACH) FORM

Our Preferred Plan will include an Automatic Direct Payment choice. This option allows you the convenience of automatic deduction from your checking or savings account, saving you time and money.

Return Check Policy: Any form of payment (check, auto withdrawal) returned three (3) times within a 12 month period, will require payment by cash or certified check for all future payments. A service charge of \$35.00 for any and all returned transactions will be applied to your account. Finance charges of 1.5% per month will be applied to the account until paid in full.

YES - I want the Direct Payment option!

I (we) hereby authorize The Roudenbush Community Center, Inc., hereinafter-called COMPANY, to debit entries to my (our) account indicated below and the financial institution names below, hereinafter all call FINANCIAL INSTITUTION, to debit the same to such account.

Financial Institution Name

Branch

Address

City, State, Zip

Routing Number

Checking Account OR Savings Account

Account Number

The authority is to remain in full force and effect until The Roudenbush Community Center, Inc., has received written notification from me (or us) of its termination in such time and manner as to afford The Roudenbush Community Center, Inc., and FINANCIAL INSTITUTION a reasonable opportunity to act on it.

Print Name

Signature

Date

Print Roudenbush Account #

Date

Email Address

NOTE: Any changes in name, address or financial institution require new form.
PLEASE ATTACH A VOID CHECK\*
Tuition payments will be charged approximately the 15th of every month.

# ROUDENBUSH PART-DAY TODDLER & PRESCHOOL PROGRAM

Old Nab @ 170 Plain Road – PO Box 1566, Westford, MA 978-692-5544

[www.roudenbush.org](http://www.roudenbush.org)

CHILD'S NAME \_\_\_\_\_ DOB \_\_\_\_\_

**Mother/Guardian Information**

Name \_\_\_\_\_ Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Business Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Personal Email \_\_\_\_\_ Business Email \_\_\_\_\_

**Father/Guardian Information**

Name \_\_\_\_\_ Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Business Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Personal Email \_\_\_\_\_ Business Email \_\_\_\_\_

\$100.00 REGISTRATION FEE CHECK # \_\_\_\_\_ ADVANCE TUITION CHECK # \_\_\_\_\_ AMT \$ \_\_\_\_\_ CHILD'S START DATE \_\_\_\_\_

**Please circle your 1<sup>st</sup> choice and provide 2<sup>nd</sup> choice here: \_\_\_\_\_**

<b>TODDLER</b>		
Tuesday/Friday	9:00 am – 11:30 am	Age 2 by December 31, 2023
<b>PRESCHOOL</b>		
Tuesday/Friday	8:45 am – 11:15 am	Age 3 by August 31, 2023
Tuesday/Friday	8:45 am – 11:15 am	Age 3 by December 31, 2023
Monday/Wednesday/Thursday	8:45 am – 11:45 am	Age 3 by August 31, 2023
Monday/Wednesday/Thursday	8:45 am – 11:45 am	Age 3 by December 31, 2023
<b>PREK</b>		
Monday/Wednesday/Thursday	8:30 am – 11:30 am	Age 4 by August 31, 2023
Monday/Wednesday/Thursday	12:00 pm – 3:00 pm	Age 4 by August 31, 2023
<b>FALL FIVES</b>		
Monday/Wednesday/Thursday	8:30 am – 11:30 am OR 1:30 pm	Age 5 by December 31, 2023
Mon/Tuesday/Wednesday/Thursday	8:30 am – 11:30 am OR 1:30 pm	Age 5 by December 31, 2023

