

## CHILD CARE CENTER NOTIFICATION OF PARENTS' RIGHTS

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### PARENTS' RIGHTS

As a Parent/Authorized Representative, you have the right to:

1. Enter and inspect the child care center without advance notice whenever children are in care.
2. File a complaint against the licensee with the licensing office and review the licensee's public file kept by the licensing office.
3. Review, at the child care center, reports of licensing visits and substantiated complaints against the licensee made during the last three years.
4. Complain to the licensing office and inspect the child care center without discrimination or retaliation against you or your child.
5. Request in writing that a parent not be allowed to visit your child or take your child from the child care center, provided you have shown a certified copy of a court order.
6. Receive from the licensee the name, address and telephone number of the local licensing office.

Licensing Office Name: DEPARTMENT OF SOCIAL SERVICES - COMMUNITY CARE LICENSING DIVISION

Licensing Office Address: 2580 NORTH FIRST STREET, SUITE 300, SAN JOSE CA 95131

Licensing Office Telephone #: 408-324-2148

7. Be informed by the licensee, upon request, of the name and type of association to the child care center for any adult who has been granted a criminal record exemption, and that the name of the person may also be obtained by contacting the local licensing office.
8. Receive, from the licensee, the Caregiver Background Check Process form.

**NOTE: CALIFORNIA STATE LAW PROVIDES THAT THE LICENSEE MAY DENY ACCESS TO THE CHILD CARE CENTER TO A PARENT/AUTHORIZED REPRESENTATIVE IF THE BEHAVIOR OF THE PARENT/AUTHORIZED REPRESENTATIVE POSES A RISK TO CHILDREN IN CARE.**

*For the Department of Justice "Registered Sex Offender" database, go to [www.meganslaw.ca.gov](http://www.meganslaw.ca.gov)*

LIC 995 (9/08)

(Detach Here - Give Upper Portion to Parents)

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### ACKNOWLEDGEMENT OF NOTIFICATION OF PARENTS' RIGHTS (Parent/Authorized Representative Signature Required)

I, the parent/authorized representative of \_\_\_\_\_, have received a copy of the "CHILD CARE CENTER NOTIFICATION OF PARENTS' RIGHTS" and the CAREGIVER BACKGROUND CHECK PROCESS form from the licensee.

PASITOS SCHOOL

Name of Child Care Center

\_\_\_\_\_  
Signature (Parent/Authorized Representative)

\_\_\_\_\_  
Date

**NOTE: This Acknowledgement must be kept in child's file and a copy of the Notification given to parent/authorized representative.**

*For the Department of Justice "Registered Sex Offender" database go to [www.meganslaw.ca.gov](http://www.meganslaw.ca.gov)*

# PERSONAL RIGHTS

## Child Care Centers

Personal Rights, See Section 101223 for waiver conditions applicable to Child Care Centers.

- (a) Child Care Centers. Each child receiving services from a Child Care Center shall have rights which include, but are not limited to, the following:
- (1) To be accorded dignity in his/her personal relationships with staff and other persons.
  - (2) To be accorded safe, healthful and comfortable accommodations, furnishings and equipment to meet his/her needs.
  - (3) To be free from corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse, or other actions of a punitive nature, including but not limited to: interference with daily living functions, including eating, sleeping, or toileting; or withholding of shelter, clothing, medication or aids to physical functioning.
  - (4) To be informed, and to have his/her authorized representative, if any, informed by the licensee of the provisions of law regarding complaints including, but not limited to, the address and telephone number of the complaint receiving unit of the licensing agency and of information regarding confidentiality.
  - (5) To be free to attend religious services or activities of his/her choice and to have visits from the spiritual advisor of his/her choice. Attendance at religious services, either in or outside the facility, shall be on a completely voluntary basis. In Child Care Centers, decisions concerning attendance at religious services or visits from spiritual advisors shall be made by the parent(s), or guardian(s) of the child.
  - (6) Not to be locked in any room, building, or facility premises by day or night.
  - (7) Not to be placed in any restraining device, except a supportive restraint approved in advance by the licensing agency.

