



Dear Family:

Thank you for your interest in our Early Childhood Program(s). Enclosed in this packet you will find all the necessary paper work to begin the enrollment process here at our Center.

To officially enroll our child at The Magical Years, please complete the following steps.

- Complete all the paper work within this packet
- Provide the Center with an updated copy of your child(ren)'s immunizations along with their most recent physical.  
(Physicals are good for 1 year)
- Return the enclosed paper work along with registration fee and tuition deposit.
  - ✓ Enrollment Fee (\$75/individual \$100/family)
  - ✓ A deposit of 1-week tuition which will be applied to your child's last week of childcare at the Center.

If at any time you have any further questions please feel free to contact the Center Director(s) at any time. We look forward to having your child(ren) and family part of our Center.

Warmest Regards,

*Darcy Kennedy*

Darcy Kennedy, M.Ed  
Owner



OFFICE USE ONLY	
CLASSROOM ENTERING	_____
DAYS:	_____
DROP OFF TIME:	_____ PICKUP _____

## CHILD'S REGISTRATION 2022/2023 FORM

CHILD'S NAME: \_\_\_\_\_ DOB: \_\_\_\_\_

Age at Admission: \_\_\_\_\_ Date of Admission: \_\_\_\_\_ Right or Left Handed: \_\_\_\_\_

Eye Color: \_\_\_\_\_ Skin Color: \_\_\_\_\_ Hair Color: \_\_\_\_\_ Height: \_\_\_\_\_ Weight: \_\_\_\_\_ Sex: \_\_\_\_\_

Primary Language: \_\_\_\_\_ Identifying Marks: \_\_\_\_\_

Child's Home Address: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Address: \_\_\_\_\_

Reachable Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Business Name: \_\_\_\_\_ Business Address: \_\_\_\_\_

Business Phone Number: \_\_\_\_\_ Hours at Work: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Address: \_\_\_\_\_

Reachable Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Business Name: \_\_\_\_\_ Business Address: \_\_\_\_\_

Business Phone Number: \_\_\_\_\_ Hours at Work: \_\_\_\_\_

DESIRED 2022-2023 SCHEDULE	
DAY	SCHEDULED HOURS
<input type="checkbox"/> Monday	Time in _____ Time out _____
<input type="checkbox"/> Tuesday	Time in _____ Time out _____
<input type="checkbox"/> Wednesday	Time in _____ Time out _____
<input type="checkbox"/> Thursday	Time in _____ Time out _____
<input type="checkbox"/> Friday	Time in _____ Time out _____

- Reminders:**
- Please refer to our summer leave of absence policy in our handbook on page 14 if you are planning on changing your schedule for the Summer.
  - Our full day program allows for a maximum of 9 hours per day.

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

*(Please turn over)*



# ENROLLMENT CONTRACT REGISTRATION

Child's Name: \_\_\_\_\_ Parent/Guardian \_\_\_\_\_  
(responsible for tuition)

**I AGREE TO THE FOLLOWING TERMS:**

(if possible, we request both parents/guardians initial the following statements)

**POLICIES**

- I will support the policies of TMY Early Learning Center, Inc. as stated in this **REGISTRATION** and the **PARENT HANDBOOK**. *(Updated parent handbook can be found on our website)* \_\_\_\_\_
- I have read and understand The Magical Years Video Surveillance Policy. \_\_\_\_\_
- I understand that if I choose to withdraw my child from The Magical Years Program(s) I must give a 2 week notice to the Center Director. No Refunds will be given. \_\_\_\_\_
- I understand that I must give 2 weeks notice for any schedule changes. \_\_\_\_\_
- I understand the vacation policy as stated in the parent handbook. \_\_\_\_\_
- I understand that with the FULL DAY program (52 weeks) I am responsible for a summer program fee due in April. \_\_\_\_\_
- I give permission for my child(ren) to take part in ALL school-sponsored trips/activities on or off the school premises and absolve the school from liability because of any injury to my child(ren). \_\_\_\_\_