**ROUDENBUSH PART-DAY TODDLER & PRESCHOOL PROGRAM TUITION CONTRACT – 2023/24**

1. A non-refundable registration processing fee of \$100.00 per family is required. Checks, money orders or bank checks made payable to TRCCI.
2. A non-refundable advance deposit will be due February 15, 2023. Tuition is divided into ten (10) equal installments, August through May. Advance deposit will be applied in May 2024. This advance deposit secures your child's final placement in a class.
3. Tuition payment options for remaining 9 installments:
  - I. Our preferred payment option: Automatic withdrawal (ACH) from your checking or savings account on the 15<sup>th</sup> of each month.
  - II. Check payable to TRCCI. Payments billed on 1<sup>st</sup> of each month and due by the 15<sup>th</sup> of each month.
4. A late charge of \$35.00 will be charged for checks received after the 15<sup>th</sup> of the billing month.
5. Upon entering a program I will download and read the **Roudenbush Community Center Parent Handbook** from [www.roudenbush.org](http://www.roudenbush.org) and adhere to the policies as set forth by the Roudenbush Community Center.
6. Return Check Policy: Any form of payment (check or ACH) returned three (3) times within a twelve (12) month period will require payment by cash or certified check for all future payments. A service charge of \$35.00 for any and all returned transactions will be applied to your account. Finance charges of 1.5% per month will be applied to the account until paid in full.
7. I have read and will adhere to Policy Agreement on page 2 of Tuition Contract.
8. Rates are subject to change per our fiscal review in July.

**Parent/Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_\_ **Site Director Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

# ROUDENBUSH PART-DAY TODDLER & PRESCHOOL PROGRAM POLICY AGREEMENT 2023/24

## 1. TUITION:

One month non-refundable advance tuition per child is due February 15, 2023. This advance tuition secures your child's final placement in a class. Tuition is calculated on a program year and divided into 10 equal payments starting August 15<sup>th</sup> and ending May 15<sup>th</sup>. The advance tuition payment will be used for the May 2024 payment. There will be NO tuition refunds based on child's illness, inclement weather, emergency or holiday closings, vacation or other legitimate conditions beyond the control of the Children's Center or Roudenbush Community Center.

## 2. FEES:

- **Extended Day:** An additional fee will be charged.
- **Late Pick-up Fee:** If you pick your child up after contracted end time of class the Late Fee Policy per our handbook will apply.

3. **SIBLING DISCOUNT:** Roudenbush offers a 10% family discount given to the child with the least expensive daily rate.

## 4. WESTFORD RESIDENTS:

Westford residents receive a 10% discount.

## 5. PRESCHOOL TUITION CONTRACT:

The Preschool Tuition Contract is for the full September-through-June preschool program year. I understand that once registration is accepted, I will be responsible for the full year tuition. I understand that the tuition will be divided into 10 easy to-pay installments, but I will be required to pay the full year tuition regardless of whether my child withdraws, fails to attend or has incomplete attendance.

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The Roudenbush children's programs are self-supporting.

**We count on your timely payments to meet our monthly expenses and to maintain our commitment to quality education.**

*~Thank You~*

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## Roudenbush Community Center Mission Statement

*"We open doors to connect and enrich our community."*

The mission of the Roudenbush Community Center, Inc. (TRCCI) is to bring enrichment to INDIVIDUALS, FAMILIES and COMMUNITIES in an inviting environment where there is always something new and exciting to explore. TRCCI seeks to collaborate with area business, community organizations and local government in order to develop and deliver relevant programs and services for all to enjoy.

### The Roudenbush Community Center

65 Main Street

Westford, MA 01886

978-496-1707

[www.roudenbush.org](http://www.roudenbush.org)

Tuition Contract Page 2 of 2

*Revised January 2022*



## EMERGENCY MEDICAL CONSENT / RELEASE

**CHILD'S NAME** (PRINT LAST NAME FIRST) \_\_\_\_\_ **D.O.B.** \_\_\_\_\_

**Address** \_\_\_\_\_ (City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip) \_\_\_\_\_

**\*EMAIL WHERE PARENT CAN BEST BE REACHED** \_\_\_\_\_

**Mother's Name** \_\_\_\_\_ **Father's Name** \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

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

*Special Calling Instructions* \_\_\_\_\_ *Special Calling Instructions* \_\_\_\_\_

