



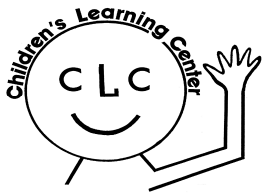
# **The Children's Learning Center**

**Infant Class  
2010-2011**

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<http://www.clcmd.org>





# The Children's Learning Center

2010-2011

Dear Prospective CLC Infant Class Guardians,

Welcome to The Children's Learning Center (CLC)! I am pleased that you are considering enrolling your child in our exciting new infant program.

CLC has been an integral part of the Montgomery County community for over 31 years. The school is housed in a closed public school, which offers the Montgomery County community an outstanding nursery school, an exceptional elementary school, a unique Child Care center and an exciting camp. There are multiple playgrounds for all the age groups attending CLC.

The primary concern of CLC is the growth and development of each student. CLC has established, as a priority, and where necessary a low staff to student ratio. This enables the teachers to evaluate the individual needs of each student and meet these needs on a daily basis. CLC is a diverse educational community, which provides an instructive opportunity for every child. I take great pride in our renowned curriculum, which is developmentally appropriate and allows children to be educated through fun and play. Our exemplary classroom teachers are supplemented weekly with additional resource personnel to assist in art, Judaica, library, music, and physical education.

Please take a moment to review and complete the forms in this Enrollment Packet. If you have any questions or suggestions, I encourage you to call the office or to stop by anytime. **No appointments are ever necessary**, as CLC has an open-door policy. Hospitality is an important value at CLC. Please read carefully the last sheet in this packet which is concerned with parental requests.

I look forward to receiving your completed Enrollment Forms. **Tuition will remain the same as 2009-2010 until March 26, 2010. At that time the rates will be increased by five (5) percent.** Please enroll now and save the difference.

Fondly,

Rena (Renee) G. Popkin, Director

Enclosures

4511 Bestor Drive Rockville, Maryland 20853-2139  
Phone: 301.871.6600 Fax: 301.871.6015 e-mail: [dottieclc@gmail.com](mailto:dottieclc@gmail.com)  
[www.clcmd.org](http://www.clcmd.org)



## **CLC Infant Class Admission Policies 2010-2011 School Year**



### **CLC Admission Policies**

- 1. The Children's Learning Center, Inc. ("CLC"), is an independent non-profit Jewish educational institution that admits students of any race, color, creed, religion, sex, ethnic background or national origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school.**
- 2. CLC does not discriminate on the basis of race, color, national and ethnic origin, or sex, in the administration of its educational policies, scholarship programs and other school administered programs.**
- 3. CLC reserves the right to decline admission to any student or sibling of any student whose guardians have failed to meet their past financial commitments.**
- 4. Applicants for admission are accepted on a first-come, first-served basis.**
- 5. Admission to CLC is dependent on completion, in full, of the CLC Enrollment Forms, payment of the applicable Registration Fee, the applicable Placement Fee and the receipt of all additional documentation.**
- 6. The evaluation of the Enrollment Forms will be completed by the Director and the Admissions Director. This process may include:
  - a. The observation of your child.**
  - b. A meeting with parents.****

**Please be advised that acceptance and admission to CLC will be based and dependent on the above criteria. We thank you for your support of CLC and look forward to contributing to the development of your child.**



# CLC Infant Class School Enrollment Form 2010-2011 School Year



Please **print or type** all forms and return to The Children's Learning Center in the envelope provided  
**Infant Class Programs**

Child Information		Date:
Name: _____		
(Last)	(First)	(Middle)
Name you want staff to use: _____		
Sex: (m/f)	Birth date: (mm/dd/yy)	Exact age as of _____ (Years) (Months)
		09/01/2010

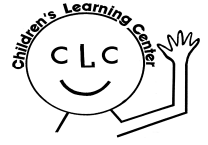
Children attending the CLC Infant Class Programs must be two months old as of 09/01/10.		
	9:30 AM — 1:00 PM Please circle the program:	9:30 AM — 3:30 PM Please circle the program:
Infant Class 3 Day* 3 am & 3 pm	3 Day Program (M, T, W, TH, F)	3 Day Extended Program (M, T, W, TH, F)
Infant Class 5 Day* 5 am & 3pm or 5pm	5 Day Program (M, T, W, TH, F)	5 Day Extended Program (M, T, W, TH, F)