**TUITION AND FEES**

- My commitment is to pay tuition weekly.  
Weekly payments for children enrolled are due on the Friday, prior to your child's scheduled week of attendance. Late Fee will apply for overdue tuition accounts. There is a \$35.00 fee for insufficient funds. \_\_\_\_\_
- I understand I am responsible for all fees associated with using a credit card/ACH payment through the Procure Connect APP. \_\_\_\_\_
- I understand that 100% of tuition is due regardless of school cancellations due to holiday's, staff development, Center improvements or inclement weather. \_\_\_\_\_
- I understand I will be responsible for any legal fees associated with collecting any outstanding debt owed to The Magical Years Early Learning Center, Inc. \_\_\_\_\_
- I understand a fee is assessed for late pickup or extra hours for child(ren). \_\_\_\_\_
- I understand there is a re-registration fee due each January for all children in program. (\$65.00 individual or \$95.00/family) \_\_\_\_\_
- I understand Registration fee, program fee, re-registration fee, deposits, pizza lunch, Summer Program Fee and any misc. fees are non-refundable. \_\_\_\_\_
- I understand if I am Full-Day I am required to continue through the summer months either my regular schedule or a reduced schedule for 9 weeks. Please refer to parent handbook for full policy. \_\_\_\_\_

**COVID-19**

- I understand and agree to the COVID-19 tuition policy. \_\_\_\_\_
- I agree to follow all COVID 19 policies as stated in the Acknowledgement Disclosure, Action Plan, Illness Policy and COVID Health & Safety Plan. \_\_\_\_\_  
*(All updated COVID 19 information can be found on our website)*

\_\_\_\_\_  
**Parent Signature**

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

\_\_\_\_\_  
**Date**

Tuition Contract (Continued)

Child(ren) Name \_\_\_\_\_

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

Number of Child(ren) \_\_\_\_\_

Registration Fee \$ \_\_\_\_\_ paid

Re-registration Fee \$ \_\_\_\_\_ paid

Summer Program fee \$ \_\_\_\_\_ paid

Deposit \$ \_\_\_\_\_ paid

Classroom(s) \_\_\_\_\_ Days \_\_\_\_\_ Tuition \_\_\_\_\_ Wkly Mo

Classroom(s) \_\_\_\_\_ Days \_\_\_\_\_ Tuition \_\_\_\_\_ Wkly Mo

Classroom(s) \_\_\_\_\_ Days \_\_\_\_\_ Tuition \_\_\_\_\_ Wkly Mo

Sibling Discount \_\_\_\_\_

Total Tuition \_\_\_\_\_

Date: \_\_\_\_\_ Change In Schedule \_\_\_\_\_

Date: \_\_\_\_\_ Rate Change \_\_\_\_\_

Summer Program

\_\_\_\_\_  
\_\_\_\_\_

Misc Notes:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## FIRST AID AND EMERGENCY MEDICAL CARE CONSENT FORM

Child's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

\_\_\_\_I authorize staff in the child care program who are trained in the basics of first aid/CPR to give my child first aid/CPR when appropriate.

\_\_\_\_I understand that every effort will be made to contact me in the event of an emergency requiring medical attention for my child. However, if I cannot be reached, I hereby authorize the program to transport my child to the nearest medical care facility to secure necessary medical treatment for my child.

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

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

\*Child's Allergies: \_\_\_\_\_ \*Must complete IHCP form

\*Chronic Health Conditions: \_\_\_\_\_ \*Must complete IHCP form

**\*Please Note: Parents/Guardians will be contacted first. Please do not use this space for your contact information. In the event you are unable to be reached please add below contacts who we can contact in the event of an emergency.**

**Emergency Contacts (In order to be contacted)** \*Please note all Emergency contacts will be added to Procure

Name \_\_\_\_\_

Address \_\_\_\_\_

Relationship to child \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Do you give permission for child to be released to this person? Yes \_\_\_\_\_ No \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Relationship to child \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Do you give permission for child to be released to this person? Yes \_\_\_\_\_ No \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Relationship to child \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Do you give permission for child to be released to this person? Yes \_\_\_\_\_ No \_\_\_\_\_

•Optional

Health Insurance Coverage \_\_\_\_\_ Policy # \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_ Phone \_\_\_\_\_ Cell \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_ Phone \_\_\_\_\_ Cell \_\_\_\_\_

