

Blossom Childcare Center

Change of Address and Emergency Contact Form

Please note the changes for the following child/children:

Child's Name _____ Program (circle one) Infant / Preschool

Change of Home Address:

Old Address _____

City _____ State _____ ZIP _____

New Address _____

City _____ State _____ ZIP _____

Change of Phone Numbers:

Old Home Phone Number _____ New Home Phone Number _____

Old Work Phone Number _____ New Work Phone Number _____

Old Work Phone Number _____ New Work Phone Number _____

Old Cell Phone Number _____ New Cell Phone Number _____

Change of E-Mail Address:

Old E-Mail Address _____ New E-Mail Address _____

Change were submitted by:

Parent or Guardian Name _____ Relationship to Child(ren) _____

Signature _____ Date _____

FOR OFFICE USE

Received by (Administrative or Office Assistant)

Date

Blossom Childcare Center Withdrawal Form

Parent or Guardian's Name _____

Last day at the Child Care Program will be (MM/DD/YYYY) _____

Child's Name Program (circle one) Infant / Preschool

Please state reason for

withdrawing _____

I hereby certify that I will withdraw my child completely from the **BLOSSOM** Child Care Center. A 30 days notice is required as noted in the **BLOSSOM** Child Care Center Parent Handbook. Failure to do so may mean you will pay additional fees. Withdrawal dates are bi-monthly and notice should be given to reflect either a 15th or last day of the month plan. If your withdrawal date falls between the 1st and the 15th of the month, you will be responsible for payment of tuition fees until the 15th of the month. If your withdrawal date falls between the 16th and the last day of the month, you will be responsible for payment of tuition fees for the entire month. If you decide that you want your child to return to the program at a later date, you must submit a new application and your child will be placed on the waiting list, according to the date the application was submitted, for available space. Once a child is withdrawn a \$100.00 application fee must be submitted with the new application.

Parent/Guardian Signature

Date

FOR OFFICE USE

Received by (Administrative or Office Assistant)

Date

Blossom Childcare Center or Status Change

Notice

Parent or Guardian's Name _____

Please make the following program or status changes:

Child's Name Program (circle one) Infant / Preschool

Current Schedule:

- 5-Days: Monday Tuesday Wednesday Thursday Friday
- 4-Days: Monday am/pm, Tuesday am/pm, Wednesday am/pm, Thursday am/pm, Friday am/pm
- 3-Days: Monday am/pm, Tuesday am/pm, Wednesday am/pm, Thursday am/pm, Friday am/pm
- 2-Days: Monday am/pm, Tuesday am/pm, Wednesday am/pm, Thursday am/pm, Friday am/pm
- 1-Day: Monday am/pm, Tuesday am/pm, Wednesday am/pm, Thursday am/pm, Friday am/pm

Effective Date of Change (MM/DD/YYYY)

Program _____

New Schedule:

- 5-Days: Monday Tuesday Wednesday Thursday Friday
- 4-Days: Monday am/pm, Tuesday am/pm, Wednesday am/pm, Thursday am/pm, Friday am/pm
- 3-Days: Monday am/pm, Tuesday am/pm, Wednesday am/pm, Thursday am/pm, Friday am/pm
- 2-Days: Monday am/pm, Tuesday am/pm, Wednesday am/pm, Thursday am/pm, Friday am/pm
- 1-Day: Monday am/pm, Tuesday am/pm, Wednesday am/pm, Thursday am/pm, Friday am/pm

We require 30 days written notice if your child's program or status is changing. Change of program or status dates are done bi-monthly and notice should be given to reflect either the 1st day or 16th of the month. Please call the Director at 415-5271300 for more information.

Parent/Guardian Signature

Date

Blossom Childcare Center

Checklist for New Families

Forms and other things you need to do when you first enroll your child

Application

Application and Nonrefundable Application Fee

Enrollment

Registration Fee

Admission Agreement

State of California Required Forms

LIC613A Personal Rights—Child Care Facility

LIC627 Consent for Emergency Medical Treatment

LIC700 Identification and Emergency Information

(you must keep this information current)

LIC701 Physician's Report—Child Care Center

LIC702 Child's Preadmission Health History—Parent's Report

LIC995 Parents' Rights

PM286 Immunization Record

INDIVIDUAL PROGRAM FORMS AND INFORMATION

Infants

Completed Forms

- Discipline Statement Infant/Toddler
- Infant Meal Plan

Received By Parent/Guardian

- Parent Handbook
- Infant Schedule of Daily Activities
- Sample Menu
- Change /Withdrawl Forms
- Parent Checklist

Preschoolers

Completed Forms

- Preschool Daily Schedule
- Discipline Statement Preschool/School-Age

Received By Parent/Guardian

- Parent Handbook
- Infant Schedule of Daily Activities
- Sample Menu
- Change /Withdrawl Forms
- Parent Checklist

Preparing for Your Child's First Day

Orientation Visits (2 visits required)

Label clothing and other personal belongings

Prepare items to bring on first day

Read resource materials and Parent Handbook

Arrange extra time to drop off your child on first day and for visits or calls during the day

Keep the phone number of your child's program with you