



FUN & LEARNING CENTER

3F SKY PLAZA

2-8-34 Chuo Cho Misawa-Shi, Aomori-Ken JAPAN

Tel: 0716-53-7936

<https://www.facebook.com/flcmisawa>

flcmisawa.web.fc2.com

flcmisawa@gmail.com

School Year of 2015-2016

Dear Parent(s)/Legal Guardian(s)

Thank you very much for your interest and learning more about in our childcare programs and preschool program. Please review the information enclosed in this package and if you have any questions, we will be happy to answer them for you.

Once you have decided that you will enroll your child in The Fun & Learning Center, we will need you to provide the following information on or before your child's first day.

1. A medical Power of Attorney stating staff members of the Fun & Learning Center are authorized to seek medical attention for your child in the event your child becomes ill or injured and immediate medical attention is necessary
2. A copy of your child's immunization records
3. The packet contract includes:
 - ✧ Child and Family Information Pages
 - ✧ Emergency Information
 - ✧ Photo Release Form
 - ✧ Liability Release With Parental Consent
 - ✧ Supply List
 - ✧ Terms Of Agreement
 - ✧ Check Sheet
4. Annual Registration Fee

Again, thank you very much for your interest, and we are looking forward to having fun and learning time together!!

CHILD AND FAMILY INFORMATION

Child Information

Child's Name(子供の氏名)

First Name, Middle Name, Last Name

Nickname(呼び名):

Date of Birthday _____

(誕生日: 月・日・年) Month Date Year

Allergies(アレルギー), Sickness(持病):

List of emotional needs your child may have require special attention from our staff (気分の浮き沈み等、気になる事)

My child's favorite foods are(好きな食べ物)

My child's favorite play activities are

(子供の好きな遊び)

PCS

Arrival in MASAWA _____

Expected PCS _____

Parent/Guardian Information

Primary Parent/Guardian Name (第一保護者)

Rank, First Name, Last Name

Spouse/Partner Name (パートナー氏名)

Rank, First Name, Last Name

DEROS: _____

Primary Parent/Guardian Work Phone: _____

(第一保護者 仕事先 TEL)

Spouse/Partner's Work Phone: _____

(パート仕事先 TEL)

PRIMARY Contact # Cell Phone: _____

(携帯番号)

Home Address(自宅住所):

House Number

Misawa Air Base or _____

City

Mailing Address:

PSC 76 Box _____ APO AP96319

Emergency Contact:

In the event, there is an emergency involving your child and we are unable to get in contact with you or your spouse, who would you like us to contact?(緊急時の両親以外の連絡先)

First Name, Last Name (氏名)

Cell Ph. (携帯番号) Work Ph.(仕事先電話番号)

Family Information:

Our family does not celebrate the following holiday(s): (家の事情による参加できない行事)

1. _____

2. _____

Parent/Guardian Initials & Date _____

CHILD AND FAMILY INFORMATION

**My child, on occasion
may be picked up from the Fun &
Learning Center by:**

1. No One Other than his or her the parent/s.

Parent / Guardian Signature

2. _____

First Name, Last Name

Parent / Guardian Signature

3. _____

First Name, Last Name

Parent / Guardian Signature

4. _____

First Name, Last Name

Parent / Guardian Signature

5. _____

First Name, Last Name

Parent / Guardian Signature

Transportation Authorization from

I authorize my child

Child' First Name, Last Name, MI

To receive transportation to and from

DOD schools on Misawa Air Base to

the Fun & Learning Center in the

vehicles owned and operated by the

Fun & Learning Center and its staff

members.

Parent / Guardian Signature

Fun & Learning Center Email Request

Student's Name:

() Duty Email Address:

() Personal Email Address:

Please check (x) to add your primary e-mail to our mailing list.

Parent/Guardian Initials & Date _____

CHILD AND FAMILY INFORMATION

I have read, understand, and agree to all the conditions of the contract above. Based on my agreement for all of above conditions. I requested my child to attend the following programs as indicted by my initials (circle options):

- Full - Time Childcare Program (7:00-17:30/ Mon through Friday)
 - a. Weekly Rate Monday through Friday \$133.00 + TAX
 - b. Pre-set days: Mon /Tue /Wed /Thu /Fri \$26.60 + TAX per day Sub Total \$ _____ / week
(Lunchs are included Monday through Thursday and snacks are included all week.)