Parent /Guardian Signature

Date (valid for one year)



## TRANSPORTATION PLAN

Child's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

**MY CHILD WILL ARRIVE AT THE PROGRAM:**

- PARENT DROP OFF
- SUPERVISED WALK
- UNSUPERVISED WALK
- PUBLIC/PRIVATE/VAN
- PROGRAM BUS/VAN
- CONTRACT/VAN
- PRIVATE TRANS. ARRANGED BY PARENT
- OTHER

**CHILD WILL DEPART FROM THE PROGRAM:**

- PARENT PICK UP
- SUPERVISED WALK
- UNSUPERVISED WALK
- PUBLIC/PRIVATE/VAN
- PROGRAM BUS/VAN
- CONTRACT/VAN
- PRIVATE TRANS. ARRANGED BY PARENT
- OTHER

*Please note: if your child attends the Integrated Preschool or Public School and they provide transportation to and from the Center, you must provide a Notice of Authorization for Transportation form. Please contact your Center Director for this form.*

## AUTHORIZATIONS

- Yes  No I/we give consent for my child's photo to be used on the Procure Connect App. This app is only available to TMY families and only families in your child's class can see any photos posted.
- Yes  No I/we hereby give permission to allow the use of voice, video, image or likeness in photographs and/or video of my child by The Magical Years Early Learning Center Inc. Consent **IS ALLOWED** for: Newsletter, Business Flyers, Company Website, Video for advertising purposes either online or television.
- Yes  No I give consent for my child to appear on The Magical Years Facebook Page and Instagram.
- Yes  No I give Consent for my child to appear on The Magical Years Private Facebook Group for the Center in which my child(ren) are enrolled. Only currently enrolled families are authorized to view this page
- Yes  No I give my consent and permission for parents, college students, and or other visitors approved and authorized by The Magical Years Early Learning Center to observe and or volunteer in my child's classroom and other group settings.

I DO NOT GIVE CONSENT FOR ANY OF THE ABOVE.

- Yes  No I give permission for staff to administer sunscreen while at the center (provided by parent).
- Yes  No I give permission for staff to apply diaper cream as needed (provided by parent).  NA
- Yes  No I give permission for my child (over the age of 2) to use hand sanitizer.

\_\_\_\_\_  
Parent /Guardian Signature

\_\_\_\_\_  
Date (valid for one year)



**PRESCHOOL AND  
PREK CHILDREN**

## DEVELOPMENTAL HISTORY AND BACKGROUND INFORMATION

*Regulations for licensed child care facilities require this information to be on file to address the needs of children while in care.*

**CHILD'S NAME:** \_\_\_\_\_ **DATE OF BIRTH:** \_\_\_\_\_

### PLEASE PROVIDE INFORMATION FOR PRESCHOOL AND PREK CHILDREN

#### DEVELOPMENTAL HISTORY

Any speech difficulties? \_\_\_\_\_

Special words to describe needs \_\_\_\_\_

Language spoken at home \_\_\_\_\_

#### HEALTH

Any known complications at birth? \_\_\_\_\_

Serious illnesses and/or hospitalizations: \_\_\_\_\_

Special physical conditions, disabilities: \_\_\_\_\_

**Allergies i.e. asthma, hay fever, insect bites, medicine, food reactions:** \_\_\_\_\_

Regular medications: \_\_\_\_\_

#### EATING HABITS

Special characteristics or difficulties: \_\_\_\_\_

Favorite foods: \_\_\_\_\_

Foods refused: \_\_\_\_\_

#### TOILET HABITS

Is your child ever reluctant to use the bathroom? \_\_\_\_\_

Does your child have accidents? \_\_\_\_\_

#### SLEEPING HABITS

Does your child become tired or nap during the day (include when and how long)? \_\_\_\_\_

When does your child go to bed at night? \_\_\_\_\_ and get up in the morning? \_\_\_\_\_

Describe any special characteristics or needs (stuffed animal, story, mood on waking etc) \_\_\_\_\_