**Child's Physician** \_\_\_\_\_ **Child's Dentist** \_\_\_\_\_

Address \_\_\_\_\_ Address \_\_\_\_\_

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

**ALLERGIES, seizures, medication or unusual disorders** \_\_\_\_\_

**Hospital Preferred** \_\_\_\_\_

**Health Insurance Carrier and Policy #** \_\_\_\_\_

### EMERGENCY CONTACTS (WITHIN APPROXIMATELY 30 MINUTES) IF PARENT/GUARDIAN CANNOT BE REACHED

**#1 Name** \_\_\_\_\_ Relationship to Child \_\_\_\_\_

Address \_\_\_\_\_ (City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip) \_\_\_\_\_

Phone Numbers \_\_\_\_\_

**#2 Name** \_\_\_\_\_ Relationship to Child \_\_\_\_\_

Address \_\_\_\_\_ (City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip) \_\_\_\_\_

Phone Numbers \_\_\_\_\_

**#3 Name** \_\_\_\_\_ Relationship to Child \_\_\_\_\_

Address \_\_\_\_\_ (City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip) \_\_\_\_\_

Phone Numbers \_\_\_\_\_

**#4 Name** \_\_\_\_\_ Relationship to Child \_\_\_\_\_

Address \_\_\_\_\_ (City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip) \_\_\_\_\_

Phone Numbers \_\_\_\_\_

**CONSENT** I authorize staff at Roudenbush Children's Center who is trained in the basics of FIRST AID and CPR to give my child FIRST AID and/or CPR when appropriate. I understand that every effort will be made to contact me in the event of an emergency requiring medical attention for my child. However, if a parent or legal guardian cannot be reached, I hereby authorize the program to release my child to one of the emergency contacts listed above or transport my child to the nearest medical care facility or to my preferred hospital listed above and to secure necessary medical treatment for my child. I also give permission to the physician selected by the school to hospitalize, secure proper treatment for, and to order injection, anesthesia, or surgery for my child as indicated. I will accept responsibility for any expenses incurred in handling this emergency care.

**RELEASE** In the event that I cannot pick up my child for any reason, I hereby authorize the Roudenbush Preschool to release my child to individuals listed on my EMERGENCY CONTACTS above.

### TRANSPORTATION PLAN

PLACE CHECKMARKS AGAINST ALL THAT APPLY TO YOUR CHILD

**ARRIVE AT PROGRAM:**    \_\_\_ Parent    \_\_\_ Someone Other than Parent

**DEPART FROM PROGRAM:**    \_\_\_ Parent    \_\_\_ Someone Other than Parent

**Parent/Guardian Signature**

**Date**

**For Part-Day Preschool Use Only**

Date of Admission \_\_\_\_\_

Age at Admission \_\_\_\_ Yrs \_\_\_\_ Mos

Program \_\_\_\_\_

**CHILD'S INFORMATION FORM**

(Pages 1-4)

**CHILD INFORMATION**

**CHILD'S NAME** \_\_\_\_\_ **D.O.B** \_\_\_\_\_

Home Address \_\_\_\_\_ (City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip) \_\_\_\_\_

Primary Language \_\_\_\_\_

Sex \_\_\_\_\_ Height \_\_\_\_\_ Weight \_\_\_\_\_ Hair Color \_\_\_\_\_ Eye color \_\_\_\_\_ Skin Color \_\_\_\_\_

Identifying Marks \_\_\_\_\_

**PARENT/GUARDIAN INFORMATION**

**Parent/Guardian Name** \_\_\_\_\_

**Parent/Guardian Name** \_\_\_\_\_

Relationship to Child \_\_\_\_\_

Relationship to Child \_\_\_\_\_

Home Address \_\_\_\_\_

Home Address \_\_\_\_\_

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

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

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

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

Business Name \_\_\_\_\_

Business Name \_\_\_\_\_

Business Address \_\_\_\_\_

Business Address \_\_\_\_\_

Business Phone \_\_\_\_\_

Business Phone \_\_\_\_\_

Hours at Work \_\_\_\_\_

Hours at Work \_\_\_\_\_

**Email Address To Be Used For Billing** \_\_\_\_\_

**OTHERS IN FAMILY / RELATIONSHIP**

<u>Name</u>	<u>Age</u>	<u>Relationship</u>
_____	/ /	_____
_____	/ /	_____
_____	/ /	_____