\*All placements are three or five days

Specialty Programs	
If choosing a specialty program, please circle the day of the week and indicate exact times:	
Boker (morning) Birds (7:00 AM - 9:30 AM)	M      T      W      TH      F
	Specific time needed:      Please provide times
Erev (evening) Owls (3:30 PM - 6:00 PM)	M      T      W      TH      F
	Specific time needed:      Please provide times



**CLC Infant Class Guardian Information  
2010-2011 School Year**



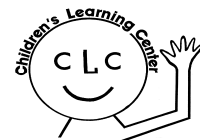
Guardian Information		Child's Name:	
Name:		Relation to child:	
(Last)	(First)	(Middle)	
Home Address:			
(Number)	(Street)	(Apartment)	(City) (State) (Zip code)
Business Address:			
(Number)	(Street)	(Suite)	(City) (State) (Zip code)
Marital Status:	Married	Separated	Divorced Widowed Single
Current Profession:		Past Profession:	
Any hobbies or special talents which might be used in classroom or school?			
Contact Information (please indicate primary phone by marking an X)			
Home Phone:		Cell Phone:	
Work Phone:		Pager:	
Email:		Fax:	
Guardian Signature:			(Date)

Guardian Information		Child's Name:	
Name:		Relation to child:	
(Last)	(First)	(Middle)	
Home Address:			
(Number)	(Street)	(Apartment)	(City) (State) (Zip code)
Business Address:			
(Number)	(Street)	(Suite)	(City) (State) (Zip code)
Marital Status:	Married	Separated	Divorced Widowed Single
Current Profession:		Past Profession:	
Any hobbies or special talents which might be used in classroom or school?			
Contact Information (please indicate primary phone by marking an X)			
Home Phone:		Cell Phone:	
Work Phone:		Pager:	
Email:		Fax:	
Guardian Signature:			(Date)



# CLC Infant Class Tuition Rates and Fee Schedule

## 2010-2011 School Year - These rates will be valid through March 26, 2010



Please retain this sheet for your reference and records  
 Tuition Rates and Fee Schedule are considered part of the CLC Financial Agreement

### Tuition Payment Plans for infant Programs

	Credit Card	Debit	100% year in advance
3 day am 9:30 am – 1:00 pm	\$7,450.00/year \$ 745.00/month	\$6,850.00/year \$ 685.00/month	\$6,790.00/year
3 day am and 3 day pm 9:30 am – 3:30 pm	\$12,900.00/year \$ 1,290.00	\$12,780.00 \$ 1,278.00	\$12,560.00/year
5 day am 9:30 am – 1:00 pm	\$9,600.00/year \$ 900.00/month	\$9,160.00/year** \$ 916.00/month	\$9,000.00/year*
5day am and 3 day pm 9:30 am – 3:30 pm	\$14,060.00/year \$ 1,406.00/month	\$13,420.00/year** \$ 1,342.00/month	\$13,310.00/year*
5 day am and 5 day pm 9:30 am – 3:30 pm	\$17,470.00/year \$ 1,747.00/month	\$16,950.00/year** \$ 1,695.00/month	\$16,670.00/year*

**Credit Card:** The Placement Fee is to be submitted with your Enrollment Forms or may be charged to your credit card. The remaining nine monthly payments will be charged to your credit card beginning **09/01/10** and ending **05/01/11**.

**100%:** The Placement Fee is to be submitted with your Enrollment Forms. The other nine payments will be paid in total by cash or check on **09/01/10**. \*If you are having your payment charged to your credit card, the year in advance rate is the same as the yearly credit card rate.

**Debit:** The Placement Fee will be debited from your checking account when Enrollment Forms are submitted. The remaining nine monthly payments will be debited from your checking account beginning **09/01/10** and ending **05/01/11**.\*\*

Registration	\$100.00	Due with Enrollment Forms.
Placement Fee	10% of Yearly Tuition	Due with Enrollment Forms.
Activity Fee	\$270.00	Due August 1, 2010 with tuition payment
Debit (monthly)	Relative to program	Ten percent of the yearly tuition is debited the first of each month beginning September 1, 2010 - May 1, 2011.
Credit Card (monthly)	Relative to program	Ten percent of the yearly tuition is charged the first of each month beginning September 1, 2010 – May 1, 2011

\*\*For new families - You will need to remit a blank voided check with the Enrollment Forms so that CLC's bank will be able to establish the debit plan. Credit card information must be completed on the Form.