#### SOCIAL RELATIONSHIPS

How would you describe your child? \_\_\_\_\_

Previous experience with other children/day care: \_\_\_\_\_

Reaction to strangers: \_\_\_\_\_ Able to play alone? \_\_\_\_\_

Favorite toys and activities: \_\_\_\_\_

Fears (the dark, animals, etc.): \_\_\_\_\_

How do you comfort your child? \_\_\_\_\_

What is the method of behavior management/discipline at home? \_\_\_\_\_

What would you like your child to gain from this childcare experience? \_\_\_\_\_

Is there anything else we should know about your child? \_\_\_\_\_

\_\_\_\_\_  
*(Parent/Guardian Signature)*

\_\_\_\_\_  
*(Date)*



## COVID-19 Acknowledgement Disclosure

Please read and initial each statement below.

1. \_\_\_\_\_ I understand that during this COVID-19 Public Health Emergency I will NOT be permitted to enter the facility beyond the designated drop-off and pick-up area. I understand that this procedure change is for the safety of all persons present in the facility and to limit to the extent possible everyone's risk of exposure. I understand that this procedure is subject to change at any time.
  
2. \_\_\_\_\_ I understand that to enter upon the facility premises my child must be free from COVID-19 symptoms. If, during the day, any of the symptoms appear my child will be separated from the rest of the people in the center. I will be contacted, and my child MUST be picked up from the facility within 30 minutes of being notified. I have read and understand The Magical Years Illness Policy.
  
3. \_\_\_\_\_ I understand that it is recommended for my child ages 2 and up to wear a mask. If you choose to have your child wear a mask you understand that we will do our best to enforce it to the best of our ability. Children will not be forced to wear a mask. I also understand I must provide 2 masks daily and they must be laundered regularly.
  
4. \_\_\_\_\_ I will immediately notify The Magical Years Early Learning Center, Inc. Directors if I become aware of any person with whom my child or I have had contact with is advised to self-isolate, quarantine, or has tested positive, or is presumed positive for COVID-19.
  
5. \_\_\_\_\_ I understand that while present in the facility each day my child will be in contact with children, families and other employees who are also at risk of community exposure. I understand that no list of restrictions, guidelines or practices will remove 100% of the risk of exposure to COVID-19 as the virus can be transmitted by persons who are asymptomatic and before some people show signs of infection. I understand that I play a crucial role in keeping everyone in the facility safe and reducing the risk of exposure by following the practices outlined herein.
  
6. \_\_\_\_\_ I have read and understand The Magical Years COVID-19 Health and Safety Plan and updated policies, procedures, and illness action plan which can be found on The Magical Years website.
  
7. \_\_\_\_\_ I understand if there is a confirmed case of COVID 19 (Child or Staff) and we are advised by the DPH/BOH/EEC to close a classroom, 50% of one week tuition will be waived. \*\*This applies to the exposed classroom only.\*\*

I, \_\_\_\_\_ certify that I have read, understand, and agree to comply with the provisions listed herein. I acknowledge that failure to act in accordance with the provisions listed herein, or with any other policy or procedure outlined by The Magical Years Early Learning Center, Inc. will result in termination of services. I acknowledge that care for my child will be terminated if it is determined that my actions, or lack of action unnecessarily exposes another employee, child, or their family member to COVID-19.

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

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_





## REMINDERS

### PHYSICAL FORM:

Per the MA Department of Early Education and Care your child MUST have an updated physical on file. Physicals are to be updated Annually. Please be sure that their LEAD TESTING has been completed. Also, please ensure that your child has received their annual flu shot. Documentation must be on file. Mail/Email Physicals to:

#### Halifax Center

933 Plymouth St. Halifax, MA 02338  
Email: themagicalyearshalifax@gmail.com  
781-294-9292

#### Kingston Center

142 Pembroke St. Kingston, MA 02364  
Email: themagicalyearskingston@gmail.com  
781-585-3842

#### Pembroke Center

212 Schoosett St. Pembroke, MA 02359  
Email: themagicalyearspembroke@gmail.com  
339-793-2889



**Just a friendly reminder our Summer Program will begin  
June 20, 2022**

**A Summer Program Fee  
will be due by April 1st  
Toddler: \$65.00    Preschool \$115.00**