- Part - Time Childcare Program (7:00-11:30 / 12:30-17:30)
 - Pre-set days: Mon /Tue /Wed /Thu /Fri \$19.00+TAX per day Sub Total \$ _____ / week
(Lunch is not included. Snacks included)

- Drop-In Care Service School Program:
 - a. One Day (7:00-17:30) _____ \$35.00 + TAX
 - b. Half Day (7:00-11:30/12:30-17:30) _____ \$25.00+TAX
 - c. Before-class/After-class: 13.00\$ + Tax (7:00-8:30/16:00-17:30)
 - *Adjustement for being late: after 10 minutes, a 10.00\$ + tax fee per extra hour will be charged.
(Lunch Fee \$2.50+TAX Monday through Thursday / \$3.50+TAX on Friday. Snacks included

- Extended Childcare during Military Exercises (See page 2. of Operation Hours in Handbook)

I request that my child's scheduled start date will be _____

Printed Name of child/children

Printed Name of Parent/Legal Guardian

Signature of Parent /Legal Guardian

Date

Parent/Guardian Initials & Date _____

Only for FLC Staff Use

Application Received Date	
Actual Start Date	
Applied Program	Full Time / Part Time /Drop-In Care (one day/half day)
Regular Days in Week	M / T / W / R / F

Emergency Information

We would like to inform you that the Fun & Learning Center will be automatically closed when the following emergency situation occurs:

- Power Outage due to Earthquake or any other disaster
- Water Suspension due to Earthquake or any disaster
- Heavy Snow Storm Alert (when the base gets closed)

In the event where you are not certain whether our facility will be open due to other incidents on base caused by natural disasters, please refer to the following:

Closure information will be posted on our homepage (only when internet accessible.)

a) If school closes for an emergency, all students will meet at NAKAYOSI KOEN (“Wood” park behind LaLa’s and beside Misawa City Hotel)

b) Management will contact parents/Providers with information and updates.

Please contact the persons below for additional information.

Mr. K (General Manager):

080-1672-7687

Phone:

0176-53-7936

flcmisawa@gmail.com

<https://www.facebook.com/flcmisawa>

<http://flcmisawa.web.fc2.com/>

Thank you for your understanding.

I, _____, parent/legal guardian of _____,

Agree to the conditions started above.

DATE: _____ Signature: _____

Photo Release Form

The Fun & Learning Center would like your permission to use any images taken of your child or immediate family, in various publications and promotional materials. Examples of where we might want to use these include but are not limited to:

The Fun & Learning Center Website, internet media, magazines, information leaflets, guidance booklets, school newsletters, CD-ROM/electronic based documents, videos and press releases including those published in the Insider.

Pictures and videos may be used for any of these purposes indefinitely.

I acknowledge that since my participation in publications and websites produced by The Fun & Learning Center is voluntary, I will receive no financial compensation and that if I would like to obtain printed copies of the photographs there may be an additional charge incurred to cover the cost of the materials to print said pictures.

I further agree that my participation in any publication and website produced by The Fun & Learning Center confers upon me no rights of ownership whatsoever. I release The Fun & Learning Center, its contractors and its employees from liability for any claims by me or any third party in connection with my participation.

I grant permission for photographs and/or videos of my child, including any immediate family that may be present at Fun & Learning Center activities or events, to be used by Fun & Learning Center as they see fit.

Name of Child/Children: _____

Parents / Guardian Name: _____

Parent or Guardian Signature: _____

Effective Date: _____

Parent/Guardian Initials & Date _____

**LIABILITY RELEASE WITH PARENTAL CONSENT
FOR MEDICAL/EMERGENCY
TREATMENT AND TRANSPORTATION**

CHILD NAME: _____ DATE OF BIRTH: _____
ADDRESS: _____ PHONE NUMBER: _____

The undersigned(s) being the lawful parent(s) and/or guardian(s) of the above child, hereby consent to the participation by the child in all school activities conducted by Fun and Learning Center/NPO Misawa Access Publications and to the participation of the child in all events related to said activities.

The undersigned hereby further authorize(s) any of the staff, employees, agents and representatives of Fun and Learning Center/NPO Misawa Access Publications to provide for, approve and authorize any health care at any hospital, emergency room, doctor's office or other institution, employ any physicians, dentists, nurses or other person whose services may be needed for such health care, review and if necessary disclose the contents of any medical records, execute any consent form required by medical, dental or other health authorities incident to the provision of medical, surgical, or dental care to the child. Health care shall include, but not be limited to the administration of anesthesia, x-ray, examination, and performance of operations, diagnostic and other procedures.

The undersigned(s) hereby further authorize(s) emergency transportation by either day care personnel or if necessary by ambulance or other emergency vehicle.

If there is no medical emergency, the staff will first use reasonable efforts to contact the parent(s) and /or guardian(s) before administering or authorizing any treatment.

- **Japanese students will be Misawa City Hospital.**
- **American students will be taking to the UCC and transport by FLC's staff according to posted daily list.**

Notwithstanding other provisions in this consent form, Fun and Learning Center/NPO Misawa Access Publications shall not have the authority to withhold or withdraw life-sustaining procedures for the child.