**For returning families - If you have previously established a tuition debit plan or credit card account, the same account will automatically be used for the 2010-2011 school year. It is essential that you notify CLC if there are any changes in either of these accounts.**

# CLC Infant Class Financial Agreement - Page One

## 2010-2011 School Year



**Please RETURN this Financial Agreement form with your child's Enrollment Forms**

**This Agreement must be signed and returned to the CLC office with your Registration and Placement Fees before your child's place will be reserved.**

This Financial Agreement represents a contract between the undersigned and The Children's Learning Center, Inc. (CLC) and obligates the undersigned to pay tuition for the entire academic year as set forth herein regardless of any subsequent withdrawal or absence of the student. It is agreed by the undersigned to remit all listed tuition payments and fees at the required times. The Financial Agreement reflects a yearly tuition obligation for the entire period between **the first day of school in August, 2010 and the last day of school in June, 2011**. You are afforded the option of remitting the yearly tuition in ten (10) monthly payments. The first payment, the Placement Fee (PF), is due with your Enrollment Form packet. This "PF" will be credited to your monthly tuition payments. The payment of the PF confirms your commitment to sending your child to CLC. The other nine (9) payments are due the first of each month from **September 1, 2010 through May 1, 2011**. CLC reserves the right to decline admission to any child whose guardian(s) have failed to meet their past financial commitments. If the signed Financial Agreement has not been received prior to the first day of school, your child will not be permitted to attend.

**TUITION and TUITION PAYMENTS:** Please refer to the "Tuition Rates and Fee Schedule" sheet to determine your child's total tuition. Tuition is defined as the rate for the enrolled toddler program, and any before and after school child care specialty programs. CLC's budgeting procedures are premised on the assumption that tuition and fees for all enrolled children will be paid throughout the school year. Accordingly, **absences for any reason will not reduce your obligation to pay tuition and fees for the entire school year**. Similarly, if you withdraw your child from CLC for any reason (except relocation outside of Montgomery County), you nevertheless agree that all payments and fees set forth in this Agreement are due and payable for the entire school year, without abatement, deduction, or off-set. **It is therefore understood and agreed to by the undersigned Guardian(s) that the obligation to pay the full tuition, registration fee, activity fee, and van fee for the entire year is unconditional. It is also understood that under no circumstances will any part of the tuition payment or fee payments be refunded or installment obligations canceled. IN SUMMARY, FULL AND COMPLETE TUITION AND FEES ARE DUE TO CLC AND MUST BE PAID IN FULL REGARDLESS OF WHETHER THE CHILD IS ABSENT OR WITHDRAWN FROM THE SCHOOL.** All decisions are made by the CLC Financial Committee. Correspondence, concerning financial matters needs to be submitted, in writing, to the Chairman of the Financial Committee 4511 Bestor Drive Rockville, Maryland 20853.

\_\_\_\_\_ **Please initial to show you have read this section.**

If your child's financial account is not current by **May 1, 2011**, your child's written report card, diploma, and other records will be retained by the CLC office until the account is paid in full.

**ATTENDANCE:** Continued attendance in our programs is subject to the discretion of the Director and our professional staff. In the event that CLC determines that it is unable to meet the needs of your child, he/she will be withdrawn from class.

**PARTICIPATION:** Each CLC family is **expected** to participate in **BOTH** the Annual Fund and the Bid N' Buy Auction. Participation in all other fundraising and social activities is suggested, and your personal choice, but not expected.

\_\_\_\_\_ **Please initial to show you have read this section.**

**REGISTRATION FEE:** A **\$100.00** non-refundable Registration Fee is required for each enrolled child and must be submitted with the Enrollment Forms.

**PLACEMENT FEE (PF):** Tuition is based on a yearly amount. Families are afforded the option of paying in ten payments beginning with the PF. The non-refundable PF for each program is ten (10) percent of the total amount of your chosen yearly tuition payment The first PF is due with your Enrollment Forms. This payment is applied to your child's yearly tuition. Upon the receipt of this fee you will receive a confirmation of your child's placement in your chosen program at CLC.

