## **RISE/FCPK Student Application Packet Checklist** (2022-2023 School Year)

Child's Name:\_\_\_\_\_ DOB: \_\_\_\_\_

- Application for Enrollment
- Developmental History
- Allergy Form -red
- Income Eligibility Form (CACFP) green
- BSC/ASC Registration Form
- Child Pick-up Form
- Permission to Access Records
- UAH Photo/Video Release
- ELC Photo/Video Release
- Emergency Medical Release
- o Immunization Card
- \$50 Application Fee (RISE only)
- Birth Certificate (FCPK Only)
- AL Proof of Residency (FCPK Only)

**Please make sure ALL forms are complete and attached before** returning the packet to the UAH Early Learning Center.



## Student Application for Enrollment 2022-2023 School Year (August – July)

**For RISE SCHOOL**: Please complete the Student Application for Enrollment. Submit the application and a non-refundable application fee of \$50.00 to: https://www.uah.edu/early-learning-center/payments **For FIRST CLASS PRE-K**: Please complete the Student Application for Enrollment. Return the application, copy of birth certification, immunization record, and AL proof of residency to:

UAH Early Learning Center ATTN: Deana Aumalis, Director 301 Sparkman Drive, ELC 115 Huntsville, AL 35899

Child's Name:					
(Firs	t)	(Middle)		(Last)	
Child's Date of Birth:			Sex:	Male	Female
Parent/Guardian Name 1:					
Parent/Guardian Name 2:					
Address:		City:		State:	Zip:
Primary Phone:					
Are the parents/guardians abo	ve the primary caregi	vers? Yes	No		
Primary Language:		Second	dary Lang	uage:	
Parent/Guardian 1 Informatio	n				
Email:	Cell #:			Work #:	
Occupation:		Place of Empl	oyment:		
Parent/Guardian 2 Informatio	n				
Email:	Cell #:			Work #:	
Occupation:		Place of Empl	oyment:		
Whom should we contact first	in the event of illness	or emergency:			
Preferred number of primary c	ontact:				

Are parents/guardians (check one):	Married	Separated	Divorced	Single
Is a parent/guardian currently employed at	UAH?	Yes	No	
If yes, please check one: Faculty?	Staff?	A#		
Is a parent/guardian currently enrolled as a	student at UAH?	Yes A# _		No
Do both parents/guardians have permission	n to pick up the stu	udent from school	: Yes	No
If no, who has permission to pick up fro	m school:			

\*\*Please provide custody paperwork for our records.

## **Emergency Contacts**

I give the following individuals permission to pick my child up from the facility in case of illness or emergency:

Name:		Relationship:	
Primary Phone:			
Name:		Relationship:	
Primary Phone:			
Name:		Relationship:	
Primary Phone:			
Name:		Relationship:	
Primary Phone:			
Emergency Medical			
Child's Physician:			
Physician Phone Number:			
Physician Address:	City:	State:	Zip:
Please describe any special medical info	ormation or medical condi	tions below:	



### Developmental History (2022-2023 School Year)

Child's	Name:					
Person	comple	ting the form:		Relationship:		
Medica	al Histor	γ.				
Compli Compli	ications ications	weeks by (check on during pregnancy: during delivery:				
After d	elivery,	did the child experience difficult	ty with an	y of the follow	ving?	
0	Breath	ing				
	0	Respirator use for	days or		weeks	
0	Nursin	g or feeding				
	0	Supplemented with formula				
	0	Feeding tube				
	0	Tongue tied				
	0	Lip tied				
	0	Weight loss				
0	Jaundi	ce				
	0	Use of bilirubin light for	d	ays		
0	Seizure	es				
0	Birth d	efects				
	0	Explain:				
Surgica	al Histor	у				

Procedure:	Date performed: _	
Procedure:	Date performed: _	
Procedure:	Date performed:	
Procedure:	Date performed:	
Procedure:	Date performed:	

Has your child had or does your child have any of the following childhood illnesses:

er
ns
bes in ears

Please provide any information about the indicated illnesses that would be important for staff to know:

