

**Nontraditional Student  
Hourly Childcare  
Enrollment Checklist**



Parents,

Before you can bring your child to the Weber State Hourly Childcare Program, you must fill out and sign this checklist of our rules.

Thank you,  
Hourly Childcare Staff

Please read and initial the following:

\_\_\_\_\_ I agree to turn in the following forms before I bring my child to the daycare:

- Parent Contract
- Enrollment Form
- Green Emergency Card
- Annual Health History signed by doctor (must be updated every year)
- Immunization Records
- Background Information Form
- Emergency Release Form

\_\_\_\_\_ Every day when I sign my child in on the sign-in/out sheet provided, I agree to:

- Write a current number that I can be reached at while my child is at the center
- Write down what building(s) and room number (s) I will be in while my child is at the center

\_\_\_\_\_ I agree to the following rules when it comes to paying my child's bill:

- All balances must be paid in full by the 3<sup>rd</sup> of each month
  - A copy of your bill will be given to you one week prior to the due date
- If balance is not paid off within 7 days of the 3<sup>rd</sup>, the child will not be allowed to come to the daycare until the balance is paid in full

\_\_\_\_\_ I agree to pick up my child by 3:00 PM every day.

\_\_\_\_\_ I agree to the following conditions if I am late picking up my child:

- If I am late picking up my child (past 10 minutes) I will receive a warning letter from the staff.
- After 3 warnings, I will be charged a \$50 fine that must be paid in full prior to my child's readmittance to the center.
- Every time that I am late (past 10 minutes) after I have received the fine I will be given another \$50 fine.
- If I am later than 30 minutes social services will be contacted.

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Please Keep for your Records**