

# **RISE/FCPK Student Application Packet Checklist** (2024-2025 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
- 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 2024-2025 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: Enrollment 301 Sparkman Drive, ELC 115 Huntsville, AL 35899

Child's Name:					
(First)		(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 above the p	orimary caregive	ers? Yes	No		
Primary Language:		Second	ary Langı	uage:	
Parent/Guardian 1 Information					
Email:	Cell #:			Work #:	
Occupation:		_ Place of Emplo	oyment: _		
Parent/Guardian 2 Information					
Email:	Cell #:			Work #:	
Occupation:		_ Place of Emplo	oyment:		
Whom should we contact first in the e	event of illness c	or emergency:			
Preferred number of primary contact:					

Are parents/guardians (check one): Ma	arried	Separated	Divorced	Single
Is a parent/guardian currently employed at UAI		Yes	No	
If yes, please check one: Faculty?	Staff?	A#		<b>-</b>
Is a parent/guardian currently enrolled as a stu	dent at UAH?	Yes A#		No
Do both parents/guardians have permission to	pick up the st	udent from school	: Yes	No
If no, who has permission to pick up from s	chool:			
**Please provide custody paperwork for our re	cords.			

#### **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:			
Please describe any special medical informa	ition or medical cond	itions below:	



# Developmental History

	s Name:		
Persor	n completing the form:	Relationship:	
Medic	al History		
	red atweeks by (check one)	<b>e</b> ,	•
Compl	lications during pregnancy:		
	lications during delivery:		
3irth v	veight:	-	
6	Duesthing		
0	Breathing • Respirator use for day Nursing or feeding • Supplemented with formula • Feeding tube • Tongue tied • Lip tied • Weight loss	ys or weeks	
-	<ul> <li>Respirator use for day</li> <li>Nursing or feeding         <ul> <li>Supplemented with formula</li> <li>Feeding tube</li> <li>Tongue tied</li> <li>Lip tied</li> <li>Weight loss</li> </ul> </li> </ul>		
0	<ul> <li>Respirator use for day</li> <li>Nursing or feeding         <ul> <li>Supplemented with formula</li> <li>Feeding tube</li> <li>Tongue tied</li> <li>Lip tied</li> <li>Weight loss</li> </ul> </li> <li>Jaundice         <ul> <li>Use of bilirubin light for</li> </ul> </li> </ul>		
0	<ul> <li>Respirator use for day</li> <li>Nursing or feeding         <ul> <li>Supplemented with formula</li> <li>Feeding tube</li> <li>Tongue tied</li> <li>Lip tied</li> <li>Weight loss</li> </ul> </li> <li>Jaundice         <ul> <li>Use of bilirubin light for</li> </ul> </li> </ul>		
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# Procedure: Date performed: Procedure: Date performed:

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

Measles	Scarlet Fever
Asthma	Tonsillitis
Reflux	Ear Infections
Chicken Pox	Tubes in ears
Mumps	Seizures
Rubella	Meningitis
	Other:

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

#### Vision

Does your child have any issues with visio Date of most recent vision exam:			N						
Test results: Physician or clinic that performed the asso	essme	nt:							
Hearing									
Does your child have any issues with hear Date of most recent hearing exam: Test results:									
Physician or clinic that performed the asso	essme	nt:							
Medication									
Does your child take medication on a regu	ularly	schedu	led b	asis?	Yes	No			
Please list all medications, the dosage and	l the p	ourpose	e for t	the medica	ation:				
Medication Dosage				Purp	ose				
Developmental Milestones									
At what age did your child perform the fol	lowing	g:							
Roll over:	Slee	ep throu	ugh t	he night:					
 Sit up:							-		
Crawl:									
Pull up:		first wo			_	_			
Take first step:						_			
Begin toilet training:									
Mastered toilet training during the day:	Yes	No	)	Mastered	toilet ti	raining at r	night:	Yes	No
If not toilet trained please describe needs:						C			
Does your child feed himself/herself indep	enden	tly:	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?