## Vision

Does your child have any issues with		No			
Date of most recent vision exam:					
Test results: Physician or clinic that performed the					
Physician of chine that performed the					
Hearing					
Does your child have any issues with Date of most recent hearing exam: Test results:					-
Physician or clinic that performed the	e assessment:				-
Medication					
Does your child take medication on a	regularly sched	uled basis?	Yes No		
Please list all medications, the dosage	e and the purpos	e for the med	lication:		
Medication Dosa	ige	Pu	rpose		
					_
					_
					_
					_
					_
					_
Developmental Milestones					
At what age did your child perform th	e following:				
Pollover	Sloop thre	ugh tho night	- <b>.</b>		
Roll over:			t:	—	
Sit up:	Babble:				
Crawl:	Say first y				
Pull up:	Say mist w	/ord:			
Take first step:					
Begin toilet training:					
		- Maataw		vielet. Vee	Na
Mastered toilet training during the da		o Master	ed toilet training at	night: Yes	No
If not toilet trained please describe ne	eds:				
Does your child feed himself/herself ir	ndependently:	Yes No			
Is your child a picky eater: Yes	No				

#### Social Milestones/History

Does your child appear to enjoy interactions with others? Yes No

What behaviors or observations would lead you to this conclusion?

List three activities that you consider your child's favorites: 1. 2.

3.

When your child is upset, how does he/she seek comfort?

Who are the most significant individuals in your child's life, and how much interaction do they have with your child?

Is there anything or any activities that cause fear or anxiety in your child?

/ behavior concerns? Yes No
-----------------------------

If yes, please describe his/her behavior: \_\_\_\_\_\_

#### **Communication History**

What is your child's primary means of communication?

How does your child communicate wants and needs to you?

How does your child communicate wants and needs to those who are not familiar with his/her communication style?

Has your child ever received a speech and language evaluation? Yes No

Who conducted the evaluation? \_\_\_\_\_

Did your child receive speech and language services after the evaluation?	Yes	No
For what length of time did your child receive speech and language services?		

## **Developmental Assessments and Therapies**

Has your child ever been evaluated for a developmental of	delay?	Yes	No	
If yes, who conducted the evaluation?				
Did your child qualify for services for a developmental de	lay?	Yes	No	
Please list all therapy services below: Type of therapy:				
	Dates:			
Therapist Name:				
Phone Number:				
Do you have a report from this therapist that can be prov	ided to FL	C staff?	Yes	No
				-
If no, can the ELC staff contact the therapist for a report?	Yes	No		
Type of therapy:				
//····				
Therapist Name:	Location	:		
Phone Number:				
Do you have a report from this therapist that can be prov	ided to FL(	C staff?	Yes	No
		o starr.		
If no, can the ELC staff contact the therapist for a report?	Yes		No	
Type of therapy:	Dates:			
Therapist Name:	Location	:		
Phone Number:				
Do you have a report from this therapist that can be provi	ded to ELC	staff?	Yes	No
If no, can the ELC staff contact the therapist for a report?	Yes		No	
Adaptive Equipment				
Does your child utilize any of the following pieces of adapt	tive equipr	nent?		
, ,				
Hearing aid				
Glasses				
AFOs				
Wheelchair				
Walker				
Special seating				
Other:				
Other:				

	ALLE	RGY		
Child's name:		Date of Birth:		
Parent's Name:		Phone:		
Please complete the bla	nks below:	No known allergies at	this time.	Parent's Initials
Allergy:				
Reaction: Swelling	_RashItching _	Difficulty Breathing	Epi Pen	
Severe:	Moderate:	Mild:		
Allergy:				
Reaction: Swelling	_RashItching _	Difficulty Breathing	Epi Pen	
Severe:	Moderate:	Mild:		
Allergy:				
Reaction: Swelling	_RashItching _	Difficulty Breathing	Epi Pen	
Severe:	Moderate:	Mild:		
Allergy:				
Reaction: Swelling	_RashItching _	Difficulty Breathing	Epi Pen	
Severe:	Moderate:	Mild:		

