



Importante Informação

Para atender aos requisitos do Department of Human Services (DHS), o Enrollment Application está disponível exclusivamente em inglês.

Essa exigência garante que todos os formulários oficiais de inscrição da criança estejam claros e acessíveis para revisão durante visitas e inspeções do DHS.

Sabemos, no entanto, que compreender cada detalhe da inscrição é fundamental para as famílias.

Por esse motivo:

- O Parent Handbook está também disponível em português, explicando de forma clara e detalhada todas as informações, políticas e procedimentos mencionados no Enrollment Application.
- Oferecemos a opção de realizar a inscrição presencialmente, com explicação completa em português, sempre que necessário.
- Basta agendar um atendimento entrando em contato conosco por e-mail ou telefone.

✉ Email: sharinglovelearningcenter@gmail.com

☎ Telefone: 215-883-6471

Nosso compromisso é garantir transparência, clareza e acolhimento, respeitando tanto os requisitos legais quanto as necessidades de cada família.



Application for Enrollment

Application Fee: \$40

Child Information:

Child's Full Name: _____

Nick Name: _____ Date of Birth: ____/____/____

Allergies (if any): _____

Home Address: _____

City/State: _____

Zip Code: _____

Parent / Guardian Information

Mother / Guardian Information

Father / Guardian Information

Full Name: _____

Address: _____

Home Phone: _____

Cell Phone: _____

Place of Employment: _____

Work Phone: _____

Email Address: _____

(Person(s) to notify in case of emergency or illness if parent/guardian cannot be reached)

Name: _____ Phone: _____

Name: _____ Phone: _____

Parent / Guardian Signature: _____ Date: ____/____/____

Administration Sign: _____

FOR OFFICE USE ONLY (Do not write below this line)

Tuition Co-Pay

Amount of: _____

Enrollment Date: ____/____/____

EMERGENCY CONTACT / PARENTAL CONSENT FORM

55 PA CODE CHAPTERS 3270.124 (a) (b), 3270.181 & 182; 3280.124 (a) (b), 3280.181 & 182; 3290.124 (a) (b), 3290.181 & 182

CHILD'S NAME		DATE OF BIRTH
ADDRESS		
PARENT'S NAME/LEGAL GUARDIAN		HOME TELEPHONE NUMBER ()
ADDRESS		
BUSINESS NAME		BUSINESS TELEPHONE NUMBER
ADDRESS		
PARENT'S NAME/LEGAL GUARDIAN		HOME TELEPHONE NUMBER
ADDRESS		
BUSINESS NAME		BUSINESS TELEPHONE NUMBER
ADDRESS		
EMERGENCY CONTACT PERSON(S)		NAME
		TELEPHONE NUMBER WHEN CHILD IS IN CARE
PERSON(S) TO WHOM CHILD MAY BE RELEASED		NAME ADDRESS TELEPHONE NUMBER WHEN CHILD IS IN CARE
NAME OF CHILD'S PHYSICIAN/MEDICAL CARE PROVIDER		TELEPHONE NUMBER
ADDRESS		
SPECIAL DISABILITIES (IF ANY)		ALLERGIES (INCLUDING MEDICATION REACTION)
MEDICAL or DIETARY INFORMATION NECESSARY IN AN EMERGENCY SITUATION		MEDICATION, SPECIAL SITUATION
ADDITIONAL INFORMATION ON SPECIAL NEEDS OF CHILD		
HEALTH INSURANCE COVERAGE FOR CHILD or MEDICAL ASSISTANCE BENEFITS		POLICY NUMBER (REQUIRED)
PARENT'S SIGNATURE IS REQUIRED FOR EACH ITEM BELOW TO INDICATE PARENTAL CONSENT		
OBTAINING EMERGENCY MEDICAL CARE		ADMIN. OF MINOR FIRST-AID PROCEDURES
WALKS AND TRIPS		SWIMMING
TRANSPORTATION BY THE FACILITY		WADING

PERIODIC REVIEW

SIGNATURE OF PARENT or GUARDIAN

DATE

SIGNATURE OF PARENT or GUARDIAN

DATE

WHITE COPY (Original)

YELLOW COPY (Child Care Space)

PINK COPY (Excursion)

GY 887 10/22

CHILD HEALTH REPORT

(55 PA CODE §§3270.131, 3280.131 AND 3290.131)

Parent/Provider fill in this part.