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?	Ye	s 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 de	elay or disability?	Yes	No
If yes, who conducted the evaluation and what was the o	utcome?		
Did your child qualify for services for a developmental de	lay or disability?	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		? 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	rided to ELC staff	? Yes	No
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 If no, can the ELC staff contact the therapist for a report?		Yes No	No
Adaptive Equipment Does your child utilize any of the following pieces of adaptive	tive equipment?		
Hearing aid Glasses AFOs Wheelchair Walker			
Special seating Other: Other:			



2024-2025 School Year

# ALLERGY

Child's name:		Date of Birth	:	
Parent's Name:		Phone:		
Date Completed:				
Please complete the bla	anks below:	No known allergies	at this time	Parent's Initials
Allergy:				
		ingDifficulty Breathing		
Severe:	_ Moderate:	Mild:		
Allergy:				
		ingDifficulty Breathing	Epi Pen	
Severe:	_ Moderate:	Mild:		
Allergy:				
		ingDifficulty Breathing	Epi Pen	
Severe:	_ Moderate:	Mild:		
Allergy:				
Reaction: Swelling	_RashItchi	ingDifficulty Breathing	Epi Pen	
Severe:	_ Moderate:	Mild:		

# CACFP MEAL BENEFIT INCOME ELIGIBILITY FORM (Child Care) FY: 2023-2024

Part 1. Enrolled Children: list names	of all enrolled chil	dren						
Names of all enrolled children: Use a (First and Last)	dditional pages if nece	essary	BIRTH DAT MM/DD/YY		CHECK IF IN HEAD/EVEN START	CHECK IF FOSTER CHILD		CHECK IF HOMELESS CHILD
(Flist and Last)				ΤΤ				
							┝━┦──	
							<u> </u>	
			1 1					
			/ /				$\overline{\Box}$	
Part 2. Benefits: If any member of your the person who receives benefits. If no on TYPE OF BENEFIT:			kip to part 3.	-	rovide the type			
Part 3. Total Household Gross Incom	e —You must tell ι	us how	much and h	ow o	often			
	B. Gross Income a				ved			
	For example \$200/w					1.04		
<b>A. Name – First and Last</b> (List <b>only</b> household members not listed in Part 1)	1.Earnings from work before deductions		are, child , alimony	retire	ensions, ement, Social urity, SSI, VA efits	4. Othe	er Income	5. Check if no income
	\$/	\$	/	\$	/	\$	/	
	\$/	\$	/	\$	/	\$	/	
	\$/	\$	/	\$	/	\$	/	
	\$/	\$	/	\$	/	\$	/	
	\$/	\$		\$	/	\$	/	
Part 4. Signature and Last Four Digit this form. If Part 3 is completed, the adult	s of Social Security	/ Numb	per (Adult mu	ust s	ign) - An adul	house	nold meml	per must sign
mark the "I do not have a Social Security I certify that all information on this form is tru the information I give; that center officials m subject me to prosecution under applicable Sign here:	ue and that all income ay verify the informatic State and Federal law Print name:	is report on on the s.	ted. I understa e form; and tha	nd th t deli	at the center w berate misrepre	esentati _ Date:	on of the i	nformation may
Last four digits of Social Security Number:	<u>× × × - × ×</u>		[		o not nave a So	icial Se	curity Nun	nber
Address:		Phone	Number:					
City: The Richard B. Russell National School Lunch Act requi participant for free or reduced price meals. You must ind Security Number is not required when you apply on beha Families (TANF) Program or Food Distribution Program household member signing the application does not hav meals, and for administration and enforcement of the Pri	clude the last four digits of the alf of a foster child or you list on Indian Reservations (FDP e a Social Security Number. ogram.	plication. e Social S a Supplen PR) case r We will us	ecurity Number of t nental Nutrition Ass number for the parti	o give t he adu sistanc icipant	he information, but Ilt household memb e Program (SNAP), or other (FDPIR) id	if you do er who si Tempora entifier or	gns the appli ry Assistance when you in	cation. The Social e for Needy dicate that the adult
Part 5. Participant's ethnic and racia	or more racial identities							
Mark one ethnic identity: Mark one Image: Mark one		_	erican Indian o	r Alac	ka Native			
Not Hispanic or Latino					er Pacific Island	ler		
	or African American	Oth						
Don't fill out this part. This is for off			01					
Annual Income Conve	ersion: Weekly x 52, Ev	very 2 W	/eeks x 26, Tw	ice A	Month x 24, M	onthly x	12	
Household size:Total Annual Ir								
Determination for: Free Meals Redu	ced-Price Meals	_Paid N	/leals#	Fost	er free	# Head	/Even Sta	rt Free
# Homeless Free								
Determining Official's Signature:						Da	ite:	