<u>Name</u>	<u>Age</u>	<u>Relationship</u>
_____	/ /	_____
_____	/ /	_____
_____	/ /	_____

## DEVELOPMENTAL HISTORY AND BACKGROUND INFORMATION

CHILD'S NAME \_\_\_\_\_ D.O.B. \_\_\_\_\_

PROVIDE INFORMATION APPROPRIATE TO THE AGE OF YOUR CHILD - INFO FOR INFANTS AND TODDLERS MARKED WITH AN ASTERISK\*

### DEVELOPMENTAL HISTORY

Age began sitting \_\_\_\_\_ crawling \_\_\_\_\_ walking \_\_\_\_\_ talking \_\_\_\_\_

\*Does child pull up? \_\_\_\_\_ Crawl? \_\_\_\_\_ Walk with support? \_\_\_\_\_

Any speech difficulties? \_\_\_\_\_

Special words to describe needs \_\_\_\_\_

Language spoken at home \_\_\_\_\_ Any history of colic? \_\_\_\_\_

\*Does child use pacifier or suck thumb? \_\_\_\_\_ When? \_\_\_\_\_

\*Does child have a fussy time? \_\_\_\_\_ When? \_\_\_\_\_

\*How do you handle this time? \_\_\_\_\_

### HEALTH

Any known complication at birth \_\_\_\_\_

Serious illnesses and/or hospitalizations \_\_\_\_\_

Special physical conditions, disabilities \_\_\_\_\_

**ALLERGIES, i.e., asthma, hay fever, insect bites, medicine, food reactions** \_\_\_\_\_

**REGULAR MEDICATIONS** \_\_\_\_\_

### EATING HABITS

**Special characteristics or difficulties** \_\_\_\_\_

\*If infant is on a special formula, describe its preparation in detail \_\_\_\_\_

Favorite foods \_\_\_\_\_ Foods refused \_\_\_\_\_

\*Is child fed held in lap? \_\_\_\_\_ High chair? \_\_\_\_\_

\*Does child eat with spoon? \_\_\_\_\_ Fork? \_\_\_\_\_ Hands? \_\_\_\_\_

### TOILET HABITS

\*Are disposable or cloth diapers used? \_\_\_\_\_

\*Is there frequent occurrence of diaper rash? \_\_\_\_\_ Do you use - Oil \_\_\_\_\_ Powder \_\_\_\_\_

Lotion \_\_\_\_\_ Other \_\_\_\_\_ \*Are bowel movements regular? \_\_\_\_\_ How many per day? \_\_\_\_\_

\*Is there a problem with diarrhea? \_\_\_\_\_ Constipation? \_\_\_\_\_

\*Has toilet training been attempted? \_\_\_\_\_ Please describe any particular procedure to be used for your child at the center \_\_\_\_\_

What is used at home? Potty chair \_\_\_\_\_ Special child seat \_\_\_\_\_ Regular seat \_\_\_\_\_

How does child indicate bathroom needs (include special words)? \_\_\_\_\_

Is child ever reluctant to use the bathroom? \_\_\_\_\_ Does child have accidents? \_\_\_\_\_

CHILD'S NAME \_\_\_\_\_ D.O.B. \_\_\_\_\_

**SLEEPING HABITS**

\*Does your child sleep in a crib? \_\_\_\_\_ bed? \_\_\_\_\_ Does your child become tired or nap during the day (include when and how long)? \_\_\_\_\_

\*Does your child sleep on his/her back? \_\_\_\_\_ side? \_\_\_\_\_ stomach? \_\_\_\_\_

*PLEASE NOTE: The American Academy of Pediatrics has determined that placing a baby on his/her back to sleep reduces the risk of Sudden Infant Death Syndrome (SIDS). SIDS is the sudden and unexplained death of a baby under one year of age. If your child does not usually sleep on his/her back, please contact your pediatrician immediately to discuss the best sleeping position for your baby. Please take the time to discuss your child's sleeping position with your caregiver.*

