

**TLC Early Learning Center  
603 Classen Blvd.  
Norman, OK 73071  
405-329-1503  
Website: www.tlsnorman.com**

<b>Child's Information</b>			
Child's Name:	Date of Birth:	Gender: Male      Female	
Child attends Church? Yes No Where?	Ethnic Origin (optional):		
<b>Home Information</b>			
Please Mark Father                  Stepfather Guardian                          Other:	Please Mark Mother                  Stepmother Guardian                          Other:		
Name	Name		
Home Address	Home Address		
City                          State                          Zip	City                          State                          Zip		
Home Phone	Cell Phone Text Permission? Y__ or N__	Home Phone	Cell Phone Text Permission? Y__ or N__
Driver's License #		Driver's License #	
E-mail address: (Used solely for TLC Early Learning Center)		E-mail address: (Used solely for TLC Early Learning Center)	
Employer/Business Name		Employer/Business Name	
Address		Address	
Phone Number		Phone Number	

<b>Child's T-Shirt Size (Please mark one)</b>				
<b>Youth Size</b>	Extra Small (4T)	Small (6-8)	Medium (10-12)	Large (14-16)
<b>Adult Size</b>	Small	Medium	Large	

<b>Photo Agreement</b>
Yes__ I grant or No__ I do not grant permission for my child to be included in any photos TLC Early Learning Center may use for newsletters, yearbooks, etc.

<b>Authorized Pick Up Information</b>	
Name: Relationship to child:	Phone:
Name: Relationship to child:	Phone:
Name: Relationship to child:	Phone:

Emergency Information		
Name of Policy Holder		
Health Insurance Co.		
Insurance Company Phone No.		Policy No.
<b>List persons to be called if you cannot be located in the event of an emergency.</b>		
Name	Phone	Cell
Name	Phone	Cell
Physician	Phone	
Hospital Preference		
If your physician cannot be reached, what action should be taken?		
Does your child suffer from allergies or any other medical condition?		
List any prescribed medications that your child currently takes for long-term condition (e.g., asthma, etc.)		
<p>I (we) grant permission for authorized TLC Early Learning Center personnel to take whatever steps necessary to obtain medical care if warranted. These steps may include, but are not limited to:</p> <p>A. Attempt to contact parent or guardian.</p> <p>B. Attempt to contact you through any of the persons listed on the Emergency Information section.</p> <p>C. If TLC Early Learning Center personnel cannot contact you, TLC Early Learning Center staff may do either of the following:</p> <p>Have the child taken to an emergency hospital or call 911.</p> <p>*Expenses may not be covered by the Center's basic insurance policy and some costs may be incurred by the family.</p>		
Immunizations		
<b>OKLAHOMA LAW REQUIRES PROOF OF CHILDREN'S IMMUNIZATIONS</b>		
1. 5 doses of DTP	5. 3 doses by 15 mo. of Haemophilus (HIB)	
2. 4 doses of Polio	6. 4 doses of PCV	
3. 2 doses of MMR	7. 3 doses of Hepatitis B	
4. 1 dose (12-18 mo.) of Varicella (Chicken Pox)	8. 2 doses of Hepatitis A	

**Summer Camp Field Trips (Campers ONLY – 1<sup>st</sup>-5<sup>th</sup> Grade):** I give permission to TLC Early Learning Center to transport my child to all field trips that occur during Summer Camp 2021. I also give permission for my child to participate in water activities at local swimming pools, splash pads, etc. My child can swim in \_\_\_\_\_ depth of water. I understand my child will be given a swim test before they will be allowed to go to the deep end of the pool.

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

I have read, understand, and agree to all the policies as stated on this enrollment form and in the handbook. I understand that if I do not abide by the policies my child may be released from the program.

**Initials** \_\_\_\_\_

This is a financial commitment of the schedule I selected. I understand if I choose to remove my child early I will give a 2 week notice. If less than a 2 week notice is given, a total of 2 weeks tuition will be required from the date of notification. Enrollment and Curriculum fees are not refundable.

**Initials** \_\_\_\_\_

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

**\*\*By submitting this form, I am agreeing to all of its contents and entering into a contractual agreement\*\***

OFFICE USE ONLY						
Date			Shot Record: Y ___ N ___			
Curr. Fee Pd.			In computer			
En. Fee Pd.			Out computer			
QB	BW	DB	PS	EM	FILE	Teach Copy



Compliance File Notification:
Child Care Programs and Family Child Care Homes



Program Information

Trinity Lutheran Childcare K83-0023134
Program name License number
603 Classen Norman OK 73071
Street address City State ZIP code
Mailing address
405-329-1503 Trinity Lutheran Church
Phone Owner

Child Information

Please list the name(s) and birth date(s) for any child(ren) you are enrolling in this program:

Table with 2 columns: Name, Date of birth

Agreement and Signature

- I understand and am aware:
- this program is required to maintain a copy of the compliance file on-site and the information contained in the file is available for inspection.
- of the Compliance File location and its contents.
- this form is to be completed:
 - upon child enrollment; and
 - every 12 months thereafter.
- a copy of the program specific Notice to Parents is to be provided to parent(s) or legal guardian(s) upon enrollment.