## CACFP MEAL BENEFIT INCOME ELIGIBILITY FORM (Child Care) FY: 2022-2023

Part 1. Enrolled Children: list name	s of all enrolled child	dren							
					CHECK I	F IN	СН	ECK IF	CHECK IF
Names of all enrolled children: Use	additional pages if nece	ssary	BIRTH DATE		HEAD/EVEN			STER	HOMELESS
(First and Last)			MM/DD/YYY	ſΥ	START		CH	ILD	CHILD
								=	
								<u> </u>	
			1 1						
			/ /						
Part 2. Benefits: If any member of you	r household received St	NAP or	TANE assistance	ce. p	rovide the	type of	bene	fit and ca	se number for
the person who receives benefits. If no o				, [-		.,			
•			• •	BER:					
Part 3. Total Household Gross Incor									
Part 3. Total Household Gross Incor	B. Gross Income ar								
	For example \$200/we				ea				
	1.Earnings from work				ensions,	1	Otho	r Income	5. Check if no
A. Name – First and Last	before deductions				ement, Socia		. Othe	Income	income
(List only household members not listed in					urity, SSI, VA				
Part 1)				bene	efits				
	\$/	\$	/	\$	/	9	S	/	
	¢ /	¢	1	¢	1		、 、		
	\$/	\$	/	\$	/	1	S	/	
	\$ /	\$	/	\$	/	9	5	/	
		*			/				
	\$/	\$	/	\$	/	9	S	/	
	<b>*</b> /	•	1	•				1	
	\$/	\$	/	\$	/	٩	5	/	
this form. If Part 3 is completed, the adult signing the form must also list the last four digits of his or her Social Security Number or mark the "I do not have a Social Security Number" box. (See Privacy Act Statement below) I certify that all information on this form is true and that all income is reported. I understand that the center will get Federal funds based on the information I give; that center officials may verify the information on the form; and that deliberate misrepresentation of the information may subject me to prosecution under applicable State and Federal laws. Sign here: Print name: Date: Date:									
Last four digits of Social Security Number:									
Address:									
Address:			Number:						
City:		State:			_ Zip C				
The Richard B. Russell National School Lunch Act requ participant for free or reduced price meals. You must in Security Number is not required when you apply on bel Families (TANF) Program or Food Distribution Program household member signing the application does not ha meals, and for administration and enforcement of the P	nclude the last four digits of the nalf of a foster child or you list a non Indian Reservations (FDP ve a Social Security Number. rogram.	e Social Se a Supplen IR) case r We will us	ecurity Number of th nental Nutrition Assi number for the partic	ne adu istanc cipant	It household r e Program (Sl or other (FDP	nember NAP), Te IR) iden	who sig emporai tifier or	ns the appli y Assistance when you in	cation. The Social e for Needy dicate that the adult
Part 5. Participant's ethnic and raci									
	e or more racial identitie								
Hispanic or Latino			erican Indian or						
Not Hispanic or Latino		_	ive Hawaiian or	Oth	er Pacific Is	slande	r		
	or African American	🛛 Oth	er						
Don't fill out this part. This is for of	ficial use only.								
Annual Income Conv	version: Weekly x 52, Ev	ery 2 W	/eeks x 26, Twi	ce A	Month x 2	4, Mor	thly x	12	
Household size:Total Annual I	ncome:	SN/	P/TANF House	eholo	d:				
Determination for: Free Meals Red	uced-Price Meals	_Paid M	1eals# I	Foste	er free	#	Head/	Even Sta	rt Free
# Homeless Free	_								
Determining Official's Signature:							Da	te:	
Start Date: Withda									

#### CHILD CARE FOOD PROGRAM

#### (Household Letter for Non-Pricing Programs in Child Care Centers)

#### To: The Household Member

#### From: The Official Representative of the Sponsor Deana Aumalis

### (Name of Center or Organization) \_UAH Early Learning Center

Please help us to comply with the requirements of the USDA Child and Adult Care Food Program (CACFP). The information requested on this <u>Income</u> <u>Eligibility Form (IEF)</u> is necessary in order for us to receive reimbursement for meals served to participants in our center. The form will be placed in our files and will be treated as confidential information.

#### INSTRUCTIONS FOR COMPLETING THE INCOME ELIGIBILITY FORM

**PART 1** - ENROLLED CHILDREN: Print names of all children in household who are enrolled in the center. List the date of birth for each child. If a child is enrolled in Head Start or Even Start, is a foster child or the legal responsibility of the Welfare Agency or a court, or the child is homeless, indicate by marking the appropriate box.

**PART 2** – IF ANY MEMBER OF THE HOUSEHOLDS RECEIVES SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP) OR TEMPORARY ASSISTANCE FOR NEEDY FAMILIES (TANF):

1. List the type of benefit SNAP or TANF.

2. List that person's current SNAP or TANF case number.

3. Sign the form in PART 4. An adult household member must sign. SKIP PART 3

#### PART 3 – HOUSEHOLD INCOME

- 1. List the names of all household members not listed in part one. Include yourself, children not enrolled in the center, your spouse, grandparents, and other related and unrelated people in your household. Use a separate sheet of paper if you need more space.
- 2. Write the amount of income each person now receives on the same line as their name, how often the person receives it, such as weekly, every two weeks, twice a month or monthly, and where it comes from. Income is all money before taxes or anything else is taken out. If any amount <u>last month</u> was more or less than usual, write that person's usual monthly income. If any of the household members receive no income, check the box in the last column.
- 3. Complete PART 4.

