ECHO Aztec Preschool Requirements for Admission

Email: bkeith@echoinc.org or tblea@echoinc.org

Required Information for Enrollment:

- o Completed Application. (All information must be completed)
- o Income Eligibility Application (All information must be completed)
- o Statistical Data Form (All information must be completed)
- o Birth Certificate- Can be emailed or faxed
- o Current Shot Record- Can be emailed or faxed
- o Proof of Annual Child Checkup
- o \$100.00 per family Annual Supply Fee due at enrollment.
 - o CYFD Childcare Assistance Annul Supply Fee will be paid for by CYFD
- \$8.00 provides the family with 2 keys to the front door. PLEASE USE YOUR
 KEY!
- One month's paycheck stubs from all the working members of the household. If all check stubs are not provided or if income is found to be fraudulent, then the account will be placed in our highest income bracket or possibly suspended.

Important Information

- We have two <u>required fundraisers</u> per year. There is a buyout option that will be determined at the time of the fundraiser.
- o <u>Payments are due Monday mornings</u> for the week. All payments must be made by **CHECK or MONEY ORDER ONLY!** CYFD Payments are due by the 10th
- We grant an <u>annual vacation week</u> per family, where there is no charge for the week. Please see the front counter for the vacation form.

What your child will need for school:

Pillow Blanket Change of Clothes Water Bottle Stuffed Animal

We accept CYFD assistance for childcare. If you are interested to find out if you qualify for free or low cost child care, please call 327-5316 for further information.

This institution is an equal opportunity provider.

ECHO Preschool

Child Enrollment Information

Welcome to ECHO Preschool! We are very excited to begin our learning adventures with your child! As important as your child's early education is, above all, safety is first. Please help us keep your child safe and healthy by escorting your child to the potty to wash up for breakfast and please help them to their class. Our drop off time is from 7am to 9:15am. Please have them here by this time so they can have breakfast and attend all field trips. Breakfast is served at 8:30.

Preschool ages 2-5: Full Time

Afterschool ages 5-12: If your child needs transportation to their elementary school in the mornings, busses begin to arrive at 7:20 a.m. In the afternoon, school busses begin to arrive at ECHO around 3:15 Monday- Thursday and around 1:45 p.m. on Friday's. During the summer we provide full time care.

Child's Name: (First) (Last)	Gender: Male I	Female
Ethnicity Caucasian Hispanic Na		
Preferred Language:	Start Date:	_
Age: Date of birth:/		
Public School (if applicable):		
Address Mailing:		
Address Mailing:	(city) (state) (zip	code)
Physical Address (if different)	(city) (state) (zip co	de)
Parents or Legal Guardians: (Whoever	is listed in this section can pick up child)	
Mother's Name:	Cell Phone:	
	Work Phone:	
Father's Name:	Cell Phone:	
Address:		
	Work Phone:	
Employer's Name and Address:		

ECHO PRESCHOOL CHILD RELEASE FORM

Please list at least 2 adults that will be able to pick up your child in the event that the parents or guardians are unable to pick up for the day. Whoever is listed on this form will also be considered an emergency contact and they need to be at least 18 years of age. Please list in order to whom to call in case of emergency. Identification will be required at pick up.

I,, give my perm	mission to Aztec Pre-School to release my child to:
1	Phone:
Relationship to child:	_
2	Phone:
Relationship to child:	_
3	Phone:
Relationship to child:	-
4	Phone:
Relationship to child:	_
5	Phone:
Relationship to child:	
Signature of Parent/Guardian	Date

EMERGENCY CONTACT INFORMATION

Social Security Number:	
Allergies:	Medical Conditions:
If yes,	
xplain:	
emergency, however if the parents/ guard	ter or guardian from the enrollment form in case of a lians are not available, we need two additional conta of an emergency. (Please have them listed on the rel
1	Phone:
2	Phone:
Child's Physician:	Phone:
Child's Dentist:	Phone:
Insurance:	
I, the undersigned parent or guardians, he treatment for my child by any licensed p (ECHO Pre-School) and for transportati treatment. This care may include exar physician or dentist, are deemed necess perform surgical operations without my twhen, after an effort has been made to loc	ereby give my consent for emergency medical or oblysician or dentist while under the care of the proposition of my child to and from the source of emerginations and any tests, which, in the opinion of sary or advisable. This does not include the rightent consent, except in the case of an emergency cate me, I am found to be unavailable.
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FAMILY INFORMATION, INCLUSION POLICY,

AND

FINANCIAL AGREEMENT

It is required to provide 1-month paycheck stubs or financial contracts for both parents/guardians in the household, unless the family qualifies for CYFD Childcare Assistance. Please provide a written statement if you are not able to provide 2 sets of paycheck stubs. (Examples: Single Household; 2 Parent Household, with a Stay at Home Spouse; Qualifying for CYFD Childcare Assistance; ect). Please attach additional paperwork for support, if necessary. If ECHO Aztec Preschool finds your financial information to be fraudulent, incomplete, or not updated after a change of employment, the account will be placed in the highest income bracket or suspended.