The school is well child-proofed and the children are consistently well supervised. However, accidents do happen. The undersigned(s) assume(s) all risk of injury or harm to the child associated with participation in the day care and agree(s) to release, indemnify, defend and forever discharge Fun and Learning Center/NPO Misawa Access Publications and it's staff, employees, and agents of and from all liability, claims, demands, damages, costs, expenses, actions and causes of action in respect of death, injury, loss or damage to the child, or by the child, howsoever caused, arising or to arise by reason of or during the child's participation in the school.

Signature of Parent/Guardian Date: _____ / _____

Parent/Guardian Initials & Date _____



Fun & Learning Center Supply List



In order to keep our tuition cost down, parents/guardians are encouraged to donate the items listed below on the enrollment for the year. Because we have limited storage space, the list has been divided according to your child's classroom. Please refer to the list below to determine the supplies you are encouraged to bring and make sure supplies to last about the year. Please bring the supplies by the first week of September/upon enrollment with the completed form below and staple it to the bag of supplies. Please do not write name on each item because students share the items in the class.

Yuzu & Momo class

White paper plates
1 box of Kleenex/Tissues
1 box of Hand Paper Towels
1 pack of baby wipes
1 pack of sandwich bags
3-5 pc erasers
1 pack Crayola crayons (classic colors)
10 Elmers School Glue Sticks
Classic colors paint set
12 coloring pencils
1 bottle of hand sanitizer

Ringo Class

White paper Cups (5-7oz)
1 box of Kleenex/Tissues
100-250 count paper napkins
1 pack of snack bags
12 dozen of pencils
12 coloring pencils
10 Elmers School Glue Sticks
1 pack of Crayola washable markers
2 small paint brushes
1 bottle of hand soap

More optional supplies are in our "Helping Hands" wish list available at our front desk or on our website.
e.g. Hand soap, Multi surface cleaners, Play-Doh, Cottons balls, Stickers, Origami, Snacks such as crackers/Ritz, cereals

These items are always welcomed. We will update our "Helping Hands" wish list about what we truly need for children or any projects.

(Attach this portion to the bag of supplies)



Child's Name _____

Child's Class (Please circle one.) Yuzu class, Momo class, Ringo class

☆These supplies are used for the entire class!☆

TERMS OF AGREEMENT

1. I understand that if all terms of this agreement are met that my child will be guaranteed a childcare position at the Fun & Learning Center if it offers the program I desire my child to be enrolled in.
2. I understand that if all terms of this agreement are met my child will be guaranteed a childcare position upon returning from vacation.
3. I understand that my child must be accurately signed in and out each day, as he/she attends the Fun & Learning Center. I also understand I may be assessed \$5.00 Fee if I consistently forget to do so.
4. I understand only those authorized in writing will be allowed to pick up my child from the Fun & Learning Center. Proper identification must be shown before my child will be released.
5. I understand that I need to prepare a sleeping mat for Nap & Quiet Time, and weekly cleaning of these items is under my responsibility.
6. I understand that if my child has difficulty adapting to the Fun & Learning Center's schedule, childcare providers, or continuously refuses to cooperate or participate in activities, continuously bites, hits, or otherwise cause injury, I will be called in for conference. In this case, I understand that I will be consulted for assistance in helping my child to adjust. I will need to set aside time at pick up and drop off to consult with the staff on my child's progress. I will continue to be informed of my child's behavior through verbal or written communication. Every effort will be made to help my child to adjust but if repeated attempts to alter undesirable behavior fail, I will be asked to make other arrangements for my child's care. Such arrangements will need to be made immediately when possible. I understand that my willingness to work with the staff in resolving behavior issues is essential to my child's progress.
7. I understand that all childcare fees are due on the 5th of each month.
8. I understand that I will be informed when photos of my child is posted on the Center's homepage and/or posters. I will give a written notice if I refuse it.
9. I understand that my child food allergies and other allergies are filled out and verbally explained to the Center's staff. If it is not filled out and/ or explained, the Center is not responsible for any accident caused by the allergy.
10. I understand that a written notice from handbook must be provided to the Fun & Learning Center Two weeks in advance for the withdrawal or cancellation of this written agreement. This form can be available at the receptionist counter. Otherwise, the charges will be incurred as scheduled by the contract.

Parent/Guardian Initials & Date _____

Check Sheet

I confirmed that the Fun & Learning Center reviewed and explained the following points in the contracts and handbook during the registration process.

Please sign your initials below.

- ◆ Annual Registration Fee p.1 _____
- ◆ Program Fees/Friday Lunch p.2 _____
- ◆ Payment Due & Late Fees p.3-4 _____
- ◆ PayPal Service Fees p.4 _____
- ◆ 2 weeks Written Notice p.4 _____
- ◆ Refunds p.4 _____
- ◆ Vacations policies P.4 _____

Please turn in the following forms.

- ◆ Registration Forms
- ◆ Closing Agreement for Emergency
- ◆ Photo Release Form
- ◆ Consent of Waiver of Liability

Name of Child/Children: _____

Parent/Legal Guardian Name: _____

Parent or Guardian Signature: _____

Date: _____