

Application Form

Date Received: _____ Start Date: _____
Application Fee: \$ 50 _____ Check #: _____

Child's Information

Last Name: _____ First Name: _____ Toilet Trained? Yes No
Birth Date: _____ Sex: Male _____ Female _____
Previous Day care/school experience _____

Center Locations

Please indicate which of the following center locations you would like to enroll your child in:

Gaithersburg Location

2 Sunnyside Court
Gaithersburg, MD, 20877

Germantown Location

22720 Ridge Road
Germantown, MD, 20876

Parent's Information:

Father's name _____ Mother's name _____
(Last) (First) (Last) (First)

Address: _____ Address: _____

City: _____ City: _____

State: _____ Zip: _____ State: _____ Zip: _____

Home Phone: _____ Home Phone: _____

Cell Phone: _____ Cell Phone: _____

Employer: _____ Employer: _____

Work Phone: _____ Work Phone: _____

E-mail: _____ E-mail: _____

Emergency contact if parents can't be reached: _____

Who will usually pick child up? _____

Is there anyone other than a parent who may pick-up the child on a daily basis? _____

If yes, please list name and phone number: _____

What language(s) does your child use at home? _____

Any health problems? If yes, please specify. _____

Any allergies? If yes, please specify. _____

Health insurance company and policy #: _____

Primary doctor name and phone #: _____

Dentist name and phone #: _____

This form must be accompanied with a \$50 non-refundable application fee.
A non-refundable enrollment/materials fee is due upon acceptance of your child.
I have read and understand the Procedures and Policies on the back of this application.

Signature of parent/guardian _____ Date _____

Enrollment Procedures and Policies

We suggest you to visit Fun Fun Daycare (FFDC) before submitting an application. Please call first so we can be sure our staff member is available to discuss your needs and answer your questions. The application process and our enrollment policies are as follows:

- Complete the application and return it to FFDC with a \$50 non-refunded application fee. We will notify you when a space becomes available.
- At the time of acceptance and/or reenrollment, the annual non-refundable enrollment fee and materials fee are due to reserve your child's place. These fees will not be refunded regardless of whether the withdrawal decision was made voluntarily or involuntarily, and regardless of the length of my child's enrollment at FFDC.
- Since registration is made for the entire school year, written notice of early withdrawal as well as one month tuition fee (in addition to the one month tuition paid in advance) must be submitted to the FFDC office **on or before the first day** of the month, at least 30 days prior to withdrawal. This written notice and tuition payment must be received on or before the first day of the month, or parent/guardian will be required to pay the following month's tuition.
- Complete all Health, Immunization, and Emergency Forms and return them to FFDC. Enrollment may not commence until all required health and emergency care forms and tuition fees have been received.
- Tuition credit cannot be given for absences due to illness, vacation or other personal plans.
- FFDC may terminate a child's enrollment as follows:

Upon two weeks' notice for the following reasons:

1. Parental failure to abide by FFDC policies and enrollment agreement
2. FFDC's program is not meeting developmental or special needs of the child as determined by the FFDC director.

Immediate withdrawal may result for the following reasons:

1. Health or behavioral reasons that threaten the safety, health, or well-being of the child or other children and staff
2. Chronic disregard of tuition policies
3. A pattern of late pick-up
4. Other conduct of parent/guardian or a child that threatens the well-being of children or staff