



# FORESIGHT Learning Center Inc.

8245 Koch Field Road, Flagstaff, AZ 86004  
928 527-8337 [www.foresightlearningcenter.com](http://www.foresightlearningcenter.com)

## Enrollment Packet

Thank you for your interest in our program!

Enclosed you will find:

1. Enrollment Application
2. Is Your 2-Year old Ready? Parent Evaluation (if applicable)
3. Diaper/Potty Training Policy (if applicable)
4. Lunch Policy
5. COVID Parent Pledge
6. Registration Policies
7. Tuition Schedule

Enrollment is on-going at Foresight Learning Center, which means you may enroll your child at any time provided there is a space in the class. Upon receipt of the enrollment form and registration fee, we will place your child's name on our confirmed enrollment list. At that time, we will provide additional registration materials that will be necessary to complete your child's enrollment.

If a space is not available, we will place your name on our pre-enrollment waiting list until an opening occurs that matches your desired schedule. (See Standard Registration Policies for enrollment policy).

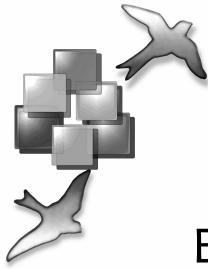
We recommend that you and your child schedule an interview with the director to tour the Center and become acquainted with our school.

We also offer a "free" Orientation day where your child may "try out" the program before you decide to enroll.

If you have any questions regarding this material please feel free to contact us at (928) 527-8337 or go to our website: [www.foresightlearningcenter.com](http://www.foresightlearningcenter.com)

Sincerely,  
Beth Frost  
Director

Thank you 😊



FORESIGHT  
Learning Center Inc.

ENROLLMENT APPLICATION

School Year \_\_\_\_\_

Today's Date \_\_\_\_\_

Name of Child \_\_\_\_\_

Date of Birth \_\_\_\_\_

Address \_\_\_\_\_

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

\_\_\_\_\_

Wrk Phone (M) \_\_\_\_\_

\_\_\_\_\_

Wrk Phone (F) \_\_\_\_\_

Name of Parents (Mother) \_\_\_\_\_

or Guardians (Father) \_\_\_\_\_

Parents Employment (Mother) \_\_\_\_\_

\_\_\_\_\_

(Father) \_\_\_\_\_

\_\_\_\_\_

Parents' Email Address \_\_\_\_\_

Recommended By: \_\_\_\_\_

(or, how you heard about us)

Schedule:

Days per Week of Enrollment: M\_\_\_\_ T\_\_\_\_ W\_\_\_\_ TH\_\_\_\_ F\_\_\_\_

Daily Schedule (Times): \_\_\_\_\_

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

Does your child take a nap? Y\_\_\_\_ N\_\_\_\_; How long: \_\_\_\_\_

Does your child have allergies? Y\_\_\_\_N\_\_\_\_

Please list \_\_\_\_\_

A Registration Fee must accompany this application. Paid: \$\_\_\_\_\_

Signed \_\_\_\_\_

(Parent's Signature)

Date \_\_\_\_\_



## **Is Your 2 Year Old Child Ready For FLC?**

Has your child been in a group setting before? If so,  
Describe \_\_\_\_\_

What verbal cues/words does your child use and  
understand \_\_\_\_\_

Was your child born full term? \_\_\_\_\_

Does your child self sooth? (no pacifier) \_\_\_\_\_

Does your child use a sippycup/cup? (No bottles) \_\_\_\_\_

Does your child feed him/her self? \_\_\_\_\_

Does your child eat and sit at a dinner table? \_\_\_\_\_

Does your child enjoy to be read to? \_\_\_\_\_

Does your child have body control? \_\_\_\_\_

Walk/Sit/Modulate voice when asked? \_\_\_\_\_

Does your child follow one direction? \_\_\_\_\_

Does your child engage with an activity for any  
length of time?. What type? \_\_\_\_\_

Does your child walk beside you? (Does not need  
to be held to get from point A to B) \_\_\_\_\_

Does your child nap? \_\_\_\_\_

What is your child's bedtime and wake up  
time? \_\_\_\_\_

Do you have any special concerns about your child's  
development? \_\_\_\_\_

Please sign \_\_\_\_\_

Date \_\_\_\_\_



# Foresight Learning Center, Inc.

## Diaper and Potty Learning Policies

Parents will provide a monthly supply of diapers which will be stored in the diaper area of the preschool room. A monthly supply is set at 6 diapers per full day and 3 diapers per half day.

This supply can be brought in at the beginning of each month.

\*\*The following is offered as a guideline based on the number of days your child attends. So, please take into consideration your child's individual habits and the fluctuation of daily diaper needs. However, it is our policy to change diapers every 1 ½ - 2 hours and when needed. This can result in a higher number of diapers used, but we feel this establishes the level of awareness we expect all staff to have in regards to the comfort and care of each student.