THE REPRESENTATIVE/PARENT/GUARDIAN HAS THE RIGHT TO BE INFORMED OF THE APPROPRIATE LICENSING AGENCY TO CONTACT REGARDING COMPLAINTS, WHICH IS:

NAME

**DEPARTMENT OF SOCIAL SERVICES - COMMUNITY CARE LICENSING DIVISION**

ADDRESS

**2580 NORTH FIRST STREET, SUITE 300**

CITY

**SAN JOSE, CA**

ZIP CODE

**95131**

AREA CODE/TELEPHONE NUMBER

**408-324-2148**

DETACH HERE

**TO: PARENT/GUARDIAN/CHILD OR AUTHORIZED REPRESENTATIVE:**

**PLACE IN CHILD'S FILE**

Upon satisfactory and full disclosure of the personal rights as explained, complete the following acknowledgment:

**ACKNOWLEDGMENT:** I/We have been personally advised of, and have received a copy of the personal rights contained in the California Code of Regulations, Title 22, at the time of admission to:

(PRINT THE NAME OF THE FACILITY)

(PRINT THE ADDRESS OF THE FACILITY)

(PRINT THE NAME OF THE CHILD)

(SIGNATURE OF THE REPRESENTATIVE/PARENT/GUARDIAN)

(TITLE OF THE REPRESENTATIVE/PARENT/GUARDIAN)

(DATE)

# IDENTIFICATION AND EMERGENCY INFORMATION CHILD CARE CENTERS/FAMILY CHILD CARE HOMES

To Be Completed by Parent or Authorized Representative

CHILD'S NAME	LAST	MIDDLE	FIRST	SEX	TELEPHONE ( )
ADDRESS	NUMBER	STREET	CITY	STATE	ZIP
BIRTHDATE					
FATHER'S/GUARDIAN'S/FATHER'S DOMESTIC PARTNER'S NAME	LAST	MIDDLE	FIRST	BUSINESS TELEPHONE ( )	
HOME ADDRESS	NUMBER	STREET	CITY	STATE	ZIP
HOME TELEPHONE ( )					
MOTHER'S/GUARDIAN'S/MOTHER'S DOMESTIC PARTNER'S NAME	LAST	MIDDLE	FIRST	BUSINESS TELEPHONE ( )	
HOME ADDRESS	NUMBER	STREET	CITY	STATE	ZIP
HOME TELEPHONE ( )					
PERSON RESPONSIBLE FOR CHILD	LAST NAME	MIDDLE	FIRST	HOME TELEPHONE ( )	BUSINESS TELEPHONE ( )

### ADDITIONAL PERSONS WHO MAY BE CALLED IN AN EMERGENCY

NAME	ADDRESS	TELEPHONE	RELATIONSHIP

### PHYSICIAN OR DENTIST TO BE CALLED IN AN EMERGENCY

PHYSICIAN	ADDRESS	MEDICAL PLAN AND NUMBER	TELEPHONE ( )
DENTIST	ADDRESS	MEDICAL PLAN AND NUMBER	TELEPHONE ( )

IF PHYSICIAN CANNOT BE REACHED, WHAT ACTION SHOULD BE TAKEN?

- CALL EMERGENCY HOSPITAL       OTHER      EXPLAIN: \_\_\_\_\_

### NAMES OF PERSONS AUTHORIZED TO TAKE CHILD FROM THE FACILITY

(CHILD WILL NOT BE ALLOWED TO LEAVE WITH ANY OTHER PERSON WITHOUT WRITTEN AUTHORIZATION FROM PARENT OR AUTHORIZED REPRESENTATIVE)

NAME	RELATIONSHIP

TIME CHILD WILL BE CALLED FOR

SIGNATURE OF PARENT/GUARDIAN OR AUTHORIZED REPRESENTATIVE	DATE
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### TO BE COMPLETED BY FACILITY DIRECTOR/ADMINISTRATOR/FAMILY CHILD CARE HOMES LICENSEE