CHILD'S NAME: (LAST)	(FIRST)	PARENT/GUARDIAN:
DATE OF BIRTH:	HOME PHONE:	ADDRESS:
CHILD CARE FACILITY NAME:		
FACILITY PHONE:	COUNTY:	WORK PHONE:
<input type="checkbox"/> I authorize the child care staff and my child's health professional to communicate directly if needed to clarify information on this form about my child. PARENT'S SIGNATURE:		

DO NOT OMIT ANY INFORMATION

This form may be updated by a health professional. Initial and date any new data. The child care facility needs a copy of the form.

HEALTH HISTORY AND MEDICAL INFORMATION PERTINENT TO ROUTINE CHILD CARE AND DIAGNOSIS/TREATMENT IN EMERGENCY (DESCRIBE, IF ANY):
 NONE

DESCRIBE ALL MEDICATION AND ANY SPECIAL DIET THE CHILD RECEIVES AND THE REASON FOR MEDICATION AND SPECIAL DIET. ALL MEDICATIONS A CHILD RECEIVES SHOULD BE DOCUMENTED IN THE EVENT THE CHILD REQUIRES EMERGENCY MEDICAL CARE. ATTACH ADDITIONAL SHEETS IF NECESSARY.
 NONE

CHILD'S ALLERGIES (DESCRIBE, IF ANY):
 NONE

LIST ANY HEALTH PROBLEMS OR SPECIAL NEEDS AND RECOMMENDED TREATMENT/SERVICES. ATTACH ADDITIONAL SHEETS IF NECESSARY TO DESCRIBE THE PLAN FOR CARE THAT SHOULD BE FOLLOWED FOR THE CHILD, INCLUDING INDICATION OF SPECIAL TRAINING REQUIRED FOR STAFF, EQUIPMENT AND PROVISION FOR EMERGENCIES.
 NONE

IN YOUR ASSESSMENT, IS THE CHILD ABLE TO PARTICIPATE IN CHILD CARE AND DOES THE CHILD APPEAR TO BE FREE FROM CONTAGIOUS OR COMMUNICABLE DISEASES?

YES NO IF NO, PLEASE EXPLAIN YOUR ANSWER:

HAS THE CHILD RECEIVED ALL AGE APPROPRIATE SCREENINGS LISTED IN THE ROUTINE PREVENTIVE HEALTH CARE SERVICES CURRENTLY RECOMMENDED BY THE AMERICAN ACADEMY OF PEDIATRICS? (SEE SCHEDULE AT WWW.AAP.ORG)

YES NO

NOTE BELOW IF THE RESULTS OF VISION, HEARING OR LEAD SCREENINGS WERE ABNORMAL. IF THE SCREENING WAS ABNORMAL, PROVIDE THE DATE THE SCREENING WAS COMPLETED AND INFORMATION ABOUT REFERRALS, IMPLICATIONS OR ACTIONS RECOMMENDED FOR THE CHILD CARE FACILITY.

VISION (subjective until age 3)

HEARING (subjective until age 4)

LEAD

RECORD DATES OF IMMUNIZATIONS BELOW OR ATTACH A PHOTOCOPY OF THE CHILD'S IMMUNIZATION RECORD

IMMUNIZATIONS	DATE	DATE	DATE	DATE	DATE	COMMENTS	
HEP-B							
ROTAVIRUS							
DTAP/DTP/TD							
HIB							
PNEUMOCOCCAL							
POLIO							
INFLUENZA							
MMR							
VARICELLA							
HEP-A							
MENINGOCOCCAL							
OTHER							
MEDICAL CARE PROVIDER:						SIGNATURE OF PHYSICIAN, CRNP OR PHYSICIAN'S ASSISTANT	
ADDRESS:						TITLE:	
	PHONE:				LICENSE NUMBER:	DATE FORM SIGNED:	

Parents may write immunization dates; health professional should verify and complete all data.



Child Pick-Up Authorization Form

Child Information

Child's Full Name: _____

Primary Pick-Up Person

Full Name: _____

Address: _____

Relationship to Child: _____

Phone Number: _____

Additional Authorized Pick-Up Persons

(Individuals authorized to pick up the child on an occasional or as-needed basis)

Person #1 - Full Name: _____

Address: _____

Relationship to Child: _____

Phone Number: _____

Person #2 - Full Name: _____

Address: _____

Relationship to Child: _____

Phone Number: _____

Persons NOT Authorized to Pick Up the Child

Please list any individual(s) who are NOT permitted to pick up your child:

Important Pick-Up Policy

Any person unfamiliar to staff will be required to present a valid photo ID.