When does child go to bed at night? \_\_\_\_\_ and get up in the morning? \_\_\_\_\_

Describe any special characteristics or needs (stuffed animal, story, mood on waking, etc.) \_\_\_\_\_

**SOCIAL RELATIONSHIPS**

How would you describe your child? \_\_\_\_\_

Previous experience with other children/child care \_\_\_\_\_

Reaction to strangers \_\_\_\_\_ Able to play alone? \_\_\_\_\_

Favorite toys and activities \_\_\_\_\_

Fears (the dark, animals, etc.) \_\_\_\_\_

How do you comfort child? \_\_\_\_\_

What is the method of behavior management/discipline at home? \_\_\_\_\_

What would you like your child to gain from this childcare experience? \_\_\_\_\_

**DAILY SCHEDULE** - Please describe your child's schedule on a typical day. \*For infants, please include awakening, eating, time out of crib/bed, napping, toilet habits, fussy time, night bedtime, etc. \_\_\_\_\_

Is there anything else we should know about your child? \_\_\_\_\_

**ADDITIONAL INFORMATION**

Has your child received any of the following screenings or evaluations? (Please circle if applicable.)  
VISION - HEARING - SPEECH - EMOTIONAL - BEHAVIORAL - TEAM MEETING/766 - OTHER

Is your child receiving any special services? YES (Explain) \_\_\_\_\_ NO \_\_\_\_\_

If any of the following have occurred or any presently happening, give a brief account and dates, i.e., adoption, marital separation, divorce, remarriage, birth of sibling, long absence, moving, serious physical illness, hospital experience, death in family, or other important events not mentioned elsewhere. \_\_\_\_\_



# WALKING FIELD TRIP PERMISSION - PHOTO PERMISSION PARENT HANDBOOK ACKNOWLEDGEMENT

PLEASE COMPLETE APPROPRIATE SECTIONS BELOW AND SIGN AND DATE THE BOTTOM OF THIS FORM

CHILD'S NAME \_\_\_\_\_ D.O.B \_\_\_\_\_

## FIELD TRIP PERMISSION

**MY CHILD** has my permission to participate in the school's program including indoor and outdoor activities, going for a walk and planned field trips. I will be given a permission slip before each field trip that requires bus transportation.

## PHOTO PERMISSION – PLEASE MARK ONE CHOICE

**I DO NOT GIVE PERMISSION FOR MY CHILD TO BE PHOTOGRAPHED**

**I GIVE PERMISSION FOR MY CHILD TO BE PHOTOGRAPHED FOR IN-HOUSE USE ONLY.**  
Photos will NOT be shared with the public.

**I GIVE PERMISSION FOR PHOTOS OF MY CHILD TO BE RELEASED** for publicity purposes through the local newspaper, local cable television, Roudenbush newsletters, brochures and flyers or to be shared via classroom emails to parents.

## PARENT HANDBOOK ACKNOWLEDGEMENT

**The Roudenbush Community Center Parent Handbook** is available online at [www.roudenbush.org](http://www.roudenbush.org). To view, download and print the handbook, select the 'Child Care – Preschool' tab at the top of the web page and you will find the RCC Parent Handbook link at the bottom of the Preschool page. The purpose of our handbook is to outline the centers' policies and programs. We make every effort to work closely with parents in a partnership that will facilitate a child's growth and development. Communication between parents, teachers and site director is a vital part of our program. Please be sure to read the Roudenbush Community Center Parent Handbook in its entirety so that you are familiar with and have an understanding of Roudenbush policies and procedures.

**Your signature below indicates that you have read the parent handbook in its entirety and understand Roudenbush policies and will adhere to the policies as set forth by Roudenbush Community Center.**

**I UNDERSTAND THAT THIS PACKET BECOMES A PERMANENT PART OF MY CHILD'S FILE AND MY SIGNATURE BELOW INDICATES THAT I HAVE COMPLETED ALL REQUIRED INFORMATION TO THE BEST OF MY KNOWLEDGE**

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_