Pre- Enrollment Application

Kinder Prep Learning Center
1847 W Prairie Ave, Hayden, ID, 83835
(208) 916-0265
admin@kinderpreplearningcenter.com

KINDER PREP LEARNING CENTER

DATE OF APPLICATION:	
OFFICE / ADMIN USE ONLY	
DATE APPLICATION RECEIVED:	Staff Initials:

IMPORTANT INFORMATION

- Applications must be completed in full.
- A fact sheet is attached to this form for families to read, prior to completing Wait List Application.

PART 1: Parent/Guardian Information

Mothers Information	Last Name:	First Name:
Home Address:		
City, State:		Zip code:
Phone Number(s) Home:		Mobile:
Email:		
SSN:		DOB:
Employer/School:		Occupation:
Business Address:		
City, State:		Zip code:
Work Phone:	Preferred Contact Method: { Call } { Email } { Text }	

Fathers Information	Last:	First Name:
Home Address:		
City, State:		Zip code:
Phone Number(s) Home:		Mobile:
Email:		
SSN:		DOB:
Employer/School:		Occupation:
Business Address:		
City, State:		Zip code:
Work Phone:	Preferred Contact Method: { Call } { Email } { Text }	

CHILD #1

CLASS APPLYING FOR (CIRCLE ONE) { Infant Center 6wk-17mos } { Waddler - 18mos } { Toddler - 2yrs old }{ Early Pre-K - 3 yrs. }{ Pre- K – 4/5yrs }				
Required Days and times of attendance (Full Time ONLY)				
Mon	Tues	Wed	Thurs	Fri
Child Information	Last Name:	First Name:		
Date of Birth:			Gender: { Male }{ Female }	
Tentative Start Date: (Please note this date can NOT be guaranteed)				
Have you previously attended KPLC?	{ YES }{ NO }			
Are you on ICCP?	{ YES }{ NO }			

Has child attended preschool before? If so, where?	
Is your child currently in daycare or preschool program? If so, for how long?	{ YES }{ NO } Length of Time:
Has your child been disenrolled from a center for aggressive or violent behavior (including biting)?	{ YES }{ NO } If yes ,please explain:
Potty Training	{ Diapers }{ Pull Ups }{ Potty Training in Pull Ups } { Pull Ups at Nap Time ONLY }{ Fully Potty Trained }
Food Allergies of child?	
Medical conditions of child?	
Disability/ developmental delay of child?	
Child Lives with (circle all that apply)	{ Both Parents }{ Mom }{ Dad }{ Grandparents } { Foster Parents }

Parent/Guardian Name:	
Parent /Guardian Signature:	Date:

OFFICE / ADMIN USE ONLY	
ENROLLMENT REVIEW DATE:	Staff Initials:
DATE PARENT CONTACTED:	APPROVED: { YES }{ NO }

*****If you have a second child you would like to add to our waiting list, please complete PAGE 3.***

CHILD #2

CLASS APPLYING FOR (CIRCLE ONE) { Infant Center 6wk-17mos } { Waddler - 18mos } { Toddler - 2yrs old }{ Early Pre-K - 3 yrs. }{ Pre- K – 4/5yrs }				
Required Days and times of attendance (Full Time ONLY)				
Mon	Tues	Wed	Thurs	Fri
Child Information	Last Name:	First Name:		
Date of Birth:			Gender: { Male }{ Female }	
Tentative Start Date: (Please note this date can NOT be guaranteed)				
Have you previously attended KPLC?	{ YES }{ NO }			
Are you on ICCP?	{ YES }{ NO }			

Has child attended preschool before? If so, where?	
Is your child currently in daycare or preschool program? If so, for how long?	{ YES }{ NO } Length of Time:
Has your child been disenrolled from a center for aggressive or violent behavior (including biting)?	{ YES }{ NO } If yes ,please explain:
Potty Training	{ Diapers }{ Pull Ups }{ Potty Training in Pull Ups } { Pull Ups at Nap Time ONLY }{ Fully Potty Trained }
Food Allergies of child?	
Medical conditions of child?	
Disability/ developmental delay of child?	
Child Lives with (circle all that apply)	{ Both Parents }{ Mom }{ Dad }{ Grandparents } { Foster Parents }

Parent/Guardian Name:	
Parent /Guardian Signature:	Date:

OFFICE / ADMIN USE ONLY	
ENROLLMENT REVIEW DATE:	Staff Initials:
DATE PARENT CONTACTED:	APPROVED: { YES }{ NO }

FACT SHEET

Attendance Days

- The Preschool caters to ages 18months-5 years of age (non-school aged)
- Our Infant Center caters to ages 6 weeks-17months
- At this time FULL TIME care is the only option provided.

Preschool Hours

- Preschool hours are 6:30am-5:30pm, Monday through Friday.

Preschool Holidays

- KPLC is closed on major federal holidays, a list will be provided each calendar year.

Waiting List

- When applying for a position at Kinder Prep Learning Center, your child's name will be placed on a waiting list. The Assistant Director will contact parents as soon as a vacancy is in place with an estimated start date. Additionally, a date to come in to fill out paperwork will be scheduled.
- Positions may also be offered throughout the year if they become available. If there is no response to our call/email/text regarding an open spot within 24 hours, we will move on to the next child on the waiting list and your child will be removed from our list. If you wish to be added back, you may call our office to be considered again.

Enrollment Process

1. The family will be contacted via email/phone/text (preferred method of contact) to be offered a position.
2. The position will be held for 48 hours for the family to accept the offer of the position.
3. Families have 24 hours to respond to the phone email/call/text. Failing to do this will result in the position being offered to the next child on the list.
4. If the family does not accept the position, they may choose to leave their child on the waiting list and the next child on the list will be offered placement.
5. Following the acceptance of an offer the administrator will organize a time with the family to pick up an enrollment package or mail one to them. The administrator will advise the family of the placement registration fee needed to secure their child's enrollment and that the position will be held for 3 business days to allow the placement registration fee to be paid and enrollment form with supporting documents to be returned.
6. Upon acceptance of enrollment, a nonrefundable registration fee of $150 is required.

Family Responsibilities

- To fill the waiting list application form in full. Incomplete waiting list forms will not be accepted.
- If you do not receive a confirmation / email / correspondence letter within 14 days of forwarding your application, please contact us via email or phone.
- Parents must keep us informed of any changes in family details including:
    - Change of address.
    - Change of telephone number.
    - Change of workplace and telephone number.
    - Change in need of care.
- Respond within 24 hours to offers of enrollment.
- Notify our office if you would like to rescind your position on our waiting list at any time.

*****Completion of this Pre- Enrollment Application DOES NOT constitute or guarantee placement in our program.***