Under NO circumstances will a child be released to anyone not listed on this form without written or verbal authorization from the parent or legal guardian.

Parent / Guardian Signature: _____ Date: ____ / ____ / ____

Parent / Guardian Signature: _____ Date: ____ / ____ / ____



Child Care Agreement

Name of Child:		
Child's Start Date:	Tuition/Co-pay Amount:	Payment Due Date: Every Friday the week prior to service, no later than Monday the week of service.
Late Payment Charges: If payment is not received on the scheduled due date: <ul style="list-style-type: none">• A late fee of \$5.00 per day will be applied for each day payment is late If the account is not paid in full within five (5) business days, the child may be discharged from the program.		
Late pick-up fees will be assessed as follows: <ul style="list-style-type: none">• \$1.00 per minute, beginning at 6:01 PM;• Persistent late pick-ups may result in discharge from the program.		

Parent / Guardian Acknowledgment (Please check, sign, and date)

I have received a complete written program enrollment packet at the time of enrollment.

I agree to update emergency contact information, parental consent forms, and child care agreement forms whenever changes occur, and at least every six (6) months.

Provider / Administration Signature:

_____ Date: ____/____/____

Parent / Guardian Signature:

_____ Date: ____/____/____



Permission to Photograph and Use Images

I, _____

(Parent or Legal Guardian Name)

hereby grant permission to Sharing Love Learning Center to photograph and/or record

images of my child _____

(Child's Name)

for the purposes selected below:

Type of Use:	Please Check One
Display in facility scrapbook or bulletin boards	<input type="checkbox"/> I GIVE Permission <input type="checkbox"/> I DO NOT GIVE Permission
Display on the child care facility website	<input type="checkbox"/> I GIVE Permission <input type="checkbox"/> I DO NOT GIVE Permission
Post on the child care facility's social media (Facebook, Instagram, others)	<input type="checkbox"/> I GIVE Permission <input type="checkbox"/> I DO NOT GIVE Permission

Acknowledgment,

I understand that it is my responsibility to notify the child care provider in writing if I choose to revoke or modify this permission at any time.

I further acknowledge that this authorization will remain in effect for the duration of my child's enrollment, unless revoked in writing.

Parent or Legal Guardian Signature:

_____ Date: ____ / ____ / ____



Parental Agreement

This Parental Agreement is entered into between Sharing Love Learning Center ("the Center") and the parent(s) or legal guardian(s) listed below:

Child & Family Information:

Child's Full Name: _____

Date of Birth: _____

Parent/Guardian Name(s): _____

Start Date: ____/____/____

Program Description:

Sharing Love Learning Center provides childcare services for infants through preschool-age children in a nurturing, structured, and faith-based environment. The program supports children's emotional, social, physical, and cognitive development through age-appropriate learning experiences and play.

The Center operates Monday through Friday, from 7:00 AM to 6:00 PM. A holiday closure schedule is provided annually.

Services Provided:

The Center agrees to provide:

1. Supervised childcare during operating hours;
2. Developmentally appropriate learning and play activities;
3. Balanced active and quiet play;
4. Meals and snacks included in tuition, unless special dietary arrangements are required;
5. Assistance with personal care as appropriate to the child's age;

6. Nap/rest time for children;
7. A safe, structured, and loving environment.

Arrival & Pick-Up Policy:

- Children will only be released to individuals listed on the Child Pick-Up Authorization Form;
- A valid photo ID is required for any person unfamiliar to staff;
- Children will not be released to unauthorized individuals;
- Parents must notify the Center in advance if someone different will be picking up the child.

Late Pick-Up Policy:

The Center's operating hours are 7:00 AM to 6:00 PM.

- Children must be picked up no later than 6:00 PM;
- A late pick-up fee of \$1.00 per minute will be charged for each minute after 6:00 PM;
- Late fees are due with the next tuition payment;
- Repeated late pick-ups may result in termination of enrollment.

Health, Illness & Medication:

- Children who are ill must remain at home. If a child becomes ill while at the Center, the parent/guardian will be contacted and must pick up the child promptly;
- Children with communicable diseases may not attend until cleared according to health guidelines;
- Medication will be administered only with written authorization;
- The Center will provide basic first aid as needed and notify parents of any injury or incident.

Personal Belongings:

To maintain a safe and focused learning environment:

- Children are not permitted to bring personal toys, electronic devices (including iPads, tablets, phones), or similar items from home;
- If such items are brought to the Center, they will be stored safely by staff and returned to the parent/guardian at pick-up time;
- Parents are encouraged to label all personal items, such as water bottles, cups, extra clothing, blankets, or similar belongings.