DATE OF ADMISSION	DATE LEFT
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# CONSENT FOR EMERGENCY MEDICAL TREATMENT- Child Care Centers Or Family Child Care Homes

AS THE PARENT OR AUTHORIZED REPRESENTATIVE, I HEREBY GIVE CONSENT TO

\_\_\_\_\_ TO OBTAIN ALL EMERGENCY MEDICAL OR DENTAL CARE  
FACILITY NAME

PRESCRIBED BY A DULY LICENSED PHYSICIAN (M.D.) OSTEOPATH (D.O.) OR DENTIST (D.D.S.) FOR

\_\_\_\_\_. THIS CARE MAY BE GIVEN UNDER  
NAME

WHATEVER CONDITIONS ARE NECESSARY TO PRESERVE THE LIFE, LIMB OR WELL BEING OF THE CHILD

NAMED ABOVE.

CHILD HAS THE FOLLOWING MEDICATION ALLERGIES:

\_\_\_\_\_ DATE

\_\_\_\_\_ PARENT OR AUTHORIZED REPRESENTATIVE SIGNATURE

\_\_\_\_\_ HOME ADDRESS

\_\_\_\_\_ HOME PHONE  
( )

\_\_\_\_\_ WORK PHONE  
( )

**CHILD'S PREADMISSION HEALTH HISTORY—PARENT'S REPORT**

CHILD'S NAME	SEX	BIRTH DATE
FATHER'S NAME	DOES FATHER LIVE IN HOME WITH CHILD?	
MOTHER'S NAME	DOES MOTHER LIVE IN HOME WITH CHILD?	
IS /HAS CHILD BEEN UNDER REGULAR SUPERVISION OF PHYSICIAN?	DATE OF LAST PHYSICAL/MEDICAL EXAMINATION	

**DEVELOPMENTAL HISTORY** (\*For infants and preschool-age children only)

WALKED AT*	BEGAN TALKING AT*	TOILET TRAINING STARTED AT*
MONTHS	MONTHS	MONTHS

**PAST ILLNESSES — Check illnesses that child has had and specify approximate dates of illnesses:**

	DATES		DATES		DATES
<input type="checkbox"/> Chicken Pox		<input type="checkbox"/> Diabetes		<input type="checkbox"/> Poliomyelitis	
<input type="checkbox"/> Asthma		<input type="checkbox"/> Epilepsy		<input type="checkbox"/> Ten-Day Measles (Rubeola)	
<input type="checkbox"/> Rheumatic Fever		<input type="checkbox"/> Whooping cough		<input type="checkbox"/> Three-Day Measles (Rubella)	
<input type="checkbox"/> Hay Fever		<input type="checkbox"/> Mumps			

SPECIFY ANY OTHER SERIOUS OR SEVERE ILLNESSES OR ACCIDENTS

DOES CHILD HAVE FREQUENT COLDS? <input type="checkbox"/> YES <input type="checkbox"/> NO	HOW MANY IN LAST YEAR?	LIST ANY ALLERGIES STAFF SHOULD BE AWARE OF
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**DAILY ROUTINES** (\*For infants and preschool-age children only)

WHAT TIME DOES CHILD GET UP?*	WHAT TIME DOES CHILD GO TO BED?*	DOES CHILD SLEEP WELL?*
DOES CHILD SLEEP DURING THE DAY?*	WHEN?*	HOW LONG?*
DIET PATTERN: (What does child usually eat for these meals?)	BREAKFAST LUNCH DINNER	WHAT ARE USUAL EATING HOURS? BREAKFAST _____ LUNCH _____ DINNER _____

ANY FOOD DISLIKES?	ANY EATING PROBLEMS?
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IS CHILD TOILET TRAINED?*	IF YES, AT WHAT STAGE:*	ARE BOWEL MOVEMENTS REGULAR?*	WHAT IS USUAL TIME?*
<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO	