Please list all family mem	bers in the househ	old and age.	
Household Member	Age	Household Member	Age
		•	
Total Number in House	hold:		
Total 1 Month Gross Inc	come:		
The following tuition has	been established b	by ECHO Aztec Preschool for	or:
_			
Weekly Fee Amount (Cir			
•	, <u> </u>		
understand that if I have a	childcare agreeme every month. Pleas	derstand the policies of the c day morning, which will pre ent from the State of New M se see page 6 of this applicat in the Parent Handbook.	lexico CYFD, my copay
families of all abilities are range of learning opportu children can participate for individual strength and no parents written consent, the Children's Developmenta	e welcomed and su nities, creates individually in education and eds. Additionally, the Director will maddle of the Services or Azter ol is a non-diaper	hool promotes inclusion by exported. The preschool providualized modifications or and care services with peers, a if any child is in need of adake age appropriate referrals to Public Schools Special Preing facility and may not be	rides access to a wide adjustments so all and values each child's ditional support, with the to either Roundtree school Programs. <i>Please</i>
Signature of Parent/Guard	lian		Date

ACKNOWLEDGMENT OF PARENT HANDBOOK

regulations of ECHO Aztec Preschool handbook amended January 1st, 2020.	ree that I have received, read, and understand l. I acknowledge that I have been given the r I agree to abide by these rules, regulations, shool permission to transport my child in school	nost current and policies.
<u> </u>	PAYMENT POLICY	
system. All payments must be made will begin on Wednesday at 9:15 at be paid in full by the following Mothe current week fees otherwise the agreement, your Copay is due by	day mornings for the week as we are on the by CHECK or MONEY ORDER ONLY. I.m. at the rate of \$5 per day. The account onday for the previous weeks' fees, late for account will be suspended. If you have the 10 th of the month. A late fee of \$5 pance is paid. You are allowed up to 5 days to be suspended.	LY! Late fees t will need to ees, and for a CYFD per day will
<u>DROP O</u>	FF AND PICK UP POLICY	
be signed in and out every day at the later than 9:15 a.m., please notify the	s at 7:00 a.m. and ends at 9:15 a.m. Chil he lobby computer. If a child needs to be the office before 9:15 a.m. Late drop offs proved by ECHO Aztec Preschool. If the ervice after 9:15 a.m.	dropped off will not be on
charges begin at 5:36 p.m. The accominute per child thereafter. The ch Department at 6:00 p.m. if contact lists.	and exited from the building by 5:30 p.m. count will be charged \$5 for the 1 st minute aild will be placed in the care of the Azted cannot be made with the parent or emergence.	e and \$1 per Police
CHILD DIS-E	NROLLMENT 2 WEEK NOTICE	
my child. Forms are available next	week written notice will need to be given to the lobby computer or a hand written even, the account will be charged 2 weeks	notice will
Parent's Signature	Child's Name	Date
\sim		

REQUIRED FUNDRAISERS

I understand that there will be at a m to help supplement our low tuition, as well as to understand that if I choose to not participate in charged the buyout fee that will be determined a	help cover the costs of field trips. the fundraisers, that my account wi	Ι
VACATION WE	EK NOTICE	
I understand that our family will be g my child does not attend and therefore there is a form and submit it to the office in a timely man accordingly, with the exception of sick absence paperwork.	no charge. I will fill out the vacationer. All other absences will be charge.	n week arged
PERMISSION TO API	PLY SUN BLOCK	
I give permission for ECHO Preschool to exposed to sun for extended periods of time. Approplimited to field trips and long durations outside. By my child has no allergies to sun block and that it can	priate occasions would include, but are signing this form, I am acknowledging	e not
TECHNOLOGY AND EC	CHO EXPECTAIONS	
I will provide the proper technology for the school year. I understand that ECHO is nor damaged. The teachers at ECHO will assist thowever ECHO is not responsible for the comp password list for my child.	not responsible is the device is lost, he children in completing their wor	, stolen, rk,
REQUIRED DO	<u>CUMENTS</u>	
I will provide all required documents: C Immunization Record, Proof of Well-Child Checkup Stat Sheet. I have also received a list of local resour	p, IEA, paycheck stubs or CYFD cont	act, and
Parent's Signature (Child's Name	Date



PHOTO RELEASE FORM

I grant permission to ECHO, Inc. to use photographs taken of me and/or of my minor child/children for promotional use in materials such as brochures, flyers, newsletters, public advertisements, and electronic media for the sole purpose of advertising ECHO, Inc. programs (Emergency Assistance, Food Bank, CSFP – Free Food for Seniors, and ECHO Preschool) without notifying me.