The participant in the day care facility may qualify for free or reduced priced meals if their household income falls within the limits on the current Evaluation Sheet for Income Eligibility.

#### PART 4 - SIGNATURE AND SOCIAL SECURITY NUMBER: ALL HOUSEHOLDS COMPLETE THIS PART

1. An adult household member must sign the form.

2. The form must have the last four digits of the social security number of the adult who signs **if part 3 was completed**. If the adult does not have a social security number, select the box indicating this. If all children in a family are foster children, a social security number is not required.

**PART 5** – ETHNIC AND RACIAL IDENTITY: This information is requested solely for the purpose of determining compliance with Federal civil rights laws and will not affect your approval. If you do not mark this, a visual identification will be made and recorded.

<u>Confidentiality</u>: The information on the application is used <u>only</u> to determine eligibility for free or reduced-price meals and to verify eligibility. The information reported on this form is valid for one year. You should, however, notify us if you or someone in your household becomes unemployed and the loss of income during the period of unemployment causes your household income to be within the eligibility standards.

### **Non-discrimination Statement**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at <u>How to File a Program Discrimination</u> <u>Complaint</u> and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

USDA is an equal opportunity provider, employer, and lender.



# Before and After School Care 2022-2023

The UAH Early Learning Center offers extended care Before School from 7:00 - 7:45 a.m. and After School from 2:30-5:30 p.m. on regular school days. The program is open to all current UAH Early Learning Center students.

In order to streamline communication and ensure we have a confirmed spot for your child, please fill out the BSC/ASC forms and return as soon as possible. Drop-in inquires also go through the main office. We want to be flexible and meet your childcare needs, but we need to make sure that ratios are being met for everyone's safety.

#### **Extended Care Rates:**

- Before School Care is \$80/month
- After School Care is \$220/month
- The tuition for Before and After School Care is PRE-PAID on the first of the month and non-refundable for any unused days.
- We schedule staffing in advance, and we are not always able to accommodate drop-ins. Advance notice is required so we can maintain the staff-to-student ratio required by licensing. A daily rate of \$25 applies for After School Care, **IF** drop-in service is available on that day.

#### Break/Holiday Child Care Rates:

Staff availability and family needs will determine if any childcare is to be provided during scheduled breaks in the ELC/RISE School calendar. Pricing and availability will be determined at a later date.

#### Late Pick-Up Fees:

Please be respectful of our childcare staff by picking up your child(ren) by 5:30 p.m., according to the school clock. Tardiness of more than 5 minutes will result in late fees (\$15/child). Repeated tardiness will result in dismissal from the After School Care program.

Student's Full Name:			
Please circle all that	Before School Care 7:00 -7:45 a.m.		
apply:	7.00 7. <del>4</del> 3 d.m.		
appiy.	After School Care		
	2:30 - 5:30 p.m.		
Please circle if you do not require either:	Do not require BSC or ASC		
Parent/Guardian Signature:		Date:	

<b>UAH</b> Earl	/ Learning	Center
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## **Child Pick Up Form**

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE®

EARLY LEARNING CENTER

2022-2023 School Year

The following people are authorized to pick up			for UAH ELC.
Child's Name			
Please include parents a	nd emergency contacts on t	his list.	
•	<b>.</b> .		
Name	Relationship	Phone Number	Driver's License #
Name	Kelationship	r none number	
		·····	

I understand that I will need to call to let the teacher know if someone other than those listed above will be picking up my child. I understand that I will need to furnish the UAH ELC staff with the person's name, phone number, and driver's license number, and that this information will be verified when the individual arrives to pick up my child from school. UAH ELC may make a copy of their driver's license to keep on file.

Printed Name of Parent/Guardian

Date

Signature of Parent/Guardian



## UAH Early Learning Center Permission to Access Student Records

2022-2023 School Year

I, \_\_\_\_\_, give the staff, contract personnel, and university students working with the UAH ELC permission to access and review \_\_\_\_\_\_'s records. This

information is confidential and will be secured only to those listed above.