For program specific information contained in the Notice to Parents, select one:

- [x] DHS Publication No. 14-01, Notice to Parents for Child Care Program
[ ] Form 07LC084E, Notice to Parents for Family Child Care Home

Parent or legal guardian name Parent or legal guardian signature Date

This document does not meet posting requirements per OAC 340:110-3-275 through 340:110-3-311, and DHS Pub 14-15 Licensing Requirements for Child Care Programs, and is a parent provided document only. Information contained in DHS Pub 14-01 Notice to Parents is stated below. You may obtain a copy of DHS Pub 14-01 by calling 1-877-283-4113, or by faxing (405) 962-1741.

### NOTICE TO PARENTS

Please review the following records on a regular basis at child care centers, day-camps, drop-in programs, out-of-school time programs, part-day programs, and programs for sick children.

**Posted:**      **The program is required to post:**

- **This Notice to Parents;** and
- Child Welfare Investigative Summary, with confirmed and substantiated findings for 120 calendar days from the date the investigation is completed as indicated on the form.

**Compliance file:** The program is required to make accessible in a prominent location the following documents, maintained together, with the most recent on top and all child-identifying information removed. The compliance file includes items within the last 120 calendar days, at a minimum, from the date on the document or the investigation completion date on the form, unless requirements state otherwise.

The compliance file **only** contains: compliance monitoring from Licensing, Stars and tribal agencies, such as: **monitoring visit forms;** including the most recent visit; **case status information;** such as forms and correspondence regarding: issuance of permits and licenses; non-compliances and Stars violations; notices to comply; complaint findings; office conferences with Licensing, Stars and tribal agencies; Stars alternative settlements and reductions; consent agreements, denials of a request for license, and revocations of a license; child welfare investigative summary, regardless of findings; however, confirmed or substantiated findings are maintained in the file for 12 months; granted criminal history restriction waiver notifications are maintained in the file for as long as the individual is employed or is living in the facility; and other documents indicating placement in the compliance file.

#### Online

**Child care locator and case summary:** Access at the below Web address.

**Licensing requirements for child care programs:** Access at the below Web address or contact the local DHS office below for a mailed copy.

#### At the DHS local office

**Public licensing file:** Contact the local office below to schedule an appointment.

**Case summary:** Contact the local office below for a faxed or mailed copy.

If you believe licensing requirements are not being met or you have questions, please contact a child care licensing specialist from DHS Child Care Services at:

**DHS local office**

**Child Care Services**

**Address:** \_\_\_\_\_ 631 E Robinson, Norman \_\_\_\_\_ **Phone:** \_\_\_\_\_ 405-573-8300 \_\_\_\_\_

<http://www.okdhs.org/services/cc/Pages/ChildCareMain.aspx>

## TLC Early Learning Center Enrollment Schedule

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



### Sonshine Station Summer Camp 2021

Please look at program options to help you fill out your child's schedule.

Classes	Schedule Available	Hours Available
Cubs (1yr) Bears (2yr) Pandas (3yr) Explorers (4yr) Scouts (5yr) Must be required age by Sept 1, 2020	Monday- Friday (choose any 2-5 days)	9:00-3:00 pm
Before Care	Monday-Friday (choose any 1-5 days)	7:30-9:00 am
After Care	Monday-Friday (choose any 1-5 days)	3:00-6:00 pm
Campers (1 <sup>st</sup> -5 <sup>th</sup> grade) Must have completed 1 <sup>st</sup> grade	Monday- Friday (choose any 2-5 days)	7:30 am – 6:00 pm

Select choices below:

Please put X in box of the class equal to the grade they attended this past year.	Cubs 1yr	Bears 2yr	Pandas 3yr	PreK4 4yr	Kind 5 yr	Campers: Click on Grade Completed 1 <sup>st</sup> 2 <sup>nd</sup> 3 <sup>rd</sup> 4 <sup>th</sup> 5 <sup>th</sup>  7:30 am-6 pm only
	Please mark day and time frame for each day:					
	Mon	Tues	Wed	Thurs	Fri	
9:00-3:00 pm						
Before Care 7:30-9:00 am						
After Care 3:00-6:00 pm						



### TLC Early Learning Center Fall/Spring Program Aug. 2021-May 2022

Please look at program options to help you fill out your child's schedule.

Classes	Schedule Available	Hours Available
Cubs (1yr) Bears (2yr) Pandas (3yr) Must be required age by Sept 1, 2021	Monday- Friday (choose any 2-5 days)	9:00-3:00 pm
PreK4	Monday- Friday (choose any 3-5 days)	9:00-3:00 pm
Kindergarten	Monday-Friday	9:00-3:00 pm
Before Care	Monday-Friday (choose any 1-5 days)	7:30-9:00 am
After Care	Monday-Friday (choose any 1-5 days)	3:00-6:00 pm

Select choices below:

Please click circle in the class your child will attend:	Cubs	Bears	Pandas	PreK4	Kind
Put an X in box below for the day and time for needed:	Mon	Tues	Wed	Thurs	Fri
9:00 am-3:00 pm					
Before Care 7:30 am-9:00 am					
After Care 3:00-6:00 pm					