Furthermore, I authorize the use of my name and/or my minor child's name for all promotions for the benefit of ECHO, Inc. as deemed appropriate and necessary to further benefit the programs of the agency.

I waive my right to inspect and/or approve the finished photograph copy or printed matter that may be used in with such photographs, or the eventual use that might be applied.

I, hereby, release and discharge ECHO, Inc., its assign, and all persons acting under its permission or authority or those for whom it is acting, from and against any liability that may occur in the taking of photographs, or reproductions of the finished product.

I, hereby consent to the use of these photographs without financial compensation. I have

read the foregoing release and warrant that I fully understand the contents thereof.

Client/Volunteer Signature	Date
Parent/Guardian's Signature	Child's Name(s)



Child and Adult Care Food Program INCOME ELIGIBILITY APPLICATION



			T		T	
Name of Facility / Center / Site / F	lome Provider (Last, First, Middle Initia	al):	Facility / Center / Site /	Home Provider EPICS ID:	Phone Number	•
						/
USDA programs are prohibited from disc Persons with disabilities who require alter applied for benefits. Individuals who are in languages other than English. To file a http://www.ascr.usda.gov/complaint_filin form, call (866) 632-9992. Submit your co	rand U.S. Department of Agriculture (USDA) riminating based on race, color, national ori native means of communication for prograt deaf, hard of hearing or have speech disable program complaint of discrimination, comp g_cust.html, and at any USDA office, or write sympleted form or letter to USDA by: 1) mail: program.intake@usda.gov. This	gin, sex, disability, age, or m information (e.g. Braille lities may contact USDA t olete the USDA Program D e a letter addressed to US U.S. Department of Agric	reprisal or retaliation for prior, large print, audiotape, Amerion hrough the Federal Relay Servi iscrimination Complaint Form, DA and provide in the letter al ulture Office of the Assistant Si	civil rights activity in any progr can Sign Language, etc.), should ce at (800) 877-8339. Addition (AD-3027) found online at: I of the information requested it	am or activity condu d contact the Agency ally, program inform n the form. To reque	cted or funded by USDA. (State or local) where they lation may be made available est a copy of the complaint
Instructions: Complete this form a	nd return to the Facility / Center / Site					
ENROLLED PARTICIPANT INFORMA	ATION:	(Check if applicable f	or Enrolled Participant)			Case #:
First: Las	rt: DOB:	Foster Child? Foster Child? Foster Child? Foster Child? Foster Child?	Child Care Centers: SNAP FDPIR SNAP FDPIR SNAP FDPIR SNAP FDPIR SNAP FDPIR SNAP FDPIR		Daycare Centers: SSI SSI	
If Enrolled Participant is a Foster Ch	nild: Please list the amount of the child	d's "personal use" mo	nthly income (if no person	al income, record "0"):		
HOUSEHOLD INFORMATION:						
	person living in the household, related ith you. (Please use additional forms			or friends who live in the ho	ousehold). Include	e yourself and all
First:	Last:		First:	Last:		
HOUSEHOLD INCOME: Please indicates determining free and reduced-price	cate source and amount of current inc e eligibility in your parent letter. If you Child Support: \$ Other Income: \$	come for all members I receive more than or	ne check from any of these Social Security: \$		ne total <i>monthly</i> a	amount received.
understand that this information is	ON: I certify that all the above inform being given for the receipt of Federal prosecution under applicable State an	funds; that institution				
Cianatura of Adult Family Manabar	Local Ed	our Digits of Social Sec		Check if no SS#	Data	
Signature of Adult Family Member	LdSt FC	-	•		Date	
you must include the social security security number. Provision of a social signing the statement does not have correctness of the information on the determine income, contacting a foo office to determine the amount of	formation you give us. The Richard B or number of the household member stall security number is not mandatory, we one, the statement cannot be appro- the statement. These verification effort and stamp or FDPIR office to determine openefits received and checking the do- dministrative claims, or legal action if i	B. Russell National Sch- cigning the statement of but if a social security oved. The social secur ts may be carried out to be current certification to cumentation produces	or an indication that the hinding an indication that the hinding are not provided to the number may be used to through program reviews, for receipt of SNAP (food and by the household members).	ousehold member signing or an indication is not made o identify the household m audits, and investigations a stamp) or FDPIR benefits, c	the statement do that the adult ho ember in carrying and may include o ontacting the Stat	es not possess a social busehold member out efforts to verify the contacting employers to te employment security
		FOR SPONSO	R'S USE ONLY			
Child Day Care Center	Adult Day Care Center	_	ved Reduced Paid			
☐ Home Provider Tier I Eligibility	Verified by: Tax Return W-	-2 Pay Stubs	Other Date Verified:		_	
☐ Home Provider Child(ren) Tier	I Eligibility Verified by: Househo	old Income 🔲 Catego	orically Eligible School N	ame / District:		
☐ Home Provider or Child(ren) T	IER I Ineligible	-				
Signature of Facility / Center / Site Repre	sentative / Home Provider Name of F.	acility / Center / Site Repr	esentative / Home Provider	Approving Date	Date Disen	rolled