# Half Days Attending per Week	# Diapers needed
5	65
4	52
3	39
2	26

# Full Days Attending per Week	# Diapers needed
5	129
4	103
3	78
2	55

- Parents will provide one package of wipes at enrollment. Following enrollment, a notification will be sent home when more wipes are needed.
- A note will be sent home if a child is running low on diaper supplies or if supply exceeds monthly needs and less are needed.
- If a child has no diapers the parent will immediately provide more in order for the child to attend.
- Any ointments to be used at FLC will require the parent authorization form (get from staff)
- Diaper changing procedures and the daily diaper changing log are posted and available for viewing at any time in the preschool room above the diaper changing table.
- When your child is ready to begin potty training we are happy to discuss our policy and requirements to make this a successful transition.

Thank you.

*I have read and accept the diaper policies set forth by Foresight Learning Center, Inc.*

Please Sign \_\_\_\_\_ Date \_\_\_\_\_



## Foresight Learning Center, Inc.

### Potty Training Procedure

**We require that a child be in underwear at home, daily for a minimum of two weeks with limited accidents, and going to the bathroom on their own. We are always available to help with buttoning and wiping, but children need to initiate going into the bathroom, request to use the bathroom, and be cooperative with the process.**

Please do not send your child in underwear to school before discussing with your child's teacher and meeting the required two week period.

To be considered potty trained and allow your child to come in underwear, we ask that you communicate to your child's teacher your goals and requests for potty training.

If your child is at school wearing underwear after being potty trained and has two or more accidents a day for more than 1-2 weeks, you will be asked to bring them in diapers until the two week period is successfully completed. Your child will be put back in a diaper for the remainder of the day when he or she has 2 or more accidents. (If accidents are bowel movements, underwear may be thrown away due to sanitary reasons.)

Do not send pull ups or drop off your child in pull ups. We do not allow pull ups as they do not properly and safely contain feces and urine.

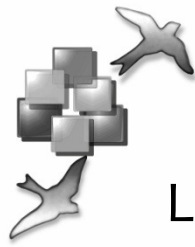
The Center cannot assume the responsibility of potty training your child, but we are willing to work with you.

Please realize we are here to assist in this process, but cannot assume full responsibility for potty training your child, nor can we provide a substitute for home-parent toilet training. We've found the best results occur when a child is physiologically ready and cognitively aware and accepting of the differences between home and school environments.

Thank you.

*I have read and accept the potty learning policies set forth by Foresight Learning Center, Inc.*

Please Sign \_\_\_\_\_ Date \_\_\_\_\_



# FORESIGHT

## Learning Center Inc.

### Foresight Learning Center Snack and Lunch Policy

Dear Parents,

In compliance with our "Quality First 4 star rating" and our constant effort to improve our program and maintain a high standard of health & safety for all students we are updating our snack requirements to include 2 components (food groups) for each snack. Students should have a snack with them (along with their lunch) for morning and afternoon.

We have also updated and improved our lunch standards-and that's where we need your help and support. It has always been Foresight's policy "No candy or soda" included in lunches, but we need to establish a more comprehensive lunch policy that emphasizes better nutrition, health and safety for our students. These are standards we are required to implement to maintain our national accreditation and our 4-star rating ☺

So, how does this affect your child's lunch? We are asking everyone to provide a lunch that includes some variety of fruit/vegetables, protein, whole grains, water, milk, 100% fruit juice.

We would like to include in the "No candy/soda" policy; no Gatorade, Capri-sun 10% fruit beverage, or yahoo milk beverage, high sugar/high salt snack foods, Lunchables, and fruit snacks.

We want to also implement more safety focused guidelines regarding choking hazards which means we need you to cut hazardous foods to a ½ inch pieces for your child's school lunch.

We have included two useful nutritional information sheets from the USDA website that will be included in our updated parent handbooks. Both of these provide specific food items to avoid and include in your child's school lunch. It also has excellent information/suggestions for choking hazards.

If your child has any other nutritional needs that are not covered in the provided information or that we need to accommodate please don't hesitate to contact us. Your child's well- being, health, and happiness are always our first concern.

Thank you!!!!

Foresight Learning Center

## Foresight Learning Center Parent Pledge

To ensure the health and safety all Foresight families, students, and staff, we are asking all attending families to “Pledge” to help keep our Foresight family healthy and practice the following guidelines recommended by the CDC.