Child's Name \_\_\_\_\_  
**Please Print**

# CLC Infant Class Financial Agreement - Page Two

## 2010-2011 School Year



**ACTIVITY FEE:** This is a non-refundable activity fee to cover incidental costs incurred throughout the school year. This fee is **\$270.00** for infant students. This cost includes field trip expenses, special holiday accommodations, cultural arts programs, a proof of your child's individual picture, class picture, and other miscellaneous costs. Regardless of the chosen payment plan, (the 100% payment plan, the debit plan, or the credit card plan), the activity fee must be included with the tuition payment on **September 1, 2010**.

**COLLECTION AGREEMENT:** It is understood by the guardians signing this agreement that a contractual obligation exists to pay the full annual tuition and fees. In the event that an attorney is employed for collection of tuition or fees, the undersigned guardian(s) agrees to pay all costs of collection and including attorney's fees of 25% of the amount due for tuition and fees, plus pre and post judgment interest at the judgment rate, and court costs.

**AFTER 6:00 PM FEE:** For each MINUTE beyond 6:00 PM, you will be assessed **\$1.00**. **THE FEES ARE TO BE PAID IMMEDIATELY TO THE STAFF MEMBER IN CHARGE.** If CLC specifies an early dismissal, this **\$1.00** per minute fee will be in effect at the early dismissal time. There will be no exceptions to this policy. Unfortunately "NO EXCEPTIONS" includes your being late because of traffic congestion. Although a very thoughtful gesture and important to the child/children, calling the office to notify the staff that you will be late does not relieve you of the obligation of paying **\$1.00** per minute after 6:00 PM. If payment is not made at the time you are late or not received by the staff person the following day, you will be billed and charged a late fee of **\$35.00**.

**RETURNED FEE:** The result of a returned check, credit card decline, or auto debit for insufficient funds is a **\$40.00** fee. This fee will be separately debited from your checking account or separately charged to your credit card.

**LATE FEE:** All tuition payments are due on the first of each month from **September 1, 2010** to **May 1, 2011**. A **\$60.00** late fee will be separately debited from your checking account or separately charged to your credit card each month for any amounts that are not received by the designated date. Each family will be given a one time exemption for a returned check, debit fee or credit card charge. The **\$60.00** late fee will incur on any late payments henceforth.

If you prefer to have your Registration Fee and PF debited from your designated checking account or charged to your designated credit card, sign and date:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please **print or type** and sign below to indicate that you have read, understood, and agreed to all of the aforementioned information on pages one and two in the Financial Agreement:

<b>Child's Name:</b>	<b>Date:</b>
<b>Print Guardian's name:</b>	<b>Guardian's signature:</b>
<b>Print Guardian's name:</b>	<b>Guardian's signature:</b>

**CLC Infant Class Financial Agreement - Page Three  
2010-2011 School Year**



**Please RETURN this Financial Agreement Form with your child's Enrollment Forms**

**This Agreement must be signed and returned to the CLC office with your Registration and Placement Fees before your child's place will be reserved.**

**The administrative staff of CLC is not involved in financial matters.**

**Please check below to indicate which payment plan you would like to use:**

I/We agree to pay the CLC annual tuition in the following manner:

**Please Check**

\_\_\_\_\_ 100% year in advance: the PF is due with your Enrollment Forms; the remaining nine (9) payments due **09/01/10** (If you are having your payment charged to your credit card, the year in advance rate, is the same as the yearly credit card rate.)

\_\_\_\_\_ Direct Bank Debit: The PF is due with your Enrollment Forms; the remaining nine (9) payments will be debited beginning **09/01/10** and ending **05/01/11\***

\_\_\_\_\_ Credit Card: The PF is due with your Enrollment Forms. The remaining nine (9) payments will be charged to your credit card beginning **09/01/10** and ending **05/01/11**

\_\_\_\_\_ Amex \_\_\_\_\_ Discover \_\_\_\_\_ Mastercard \_\_\_\_\_ Visa

Card Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Cardholder's Signature: \_\_\_\_\_

\*For new families - You will need to remit a blank voided check with the Enrollment Forms so that CLC's bank will be able to establish the debit plan.