Note: On days when a special activity is planned, the Center will notify families in advance, and specific items or toys may be permitted for that day only.

Tuition & Payment Policies:

- Tuition is paid weekly, every Friday, and covers the upcoming week of care;
- Payments made on Friday apply to the following week, beginning Monday;
- Tuition is required regardless of attendance, including absences, holidays, or emergency closures;
- Tuition is non-refundable.

Security Deposit Policy (Tuition Deposit):

At enrollment, one (1) week of tuition is collected in advance as a security deposit.

Purpose of the Deposit:

The deposit secures the child's spot and is applied only at the end of enrollment.

Deposit Refund Conditions:

The deposit will be refunded, when:

- A minimum two (2) weeks written notice is provided; and
- There is no outstanding balance on the account.

How the Deposit May Be Used:

Families may choose to:

1. Receive the deposit back after the notice period on the child's last day, or
2. Apply the deposit toward the final week of attendance.

Non-Refundable Deposit

The deposit is not refundable if:

- The child is withdrawn without notice;
- Less than two weeks' notice is provided;
- There is any outstanding balance;
- The child is dismissed due to non-payment or inappropriate or severe behavior from the family.

Note: If a family experiences difficulty making the security deposit payment, they are encouraged to speak directly with the Center's administration to discuss the best available payment arrangement.

Late Payment Policy:

- If tuition is not paid by Friday, a late fee of \$5.00 per day will be charged starting Monday;
- Late fees will be applied for each day payment remains outstanding;
- If tuition is not paid by Wednesday, the child will not be accepted to attend the program until the account is brought current;

Note: To return to care, the family must pay both:

1. The past-due tuition for the week that was not paid, and
2. The full tuition for the upcoming week.

- Continued non-payment may result in termination of enrollment.

Termination:

- The Center reserves the right to terminate enrollment with reasonable notice if policies are repeatedly violated or the program is no longer a good fit;
- Parents agree to provide two (2) weeks written notice if they choose to terminate enrollment.

Parent Responsibilities:

Parents/guardians agree to:

1. Keep all contact and emergency information up to date;
2. Provide required medical and immunization records;
3. Follow all Center policies and procedures;
4. Communicate respectfully and cooperatively with staff.

Agreement Acknowledgment,

By signing below, I acknowledge that I have read, understand, and agree to abide by all policies and procedures of Sharing Love Learning Center as outlined in this Parental Agreement.

Parent/Guardian Signature: _____

Date: ____/____/____

Director Signature: _____

Date: ____/____/____



Holiday Closures & Annual Schedule Acknowledgment

Sharing Love Learning Center is open during the following hours:

Monday – Friday | 7:00 AM – 6:00 PM

Holiday Closures

Sharing Love Learning Center will be CLOSED on the following holidays each year:

- Martin Luther King Jr. Day;
- Good Friday;
- Memorial Day;
- Juneteenth;
- Independence Day (July 4th);
- Labor Day;
- Thanksgiving Day and the Friday after;
- Christmas Break: from December 25 through January 1.

NOTE: Families are responsible for making alternate childcare arrangements on all closed days.

Annual Calendar:

An Annual Calendar is provided to families and may be updated as needed.

Families will be notified in advance of any additional closures or changes.

Weather-Related Closures:

In the event of inclement weather, the Center will make every effort to remain open.

If severe weather or other conditions prevent opening on time or at all, families will be notified by message or phone call.



Non-Discrimination in Services Policy Statement

TO: Patients/Clients/Residents/Parents and all applicable

FROM: Mylla Stephanny N. Ribeiro

Admissions, the provisions of services, and referrals of clients shall be made without regard to race (to include hair type, hair texture, or hair style), color, religious creed (to include all aspects of religious observances and practice, as well as belief), disability, ancestry, national origin (including Limited English Proficiency), age (40 and over), or sex (to include pregnancy status, childbirth status, breastfeeding status, sex assigned at birth, gender identity or expression, affectionate or sexual orientation, and differences in sex), and retaliation.

Program services shall be made accessible to eligible persons with disabilities through the most practical and economically feasible methods available. These methods include, but are not limited to, equipment redesign, the provision of aides and the use of alternative service delivery locations. Structural modifications shall be considered only as a last resort among available methods.

