

Application for Child Care
INGA THORSON EARLY CHILDHOOD LEARNING CENTER
125 College Dr., Casper, WY 82601
307-268-2586

PLEASE NOTE: A separate form must be completed for EACH child.

Child's Name: _____ Birthdate: _____ (Due Date _____)

If age 3 or older: Is child potty trained? YES ____ NO ____

Brothers/sisters **requiring care** at Inga Thorson Early Childhood Learning Center:

Name: _____ Birthdate: _____

Name: _____ Birthdate: _____

Name of Person(s) child resides with: _____

Relationship to the child (Mother, Father, Grandparent, etc): _____

Mailing Address: _____ Home Phone: _____

_____, _____ Cell Phone: _____
(city) (state) (zip)

Other contact phone: _____

Adult Applicant Status:

Full-time Student (12 or more credits) CC ____ UW ____ Full-time Employee CC ____ UW ____

Part-time Student (Less than 12 credits) CC ____ UW ____ Part-time Employee CC ____ UW ____

Area of Study: _____ Spouse's Area of Study: _____

DATE CARE IS NEEDED: _____

ON THE BACK OF THIS APPLICATION, PLEASE INDICATE THE NUMBER OF CHILD CARE HOURS REQUIRED TO COVER SCHOOL, STUDY AND/OR WORK.

{ NOTE: If you do not have the following information updated for two semesters then you will automatically be removed from the waiting list: }
1) contact phone number(s)
2) current schedule (on back)

ELIGIBILITY FOR CHILD CARE FINANCIAL ASSISTANCE:

You **may** be eligible for financial assistance for your childcare costs if you are working and /or attending school. The following guidelines will give you some indication as to whether or not you may receive assistance. If you feel you meet the guidelines, please call 473-3900 to schedule an appointment with a caseworker.

For help from DFS	FAMILY SIZE	MONTHLY INCOME
Countable income cannot exceed:	2	\$3035
	3	\$3815
	4	\$4594
	5	\$5373

DATE RECEIVED: _____

DATE NOTIFIED: _____

The parent named in the above application will be responsible for the daily charges and will be billed each week at the following daily rates:

PART DAY is less than 5 hours a day. FULL DAY is 5 or more hours a day.

Part Day Rates:	0-11 months \$23.00	12-23 months \$22.85	2-3 years \$19.50	4-5 years \$19.53
Full Day Rates:	0-11 months \$30.38	12-23 months \$30.00	2-3 years \$27.00	4-5 years \$26.54

Please indicate the time your child/children will be dropped off (in) and picked up (out). Include the time needed for school and/or work:

Semester/Yr		Monday	Tuesday	Wednesday	Thursday	Friday
_____	In:	_____	_____	_____	_____	_____
	Out:	_____	_____	_____	_____	_____
_____	In:	_____	_____	_____	_____	_____
	Out:	_____	_____	_____	_____	_____
_____	In:	_____	_____	_____	_____	_____
	Out:	_____	_____	_____	_____	_____
_____	In:	_____	_____	_____	_____	_____
	Out:	_____	_____	_____	_____	_____

**BILLING AND PAYMENT PROVISIONS
(Please read carefully)**

1. Prior to the beginning of the next semester, infants will be enrolled if a slot is available and parents contract full time childcare. If your contracted hours drop below full time, your child's slot may be taken by a child on the deferred list. **Priority will be given to individuals requiring full-time childcare.**
2. Any parent who receives childcare assistance through DFS or other financial aid will be responsible for payment of hours beyond those hours contracted with DFS or hours not covered by financial aid. In addition, the parent will be billed the entire part day or full day rate contracted when their child is not in attendance.
3. Payment must be made within 5 school days of when the weekly statement is received by the parent or termination procedures may begin as listed in the parent handbook. If payment arrangements are needed, then arrangements need to be discussed and approved by the Director of the center.
4. **There will be a \$3.00 penalty charge for each day that is changed from full day to part day on parent contract.**
5. A separate contract will be signed for finals week since hours are different. Parent will not be charged for days the center is not open.
6. Any additional hours needed beyond parent's contracted hours **MUST BE APPROVED** by the Director or teachers of the center. Additional time will only be allowed if parent requests time needed in advance **AND** the center has adequate staff and space to provide care.