* Complete Social Security Number is not required for CACFP Participation, only the last four digits are required.

Page 3 of 3

$\frac{\text{CHILD AND ADULT CARE FOOD PROGRAM (CACFP)}}{\text{PARTICIPANT ENROLLMENT FORM}}$

Dear Parent/Guardian,

ECHO Preschool participates in the U.S Department of Agriculture (USDA) Child and Adult Care Food Program (CACFP). Please fill out the parent/guardian section of this form, sign it and return it to the above facility/provider. Provide information for each child enrolled.

Parent/Guardian Please Complete:

Enrolled Child's	Name:		Da	ate Enrolle	d:
DOB:	Age:		Sex (Check One):	\square Male	\square Female
Allergies (Check	One): 🗆 Ye	s 🗆 No			
If yes, please speci	fy:				
Check Days of N	ormal Care a	t Facility:			
☐ Monday	□Tuesday	□Wednesday	√ □ Thursday	□ Fri	iday
Check Meals Nor	rmally Eaten	at Facility:	\square Breakfast \square	Lunch	□2:30 Snack
Please List Norm	nal Times of	Arrival and Do	eparture:		
Arrive:		_(Must be bety	ween 7:00 am and 9:	15 am)	
Depart:		-			
Enrolled Child's	Name:		Da	ate Enrolle	d:
DOB:	Age:		Sex (Check One):	☐ Male	\square Female
Allergies (Check	One): 🗆 Ye	s 🗆 No			
If yes, please speci	fy:				
Check Days of N	ormal Care a	t Facility:			
☐ Monday	□Tuesday	□Wednesday	√ □ Thursday	□ Fri	iday
Check Meals Nor	rmally Eaten	at Facility:	□Breakfast □	Lunch	□2:30 Snack
Please List Norm	nal Times of	Arrival and De	eparture:		
Arrive:		_(Must be bety	ween 7:00 am and 9:	15 am)	
Depart:					
Parent/ Guardia		e:		Da	te:
Address:		City:	St	ate:	
Home Phone Nur Parent/Guardian	mber: () . Signature:		_Work Phone Nun	nber: () D	 Date:
For Provider Use					·acc
Signature of Facili	ity Representa			I)ate:
Date Disenrolled:					

This institution is an equal opportunity provider.

2022

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Housing Type:	· · · · · · · · · · · · · · · · · · ·				Other Benefits:		☐ Si	ngle	e Pa							- 1	_ 5	oci	al S	ecu	Part in	Tim	ie		
☐ Private Home		☐ Own		☐ SNAP: <u>\$</u> .				□ T\	νo	Pare	ent	Ηοι	usel	nolo				□ s				ort			
☐ Mobile Home		Rent:\$			<u> </u>		☐ Low Income Housing☐ WIC	☐ Two Adults No Children☐ Other					☐ Pension												
☐ Apartment☐ Other:		☐ Other:			<u> </u>		☐ None of the above	- Strict					☐ TANF☐ Other:												
]																	
LIST ALL HOUSEHOLD MEMBERS											icity						atior				ıranc				
Name of ALL Housel	hold	Members	AGE	SEX	Birth Date	DISABLED	Social Securty Number	Re	lation	Black	Caucasian	Hispanic	Native	Asian	Other	0 – 8	9 – 12	Grad/GED	12+ Sps	2-4	Unknown	Health	Medicaid	Medicare	Veteran Active
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Date

ECHO Preschool

2023

JANUARY

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FEBRUARY

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OCTOBER

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NOVEMBER

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DECEMBER

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	24	*	*	27	28	29	30

Holiday Closures

January 2 nd	New Years	June 19 th	Juneteenth
January 16 th	MLK JR	July 4 th	July 4 th
February 20 th	Presidents Day	September 4 th	Labor Day
April 7 th	Good Friday	October 9 th	Indigenous People's Day
May 29 th	Memorial Day	Nov 24 th /25 th	Thanksgiving
		Dec 25 th /26 th	Christmas

ECHO Preschool follows Aztec Public Schools for inclement weather closings.