- \* We will teach and reinforce preventative actions including hand washing, the use of face coverings, use of hand sanitizer, catching coughs and sneezes, and keeping hands away from face.
- \* We will continue to practice social distancing. This is defined by the CDC as: “Stay at least 6 feet (about 2 arms’ length) from other people, avoid crowded places and mass gatherings.”
- \* We will wear protective face coverings when out in public. If it is necessary for students to be with you (and it is age appropriate) students will wear one also or simply limit outings to big box stores and grocery stores with your child.
- \* We will inform Foresight Learning Center staff of any travel (if possible, before the travel occurs).
- \* We will inform Foresight Learning Center of any possible exposure (either student or family member) to COVID-19.
- \* We will immediately (within 30 minutes) pick up student who is showing any signs of illness.
- \* We will wash/sanitize all of student's personal belongings daily.
- \* We will screen students before arriving at school for temperature (symptoms to look for: fever of 100.4 +, cough, trouble breathing)
- \* We will be prepared and have back-up accommodations for students in the event that FLC will have to close (CDC recommends 24-48 hours) due to any sort of COVID-19 exposure.
- \* We will keep student home if student is showing symptoms or any family member is showing symptoms, and if tested we will share results immediately.
- \* We will follow Foresight Learning Center procedures (which follow CDC guidelines) at drop-off and pick-up routines.
- \* We will do our best to honor this pledge with Foresight Learning Center in the interest of other families, dedicated staff and mutual respect regarding COVID-19.

These procedures are in place beginning in May and will last AT LEAST through the summer months (June & July). Foresight will reevaluate towards the end of July and update families with any changes.

Student Name: \_\_\_\_\_

Parent(s)/Guardian Signature: \_\_\_\_\_

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



FORESIGHT LEARNING CENTER INC  
STANDARD REGISTRATION POLICIES (2022)

\* Please Initial/sign where space\* is provided.

**Fees:**

Tuition: See "Tuition Schedule" for basic tuition costs and fees.0  
Deposit: A deposit of one month's tuition is due at the time of enrollment.  
Registration Fee: A non-refundable registration fee is due at the time of enrollment.  
(See tuition schedule)

Late Pick-Up Fee: A fee of \$15.00 per 10-minute period will be charged for late pick-up.  
\* \_\_\_\_\_ If late pick-up is due to an emergency, please call the center.

**Policies:**

**Tuition Due:**

On the **1st** of each month. Arrangements must be made in advance for any late payment. A late charge of \$30.00 is due after the **10th** of the month. If payment is not received by the **15th** the child will be withdrawn from the program and the deposit will be forfeited.

\* \_\_\_\_\_ Tuition policy does not include allowances or refunds for absences, family vacations, or days the center is closed due to holidays, snow days and unforeseen crisis/closures out of our control. (See School Calendar.)

\* \_\_\_\_\_ Changes in enrollment must be made 30 days prior to the month of change, and with the permission of the center administration. If an immediate change of schedule is required, we will try to accommodate the change. If a schedule is reduced, there will be no refund for the balance of the month, unless the reduction was requested by the administration. A schedule increase will require payment of additional tuition and fees. Any discount for longer schedules will not apply until the first full month of the new schedule. A \$30 per change fee will apply for more than one change per semester, per child.

\* \_\_\_\_\_ Returned checks are subject to a \$35.00 fee.

**Refund Policy:**

- Annual registration fee is not refundable.
- During School: If the child is withdrawn prior to the end of the month, no refund is given for unused portion of tuition for that month.
- The deposit will be credited to the last month's tuition with 30- day written advanced notice for the last full month of enrollment.  
(The center will provide withdrawal form.)

**Drop-In Policy:**

Children currently enrolled may "drop-in" on a "space available" basis. Drop-in fees apply.  
**We do not provide free make up days.** (See Tuition Schedule for charges.)



**Program Schedule:**

Morning Session: 8:30-11:30 a.m.  
 Afternoon Session: 12:30-3:30 p.m.  
 Extra Care Hours: 7:30-8:30 a.m.  
 11:30-12:30 p.m.  
 3:30-5:30 p.m.

**Enrollment Policy:**

**\*\*\*\*\*Longer schedules will be accommodated first.**

1. Children who are enrolled continuously will have a guaranteed space in our program throughout the entire year.
2. Children who enroll in the summer will be given first priority for a space in the Fall program. (Our minimum schedule is 2 days/week, 3 hours/day, for the summer).
3. Children who enroll August 1st will be given remaining spaces in the program. Full-time schedules receive priority over part-time schedules if a wait list exists.
4. Children who enroll after August 1st will be accommodated if any spaces remain. If you are not enrolling for the summer you may request to be placed on the pre-enrollment list for August 1st openings. You will be notified during the second half of July if a space is available for your child. Tuition and fees will begin and are due August 1st regardless of whether your child is in attendance.
5. We prefer to assign 3-day per week schedules to Monday / Wednesday / Friday, and 2-day per week schedules to Tuesday / Thursday.
6. Split schedules, (mornings and afternoons on different days), must include 2 morning sessions and 2 afternoon sessions. For efficiency of scheduling, we cannot assign only one morning or one afternoon session to a schedule unless approved by director.

