

CHILDREN'S LEARNING CENTER
Registration/Supply Fee and Class Designation

Student's Name (Last) _____ (First) _____

Student's Date of Birth _____

I understand that the Registration/Supply fee is due upon enrollment and is **NON-REFUNDABLE**. These fees hold a place for my child and therefore deny another child enrollment.

X _____

Signature

Date

Parent Printed name _____ Phone # _____

Address _____

Who may we thank for this referral? _____

Ex.C

Toddler MWF TTH M-F _____

2 YO MWF TTH M-F _____

3YO MWF TTH M-F _____

PK MWF TTH M-F _____

Kindergarten M-F _____

*******FOR SCHOOL USE ONLY*******

Fee Paid \$ _____ Check # _____ Cash _____

Date rec'd _____ Rec'd by _____

Aug Tuition \$ _____ Monthly \$ _____

Adjustments _____

Comments: _____

BD verified _____ Admission Date _____ W/D Date _____

ASLC-CLC DISCIPLINE AND GUIDANCE POLICY

Discipline must be:

- 1) Individualized and consistent for each child;
- 2) Appropriate to the child's level of understanding; and
- 3) Directed toward teaching the child acceptable behavior and self-control.

A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:

- 1) Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
- 2) Reminding a child of behavior expectations daily by using clear, positive statements; 3) Redirecting behavior using positive statements; and
- 4) Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:

- 1) Corporal punishment or threats of corporal punishment;
- 2) Punishment associated with food, naps, or toilet training;
- 3) Pinching, shaking, or biting a child;
- 4) Hitting a child with a hand or instrument;
- 5) Putting anything in or on a child's mouth;
- 6) Humiliating, ridiculing, rejecting, or yelling at a child;
- 7) Subjecting a child to harsh, abusive, or profane language;
- 8) Placing a child in a locked or dark room, bathroom, or closet with the door closed or open; and
- 9) Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

My signature verifies I have read this discipline and guidance policy.

X _____

Signature

Date

Check one please: ____ Parent ____ Guardian