

Pope's Parent's Time Out
ENROLLMENT INFORMATION FORM

(For easy enrollment, please print out form and complete and return 2 weeks before date of Parent's Time Out.)

General Information

Child:

Legal Name (First, Last): _____ Birthdate _____ Nickname: _____

Child's Address:

Street: _____ City: _____ State: _____ Zip: _____

Billing address is different than above:

Street: _____ City: _____ State: _____ Zip: _____

Mother

Name: _____ Birthdate: _____

Employer: _____ Primary Contact Number: _____

Work Phone #: () _____ Alternate No. () _____

Email: _____

Father

Name: _____ Birthdate: _____

Employer: _____ Primary Contact Number: _____

Work Phone #: () _____ Alternate No. () _____

Email: _____

Siblings:

Name: _____ Birthdate _____

Name: _____ Birthdate _____

Legal Responsibility

Person(s) legally responsible for the child: _____.

*We require documentation of ALL custody related issues in the form of a court order.

Emergency Contact Information

(in case parents/guardian is not reachable)

Name _____ Phone # () _____ Relationship _____

Other # () _____

Address _____ City _____ State _____ Zip _____

Other person(s) authorized to pick-up; my child from Parents Time Out and receive related Info.

Name _____ Phone # () _____ Relationship _____

Other # () _____

Name _____ Phone # () _____ Relationship _____

Other # () _____

Name _____ Phone # () _____ Relationship _____

Other # () _____

Note: A parent or guardian wishing to have someone other than those listed above pick-up their child must notify the Early Learning Director in writing. Anyone other than the parent or legal guardian must be authorized by the parent or guardian. Any person who is designated by the parent or legal guardian, in writing, to pick-up a child, **will be asked to present identification to a staff member or the child will not be released. If Pope's Staff is not notified of a late arrival at least 15 minutes prior to the end of allotted instruction time, an additional charge of five dollars for every minute will be added to your account. Penalties will be strictly enforced after a five minute grace period. Repeat offenders and any person later 30 minutes may not be allowed to participate in future Parent Time Out events at Pope's Place.*

Required Pope's Parents Time Out Forms

The following forms must be signed in person and witnessed by the Early Learning Director staff member:

- 1.) Pope's ELC Injury/Illness Waiver and Release Form
- 2.) A copy of each child's **current** immunization records
- 3.) Pope's ELC Daily Medicine and Allergy information Form
- 4.) Media release Form

****Please note this form does not guarantee enrollment. You will be contacted for by the Early Learning Director pertaining to the next step.**