Any individual/client/patient/student (and/or their guardian) who believes they have been discriminated against, may file a complaint of discrimination with:

- Sharing Love Learning Center - 8100 E Roosevelt BLVD, suite 101 – Philadelphia PA 19152 -
Phone:215-883-6471 - Email: Sharinglovelearningcenter@gmail.com

Commonwealth of Pennsylvania Department of Human Services Bureau of Equal Opportunity	Office for Civil Rights U.S. Department of Health and Human Services Centralized Case Management Operations	Pennsylvania Human Relations Commission
Room 225, Health & Welfare Building P.O. Box 2675 Harrisburg, PA 17120 Inquiries: (717) 787-1127 Email: RAPWBEOAO@pa.gov (Within 90 days from the date of incident)	200 Independence Avenue, S.W. Room 509 HHH Bldg Washington, D.C. 20201 Customer Response Center: (800) 368-1019 TDD: (800) 537-7697 https://www.hhs.gov/ocr/complaints Email: ocrccomplaint@hhs.gov (Within 180 days from the date of incident) (Within 180 days from the date of incident)	333 Market Street, 8th Floor Harrisburg, PA 17101 https://www.phrc.pa.gov/Complaints/Pages/How-toFile-a-Complaint.aspx Inquiries: (717) 787-4410 TTY users only: (717) 787-7279 (Within 180 days from the date of incident)

By signing below, I acknowledge that I have received a copy of this Civil Rights Compliance – Parent Awareness notice for my records.

Parent/Guardian Signature: _____ Date: ____/____/____

Director's Signature: _____ Date: ____/____/____



8100 E Roosevelt BLVD, suite 101 – Philadelphia PA 19152

Phone: 215-883-6471

Email: Sharinglovelearningcenter@gmail.com

Civil Rights Compliance – Parent Awareness

Sharing Love Learning Center operates in accordance with applicable Federal and State civil rights laws and regulations.

As a client of this facility, you and your child(ren) have the right:

- To receive services at this facility and to be referred for services to other facilities without regard to race, color, religious creed, disability, ancestry, national origin, age, or sex.
- To file a complaint of discrimination if you believe you or your child have been discriminated against based on race, color, religious creed, disability, ancestry, national origin, age, or sex.

Complaints of discrimination may be filed with any of the following agencies:

Department of Public Welfare Bureau of Equal Opportunity	Pennsylvania Human Relations Commission	U.S. Department of Health & Human Services	Commonwealth of Pennsylvania DPW / Bureau of Equal Opportunity
Room 223, Health & Welfare Building P.O. Box 2675 Harrisburg, PA 17105-2675	110 North 8th Street Suite 501 Philadelphia, PA 19107	Office for Civil Rights Suite 372, Public Ledger Building 150 South Independence Mall West Philadelphia, PA 19106-9111	Southeast Regional Office Suite 5034 801 Market Street Philadelphia, PA 19107

By signing below, I acknowledge that I have received a copy of this Civil Rights Compliance – Parent Awareness notice for my records.

Parent/Guardian Signature: _____ Date: ____/____/____

Director's Signature: _____ Date: ____/____/____

Lista de itens pessoais obrigatórios:

1. Duas mudas completas de roupa (camiseta, calça/short, meia e roupa íntima), devidamente identificadas;
2. Cobertor para a hora do descanso (será enviado para casa toda sexta-feira, ou antes, se necessário, para retornar limpo no próximo dia útil);
3. Fraldas, quando necessário;
4. Mamadeira / fórmula / leite, quando aplicável;
5. Roupas extras de acordo com o clima (jaqueta, chapéu, luvas, etc.);
6. Pomada de troca, se usada pela criança;
7. Envio de lenços umeedecidos.

Fornecido pelo Daycare:

- * A escova de dentes será fornecida pelo daycare, individual e identificada com nome;
- * A pasta de dente infantil aprovada pela segurança, também será fornecida.

Sobre Leite Materno (se aplicável):

- * O leite materno deve vir identificado com:
 - Nome da criança;
 - Data e horário da extração.
- * Será armazenado e aquecido seguindo as regras de segurança alimentar

Observação Importante: Temos a plena consciência de que estamos cuidando do bem mais precioso da sua vida. Por isso, dedicamos nosso trabalho a oferecer um ambiente seguro, acolhedor e cheio de propósito, onde cada criança é vista, respeitada e amada. Agradecemos profundamente pela confiança e reafirmamos nosso compromisso em caminhar ao lado da sua família com responsabilidade, carinho e excelência.”

Obrigada pela sua Cooperação!