**For returning families - If you have previously established a tuition debit plan or credit card account, the same account will automatically be used for the 2010-2011 school year. It is essential that you notify CLC if there are any changes in either of these accounts.**

Child's Name \_\_\_\_\_

**Please Print**



**The Children's Learning Center (CLC) Financial Policies for 2010-2011**

1. All Enrollment Packet Forms will be completed and returned to the CLC office with a Registration Fee and Placement Fee.
2. Tuition is based on a yearly amount. Families are afforded the option of paying in ten payments beginning with the PF. The non-refundable PF for each program is ten (10) percent of the total amount of your chosen yearly tuition payment. The PF is due with your Enrollment Forms. This payment is applied to your child's yearly tuition. Upon the receipt of this fee you will receive a confirmation of your child's placement in your chosen program at CLC.
3. All tuition payments are due and usable on the first day of each month when paying monthly. A **\$60.00** late fee will be separately debited from your checking account or separately charged to your credit card each month for any amounts that are not received by the designated date for each child enrolled. Each family will be given a one time exemption for a returned check, debit fee or credit card charge. The **\$60.00** late fee will incur on any late payments henceforth.
4. Any information with regard to financial policies /decisions requires a written request to the Financial Chairman, 4511 Bestor Drive Rockville, Maryland 20853. **The administrative staff of CLC is not involved in financial matters.**
5. Absences for any reason will not reduce your obligation to pay tuition and fees for the entire school year.
6. If you withdraw your child from CLC for any reason (except relocation outside of Montgomery County), you agree that all payments and fees set forth in this Agreement are due and payable for the entire school year. It is understood and agreed to by the Guardian(s) that the obligation to pay the full tuition, registration fee, and activity fee for the entire school calendar year is unconditional. Proof of relocation and residency outside of Montgomery County is required to qualify to be released from the obligation to pay for the entire school year.
7. It is understood that no part of the tuition payment or fee payments will be refunded or installment obligations canceled.
8. Financial Aid forms will not be processed if the child's Enrollment Forms, Registration Fee, Placement Fee and all requested forms are not completed and returned.
9. Unless child's guardians are divorced or separated, both guardians must sign the financial agreement.

Please **print or type** and sign below to indicate that you have read, understood, and agreed to all of the aforementioned information on pages three and four in the Financial Agreement:

<b>Child's Name:</b>	<b>Date:</b>
<b>Print Guardian's name:</b>	<b>Guardian's signature:</b>
<b>Print Guardian's name:</b>	<b>Guardian's signature:</b>

# CLC Infant Class Financial Agreement - Page One

## 2010-2011 School Year - These rates will be valid through March 26, 2010



**Please RETAIN this copy of your Financial Agreement**

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**TUITION and TUITION PAYMENTS:** Please refer to the "Tuition Rates and Fee Schedule" sheet to determine your child's total tuition. Tuition is defined as the rate for the enrolled toddler program and any before and after school child care specialty programs. CLC's budgeting procedures are premised on the assumption that tuition and fees for all enrolled children will be paid throughout the school year. Accordingly, **absences for any reason will not reduce your obligation to pay tuition and fees for the entire school year.** Similarly, if you withdraw your child from CLC for any reason (except relocation outside of Montgomery County), you nevertheless agree that all payments and fees set forth in this Agreement are due and payable for the entire school year, without abatement, deduction, or off-set. **It is therefore understood and agreed to by the undersigned Guardian(s) that the obligation to pay the full tuition, registration fee, activity fee, and van fee for the entire year is unconditional. It is also understood that under no circumstances will any part of the tuition payment or fee payments be refunded or installment obligations canceled.** **IN SUMMARY, FULL AND COMPLETE TUITION AND FEES ARE DUE TO CLC AND MUST BE PAID IN FULL REGARDLESS OF WHETHER THE CHILD IS ABSENT OR WITHDRAWN FROM THE SCHOOL.** All decisions are made by the CLC Financial Committee. Correspondence, concerning financial matters needs to be submitted, in writing, to the Chairman of the Financial Committee 4511 Bestor Drive Rockville, Maryland 20853.

**Please initial to show you have read this section.**

If your child's financial account is not current by **May 1, 2011**, your child's written report card, diploma, and other records will be retained by the CLC office until the account is paid in full.