Signature of Parent/Guardian

Date



# Photo and Video Release Form

## 2022-2023

Student's Name

As the parent/guardian of a child at the UAH Early Learning Center, I agree to the following:

- I understand that my child whose name is listed above may be photographed or videoed at the UAH ELC.
- I understand that these photos or videos may be used in school newsletters or posted on the UAH ELC website, Facebook, Brightwheel App, or any other publication.
- I understand that I have the right to request, in writing, to have photos or videos removed from the website or Facebook within 30 business days.
- I give permission for my child's photos or videos to be: (Please check all that apply)
  - \_\_\_\_\_Mounted or displayed within the classroom
  - \_\_\_\_\_Mounted or displayed within the school
  - \_\_\_\_\_Published on the UAH ELC website
  - \_\_\_\_\_Published on the UAH ELC Facebook page
  - \_\_\_\_\_Published in the classroom or UAH ELC Newsletters
  - \_\_\_\_\_Published in marketing and advertising materials including, but not limited to, printed publications, newspaper and magazine printed ads, and commercials
  - \_\_\_\_\_Published in the private classroom accounts in the Brightwheel app

( ) Yes, I confirm that I have read and understand the above and agree to the terms for photo and video release of my child's image. I further release the UAH Early Learning Center from any and all claims for damages libel, slander, invasion of the right of privacy, or another claims based on, arising out of, or connected with the use of such photos and/or videos.

( ) No, I do not wish to have my child's photos or videos published.

Parent/Guardian Printed Name:	
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Signature: \_\_\_\_\_\_

## UAH ELC/RISE/First Class Pre-K 2022-2023

#### PHOTO AND VIDEO RELEASE FOR THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

I hereby grant The University of Alabama in Huntsville and their photographers/videographers the absolute and irrevocable right and unrestricted permission to use the photographic and video images of my child.

In which I may be included with others, to copyright the same, and to use, reuse, publish and republish the same in whole or in part, individually or in conjunction with other photographs and videos and in conjunction with any printed matter, in any and all media now or hereafter known, and for any purposes whatsoever for illustrations, promotion, art, editorial, advertising and trade, or any other purpose whatsoever without restriction as to alteration, and to use my child's name in connection therewith if the photographer and/or videographer and the University so chooses.

I hereby release and discharge the photographer and/or videographer and the University and its Board of Trustees and officers from any and all claims and demands arising out of or in connection with the use of the photographs and/or video, including without limitation any and all claims for libel or invasion of privacy.

This authorization and Release shall also inure to the benefit of the heirs, legal representatives, licensees and assigns of the photographer and/or videographer as well as the person(s) for whom he took the photographs and/or videos.

I waive my right that I may have to inspect and approve the finished product that may be used or to which it may be applied now and/or in the future, whether that use is known to me or unknown, and I waive any right to royalties to other compensation arising from or related to the use of the image or product.

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

Parent/Guardian	
Signature	Date:
I certify that I am the parent/guardian of the above mer	tioned minor.
This release is signed voluntarily under no duress, and y	without expectation of compensation in any form now c

This release is signed voluntarily, under no duress, and without expectation of compensation in any form now or in the future.

() Yes, I confirm that I have read and understood the above, and agree to the terms for photo and video release.

() No, I do not wish to have my child's photograph or videos taken by the University of Alabama in Huntsville's photographer and/or videographer.

### 2022-2023 Medication / Emergency Release Form The University of Alabama in Huntsville Early Learning Center

#### CHILD NAME: \_\_\_\_\_

I hereby authorize the Director, Lead Teacher, and/or Nurse/LPN to administer medication as prescribed by a physician to my child. I hereby authorize the Director, Lead Teacher, and/or Nurse/LPN to administer Children's Tylenol/Motrin and Children's Benadryl in medical and/or emergency situation.

Signature of Parent/Guardian

Date

In the case of emergency, I hereby authorize the staff of UAH Early Learning Center to seek immediate medical attention. Parents will be contacted while en route to hospital.

Signature of Parent/Guardian

Date

I understand that I will be responsible for any medical expenses incurred during emergency treatment for my child. I understand I am responsible for providing insurance information to the medical care provider.

Signature of Parent/Guardian

Date

Insurance Provider

Group/Contract Number

I hereby authorize the director, teacher or staff to administer sunscreen to my child.

Signature of Parent/Guardian

Date