

PART II — ENROLLMENT APPLICATION

FAMILY ENROLLMENT & APPLICATION FORM

Please complete one form for each child. Attach any required health, immunization, care-plan, and authorization documents. Do not leave emergency or medical sections blank; write “none” or “not applicable” where appropriate.

Child's legal name	
Preferred name	
Date of birth	
Age at start	
Requested start date	
Parent/Guardian 1 full name	
Relationship to child	
Home address	
Phone	
Email	
Employer/work location and phone	
Parent/Guardian 2 full name	
Relationship to child	
Phone	
Email	
Employer/work location and phone	
Child's primary physician and phone	
Preferred hospital/medical facility	
Health insurance/plan (optional)	
Allergies, medical conditions, medications, dietary needs, or care instructions	
Developmental, communication, sensory, behavioral, or support needs we should know	
Previous childcare experience and helpful transition information	
School name and grade (if applicable)	
School drop-off/pickup needs (if applicable)	

Contracted days and arrival/departure times	
Agreed tuition and payment schedule	
Emergency contact 1: name, relationship, phone	
Emergency contact 2: name, relationship, phone	
Authorized pickup person 1: name, relationship, phone	
Authorized pickup person 2: name, relationship, phone	
Authorized pickup person 3: name, relationship, phone	

I certify that the information provided is accurate and complete. I agree to notify Bear Cub Explorers promptly of changes and understand that enrollment is subject to required records, available space, and the signed care agreement.

PARENT/GUARDIAN PERMISSIONS & ACKNOWLEDGMENTS

Mark one choice for each item. A separate permission may be required for specific outings, medication, or care plans.

Permission / acknowledgment	Yes	No / Not applicable
I authorize emergency medical care when reasonably necessary if I cannot be reached promptly.	☐	☐
I give permission for my child to be transported in the provider's vehicle, only as described in a written transportation plan.	☐	☐
I give permission for my child to participate in planned water play/swimming activities, subject to advance notice and safety requirements.	☐	☐
I give permission for photos to be taken for private developmental/program documentation shared directly with my family.	☐	☐
I give permission for my child's image to be used on public social media, website, or promotional materials.	☐	☐
I have received, read, and had the opportunity to ask questions about the Parent Handbook and Care Agreement.	☐	☐

I understand tuition reserves a contracted space and is payable according to the signed agreement, including applicable absence and closure policies.	☐	☐
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Parent/Guardian name: _____

Signature: _____ Date: _____

Provider signature: _____ Date: _____

PROFILE & DAILY CARE PLAN FOR:

How does your child communicate needs?	
Comfort items/soothing strategies	
Nap/rest routine and sleep instructions (especially infants)	
Feeding routine, bottle/formula/breast milk instructions	
Foods introduced / texture needs (infants and toddlers)	
Diapering/toileting routine and supplies	
Triggers, fears, or signs of stress	
Interests, strengths, favorite activities	
Other information that will help us care for your child	

TUITION & SCHEDULE AGREEMENT

Child's name	
Start date	
Contracted days	
Scheduled arrival time	
Scheduled pickup time	
Regular tuition amount and frequency	
Payment due dates	
Registration fee paid / date	
Advance payment, if applicable / credit week	
Early drop-off fee, if applicable	
Extended evening care fee, if applicable	
Late payment/overtime fee terms	
School transportation details and fee, if applicable	
Special agreed terms	

The family acknowledges that the tuition amount, schedule, additional fees, holidays/closures, and notice terms above are the terms agreed for this child. Any changes must be made in writing and acknowledged by both parties.

Parent/Guardian signature: _____ Date: _____

Provider signature: _____ Date: _____

FINAL CHECKLIST BEFORE THE FIRST DAY

- ☐ Completed application for each child
- ☐ Signed handbook acknowledgment and care agreement
- ☐ Emergency contacts and authorized pickup list
- ☐ Required health and immunization records / applicable documentation
- ☐ Medication authorizations and care plans, if needed
- ☐ Written infant feeding, sleep, and diapering instructions, if applicable
- ☐ Food allergy and dietary information
- ☐ Transportation / field trip / water-play permissions, if applicable
- ☐ Change of clothes and labeled personal supplies
- ☐ Tuition and registration fee arrangement confirmed in writing

Thank you for considering Bear Cub Explorers. I look forward to partnering with your family to make your child's experience safe, nurturing, and full of discovery.

Shay | Bear Cub Explorers Home Daycare | (209) 650-3978 | shaysbearcubs@gmail.com

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