**ATTENDANCE:** Continued attendance in our programs is subject to the discretion of the Director and our professional staff. In the event that CLC determines that it is unable to meet the needs of your child, he/she will be withdrawn from class.

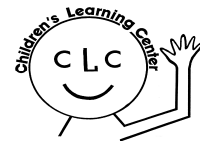
**PARTICIPATION:** Each CLC family is **expected** to participate in ***BOTH*** the Annual Fund and the Bid N' Buy Auction. Participation in all other fundraising and social activities is suggested, and your personal choice, but not expected.

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**REGISTRATION FEE:** A **\$100.00** non-refundable Registration Fee is required for each enrolled child and must be submitted with the Enrollment Forms.

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## CLC Infant Class Financial Agreement - Page Two 2010-2011 School Year



**ACTIVITY FEE:** This is a non-refundable activity fee to cover incidental costs incurred throughout the school year. This fee is **\$270.00** for infant students. This cost includes, special holiday foods, cultural arts programs, a proof of your child's individual picture, class picture, and other miscellaneous costs. Regardless of the chosen payment plan, (the 100% payment plan, the debit plan, or the credit card plan), the activity fee must be included with the tuition payment on **August 1, 2010**

**COLLECTION AGREEMENT:** it is understood by the guardians signing this agreement that a contractual obligation exists to pay the full annual tuition and fees. In the event that an attorney is employed for collection of tuition or fees, the undersigned guardian(s) agrees to pay all costs of collection and including attorney's fees of 25% of the amount due for tuition and fees, plus pre and post judgment interest at the judgment rate, and court costs.

**AFTER 6:00 PM FEE:** For each MINUTE beyond 6:00 PM, you will be assessed **\$1.00**. THE FEES ARE TO BE PAID IMMEDIATELY TO THE STAFF MEMBER IN CHARGE. If CLC specifies an early dismissal, this **\$1.00** per minute fee will be in effect at the early dismissal time. There will be no exceptions to this policy. Unfortunately "NO EXCEPTIONS" includes your being late because of traffic congestion. Although a very thoughtful gesture and important to the child/children, calling the office to notify the staff that you will be late does not relieve you of the obligation of paying **\$1.00** per minute after 6:00 PM. If payment is not made at the time you are late or not received by the staff person the following day, you will be billed and charged a late fee of **\$35.00**.

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If you prefer to have your Registration Fee and PF debited from your designated checking account or charged to your designated credit card, sign and date:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**Please RETAIN this copy of your Financial Agreement**

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\_\_\_\_\_ Credit Card: The PF is due with your Enrollment Forms. The remaining nine (9) payments will be charged to your credit card beginning **09/01/10** and ending **05/01/11**

\_\_\_\_\_ Amex \_\_\_\_\_ Discover \_\_\_\_\_ Mastercard \_\_\_\_\_ Visa

Card Number: \_\_\_\_\_ Exp.Date: \_\_\_\_\_

Cardholder's Signature: \_\_\_\_\_

;  
\*For New Families - You will need to remit a blank voided check with the Enrollment Forms so that CLC's bank will be able to establish the debit plan.

**For returning families - If you have previously established a tuition debit plan or credit card account, the same account will automatically be used for the 2010-2011 school year. It is essential that you notify CLC if there are any changes in either of these accounts.**

Child's Name \_\_\_\_\_

**Please Print**



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3. All tuition payments are due and usable on the first day of each month when paying monthly. A **\$60.00** late fee will be separately debited from your checking account or separately charged to your credit card each month for any amounts that are not received by the designated date for each child enrolled. Each family will be given a one time exemption for a returned check, debit fee or credit card charge. The **\$60.00** late fee will incur on any late payments henceforth.
4. Any information with regard to financial policies /decisions requires a written request to the Financial Chairman, 4511 Bestor Drive Rockville, Maryland 20853. **The administrative staff of CLC is not involved in financial matters.**
5. Absences for any reason will not reduce your obligation to pay tuition and fees for the entire school year.
6. If you withdraw your child from CLC for any reason (except relocation outside of Montgomery County), you agree that all payments and fees set forth in this Agreement are due and payable for the entire school year. It is understood and agreed to by the Guardian(s) that the obligation to pay the full tuition, registration Fee, and activity fee, for the entire school calendar year is unconditional. Proof of relocation and residency outside of Montgomery County is required to qualify to be released from the obligation to pay for the entire school year.
7. It is understood that no part of the tuition payment or fee payments will be refunded or installment obligations canceled.
8. Financial Aid forms will not be processed if the child's Enrollment Forms, Registration Fee, Placement Fee and all requested forms are not completed and returned.
9. Unless child's guardians are divorced or separated, both guardians must sign the financial agreement.