#### 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 Dr. Loretta Hayslip

#### (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.

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# **Before School and After School Care**

#### EARLY LEARNING CENTER

The UAH Early Learning Center (UAH ELC) offers extended care options on regular school days. Before School Care is from 7:00-7:45 am and this program is available to all UAH ELC students. After School Care is from 2:30-5:30 pm and is available to students enrolled within our Rise classrooms at the UAH ELC. After School Care is dependent on availability for students enrolled within our First Class Pre-K classrooms at the ELC.

In order to streamline communication and ensure we have a confirmed spot for your child, please fill out this form and return as soon as possible. Even if applying for the First Class Pre-K classrooms (in which ASC is dependent on availability) please be sure to indicate if you need After School Care, so that we can let you know as soon as possible if there will be a spot for your child. Drop-in inquiries 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:**

• See 2024-2025 Tuition Fee Schedule

• 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 and \$10 applies for Before School Care, IF drop-in service is available on that day.

#### 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 lobby clock. Tardiness of more than 5 minutes will result in late fees \$15/child for the first five minutes beginning at 5:30, then \$10 for every 5 minutes or portion there of, until the child and guardian exit the building. Repeated tardiness will result in dismissal from the After School Care program.

Child's Full Name:			
Please circle all that apply:	Before School Care 7:00 -7:45 a.m.		
	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:	

2024-2025 School Year



### **Child Pick Up Form**

EARLY	LEARNING	CENTER
		01.1.1.

The following people are authorized to pick up			from UAH ELC.
		Child's Name	
Please include parents and eme	ergency contacts on t	his list.	
Name	Relationship	Phone Number	Driver's License #
		······	

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



# **Permission to Access Student Records**

#### EARLY LEARNING CENTER

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 FOR THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

I hereby authorize The University of Alabama in Huntsville ("University" or "UAH") and all photographers, videographers, and all others acting pursuant to authority from UAH (collectively with UAH the "UAH Parties"), to record my likeness and voice on a video, audio, photographic, digital, electronic, or any other medium, and to use my name in connection with any such recording. I further grant the UAH Parties the absolute and irrevocable right and unrestricted permission to use any such recording, to copyright the same, and to use, reuse, publish and republish the same in whole or in part, individually or in conjunction with other recordings 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 name in connection therewith if the photographer and/or videographer and UAH so chooses.

I hereby release and discharge the UAH Parties, including The Board of Trustees of the University of Alabama and its individual members, and all UAH officers and employees, from any and all claims and demands arising out of or in connection with the use of the recordings, 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 the recordings were taken.

I waive any 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.

I certify that I am at least 19 years of age (or if under 19 years of age, that I am joined in agreeing to this release by my custodial parent or legal guardian) and that this release is signed voluntarily, under no duress, and without expectation of compensation in any form now or in the future.

Date

Printed Name of Model

Signature of Model (Regardless of Age)

Address

Phone #

#### FOR MINORS LESS THAN 19 YEARS OF AGE

\*Minors, or persons less than 19 years of age, must have consent from the Custodial Parent or a Legal Guardian. If there are multiple Custodial Parents or multiple Legal Guardians, it is **HIGHLY RECOMMENDED** all Custodial Parents or all Legal Guardians sign to demonstrate consent on this release form. \*

Date

Printed Name of Custodial Parent/ or Legal Guardian

Signature of Custodial Parent/or Legal Guardian

Address

Phone #

Date

Printed Name of Custodial Parent/ or Legal Guardian

Signature of Custodial Parent/or Legal Guardian

Address

Phone #



Child'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.

Photo and Video Release Form

- 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:	 
Parent/Guardian Printed Name:	

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

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



# **Medication / Emergency Release Form**

#### EARLY LEARNING CENTER

#### CHILD'S 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