\*\* If space is available after the school year has begun, variances in these policies may be considered by the administration to accommodate part-time schedules.

**School Calendar:** *(We are a year-round program)*

School Session: August 1 - May 31  
 Summer School Enrichment Session: June & July

**Days Center is closed:**

- Labor Day
- Teacher-in-service (October TBD)
- Veterans' Day
- Thanksgiving Break; Wed., Thurs. & Fri. of that holiday week.
- Christmas Break Dec. 23 – Jan. 2 (Slight variances may occur due to holiday dates)
- Martin Luther King Day -Presidents' Day
- FUSD Spring Break: only Thursday & Friday
- Spring Holiday (generally the Monday after Easter)
- Memorial Day -Independence Day: July 4 & the day before/after.

\*\*\*Minor date changes are at the discretion of the director.

**Snow Day Policy:**

The Center is closed on public school snow days. The Center will open at 7:30 a.m. on public school late-start snow days.

**\*\*\*\*\*Closures due to unforeseen circumstances (out of our control) will be dealt with on an individual basis for the protection of Foresights livelihood, the student's safety and our family's future needs for quality childcare.**

**I have read and accept the standard registration policies set forth by Foresight Learning Center, Inc.**

Please sign: \_\_\_\_\_ Date: \_\_\_\_\_



**LLMENT FEES AND TUITION SCHEDULE**

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REGISTRATION:

Annual Fee  
August 1 - July 31 ..... \$ 100.00 /Year  
  
Second Child..... \$ 65.00 / Year  
  
Summer -only..... \$ 125.00 / Summer Only (payable in advance)

DEPOSIT:

Equal to 1 month's tuition.  
(Applied to last FULL month's tuition with 30 day withdraw notice. Examples: If you plan to withdraw Dec. 17<sup>th</sup>, we need notice by Dec 1<sup>st</sup> and your deposit would be applied to Dec. (1-31<sup>st</sup>) tuition. If you gave notice Nov. 17<sup>th</sup> you are still required to pay the full month of December. Our tuition/school schedule is set up through a full month. (Director Approval for pro-rated withdraw under emergency situations.)

DROP-IN:

Drop-in: enrolled students.....\$ Daily rate  
(Space available)

Drop-in fees apply for time used beyond regularly scheduled hours.

**\*\*\*We do not allow make up days in exchange for days absent.**

LUNCH & SNACK:

Children need to have 2 snacks (am & pm) and a cold lunch, depending on their schedule. If child does not have a lunch or snacks, we are required to provide something at am-lunch-pm.

The charge will be \$15.00 for a lunch and \$7.00 for each snack we provide.

LATE PICK-UP FEE:

\$30 for every 10 minutes past scheduled enrollment  
All pick up times apply (11:30, 12:30, 3:30, 4:30, or 5:30).

DISCOUNTS: *Discounts applied for longer schedules (see tuition schedule).*

*Additional 10% discount available for second child from same family.*



ENROLLMENT FEES AND TUITION SCHEDULE pg 2

AVAILABLE SCHEDULES / FEES 2 Year – K

Hours Per Day	Days Per Week	Discount	PreK-K Tuition Per Month
<b>9-10 hrs</b>	2		\$503
7:30-5:30	3		\$755
	4	(9%)	\$915
	5	(25%)	\$944
<b>8 hrs</b>	2		\$477
7:30-3:30	3	-	\$715
8:30-4:30	4	(8%)	\$897
	5	(22%)	\$931
<b>7 hrs</b>	2		\$459
8:30-3:30	3	-	\$688
	4	(4%)	\$881
	5	(20%)	\$918
<b>6 hrs</b>	2	----	\$414
*11:30-5:30	3	----	\$621
	4	----	\$828
	5	(15.1%)	\$879
<b>5 hrs</b>	2	----	\$378
*7:30-12:30	3	----	\$566
*11:30-4:30	4	----	\$755
*12:30-5:30	5	(10%)	\$850
<b>4 hrs</b>	2	----	\$366
7:30-11:30	3	----	\$548
*8:30-12:30	4	----	\$731
*11:30-3:30	5	(10%)	\$822
<b>3 hrs</b>	2	----	\$346
8:30-11:30	3	----	\$519
*12:30-3:30	4	----	\$691
	5	(8%)	\$771

\*Schedule Not available for preschool room students

Cost per month is formulated based on the average number of days per month.

Part-time schedules proportionately more affected by federal holidays will receive compensation days at the discretion of the director and availability of schedule.

FINANCIAL ASSISTANCE:

\*\*\*\*We offer First things First school scholarships

\*\*\*\*We also participate in NAU voucher program, Navajo Nation Scholarships, & DES

*Please talk to Beth/Kori for details and requirements.*