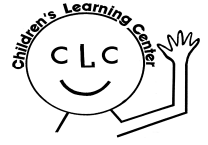
# CLC Infant Class Confidential Background Information 2010-2011 School Year - Page Two



Medical Information Continued	Child's Name:	
Has your child had chronic ear infections?	If yes, please explain:	
Has your child ever been hospitalized?	Why?	
Were there any complications during pregnancy? Please explain:		
Were there any complications at birth? Please explain:		
Was your child born prematurely? Please explain:		
Is your child right or left handed?		
Does your child have any of the following 1) speech 2) hearing 3) behavioral issues 4) physical limitations? If yes, and you feel CLC needs to know about it, please explain:		
1.		
2.		
3.		
4.		
Has your child had a vision test?	When?	
Has your child had a hearing test?	When?	
<i>Please provide documentation.</i>		
Has your child had any of the following:		
<b>An occupational therapy evaluation?</b>		
When?	Where?	By whom?
<b>A speech and language evaluation?</b>		
When?	Where?	By whom?
<b>Educational testing?</b>		
When?	Where?	By whom?
<b>Psychological testing?</b>		
When?	Where?	By whom?
<b>A physical therapy evaluation?</b>		
When?	Where?	By whom?

*A copy of all assessments/evaluations must be included when returning the Enrollment Forms.*

# CLC Infant Class Confidential Background Information 2010-2011 School Year - Page Three

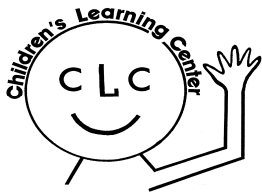


Please print or type and return to The Children's Learning Center

Social/Emotional Information		Child's Name:
What makes your child happy?	What does your child like?	Sad/Dislike?
Describe your child's special interests and what he or she does well:		
How does your child spend free time at home? What things are you working on with your child at home?		
What independent skills does your child display at home?		
How often do you have play dates with others?		
What methods of discipline and reward are encouraged in your home?		
What physical activities does your child enjoy doing?		
Have there been any traumatic incidences in your child's life (such as death of a close friend/family, witnessing a violent act, crisis in family, serious injury/illness)? Please explain:		
<b>Any other comments or information that is pertinent for your child's teachers?</b>		
Previous Mommy and Me Information (including C.L.C.)		
Name of School/Class	City/State	Dates Attended
1.		
2.		
3.		
Did your child have a happy/successful experience? Please explain:		

Thank you for taking the time to complete the background information form. Your child receives the best education when our staff is well informed. In addition to meeting the requirements of the Child Care Administration, these answers will help our staff members to better understand your child.





# The Children's Learning Center

## Contact Sheet

Please list all phone numbers in the order you want CLC to call if there is an emergency or change of schedule. **Please print!**

Child's Name \_\_\_\_\_ Class (10-11) \_\_\_\_\_

Guardian's Name (s) \_\_\_\_\_

Address \_\_\_\_\_

Number 1-10 to call	Phone No.	Person to Call
	Primary home phone:	
	Secondary home phone:	
	Home e-mail address:	
	1. Parent/Guardian cell phone: 2. Parent/Guardian cell phone:	
	Parent/Guardian work phone:	
	Parent/Guardian car phone:	
	Parent/Guardian work phone:	
	Parent/Guardian car phone:	
	Parent/Guardian e-mail address:	
	Parent/Guardian e-mail address:	

**Please make any necessary revisions at the Parent Orientation Meeting or your Child's First Day of school.**

Signature of Guardian \_\_\_\_\_ Date \_\_\_\_\_

4511 Bestor Drive Rockville, Maryland 20853-2139  
 Phone: 301.871.6600 Fax: 301.871.6015 e-mail: [dottieclc@gmail.com](mailto:dottieclc@gmail.com)  
[www.clcmd.org](http://www.clcmd.org)