WORD USED FOR "BOWEL MOVEMENT"*	WORD USED FOR URINATION*
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PARENT'S EVALUATION OF CHILD'S HEALTH

IS CHILD PRESENTLY UNDER A DOCTOR'S CARE?	IF YES, NAME OF DOCTOR:	DOES CHILD TAKE PRESCRIBED MEDICATION(S)?	IF YES, WHAT KIND AND ANY SIDE EFFECTS:
<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO	

DOES CHILD USE ANY SPECIAL DEVICE(S):	IF YES, WHAT KIND:	DOES CHILD USE ANY SPECIAL DEVICE(S) AT HOME?	IF YES, WHAT KIND:
<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO	

PARENT'S EVALUATION OF CHILD'S PERSONALITY

HOW DOES CHILD GET ALONG WITH PARENTS, BROTHERS, SISTERS AND OTHER CHILDREN?

HAS THE CHILD HAD GROUP PLAY EXPERIENCES?

DOES THE CHILD HAVE ANY SPECIAL PROBLEMS/FEARS/NEEDS? (EXPLAIN.)

WHAT IS THE PLAN FOR CARE WHEN THE CHILD IS ILL?

REASON FOR REQUESTING DAY CARE PLACEMENT

PARENT'S SIGNATURE

DATE

# PHYSICIAN'S REPORT—CHILD CARE CENTERS (CHILD'S PRE-ADMISSION HEALTH EVALUATION)

## PART A – PARENT'S CONSENT (TO BE COMPLETED BY PARENT)

\_\_\_\_\_, born \_\_\_\_\_ is being studied for readiness to enter  
(NAME OF CHILD) (BIRTH DATE)

\_\_\_\_\_. This Child Care Center/School provides a program which extends from \_\_\_\_ : \_\_\_\_  
(NAME OF CHILD CARE CENTER/SCHOOL)  
a.m./p.m. to \_\_\_\_ a.m./p.m. , \_\_\_\_\_ days a week.

Please provide a report on above-named child using the form below. I hereby authorize release of medical information contained in this report to the above-named Child Care Center.

\_\_\_\_\_  
(SIGNATURE OF PARENT, GUARDIAN, OR CHILD'S AUTHORIZED REPRESENTATIVE) (TODAY'S DATE)

## PART B – PHYSICIAN'S REPORT (TO BE COMPLETED BY PHYSICIAN)

Problems of which you should be aware:

Hearing: \_\_\_\_\_ Allergies: medicine: \_\_\_\_\_  
Vision: \_\_\_\_\_ insect stings: \_\_\_\_\_  
Developmental: \_\_\_\_\_ food: \_\_\_\_\_  
Language/Speech: \_\_\_\_\_ asthma: \_\_\_\_\_  
other: \_\_\_\_\_

Other (Include behavioral concerns):

Comments/Explanations:

MEDICATION PRESCRIBED/SPECIAL ROUTINES/RESTRICTIONS FOR THIS CHILD:

### IMMUNIZATION HISTORY: (Fill out or enclose California Immunization Record, PM-298.)

VACCINE	DATE EACH DOSE WAS GIVEN				
	1st	2nd	3rd	4th	5th
POLIO (OPV OR IPV)	/ /	/ /	/ /	/ /	/ /
DTP/DTaP/ DT/Td (DIPHTHERIA, TETANUS AND [ACELLULAR] PERTUSSIS OR TETANUS AND DIPHTHERIA ONLY)	/ /	/ /	/ /	/ /	/ /
MMR (MEASLES, MUMPS, AND RUBELLA)	/ /	/ /	/ /	/ /	/ /
HIB MENINGITIS (REQUIRED FOR CHILD CARE ONLY) (HAEMOPHILUS B)	/ /	/ /	/ /	/ /	/ /
HEPATITIS B	/ /	/ /	/ /	/ /	/ /
VARICELLA (CHICKENPOX)	/ /	/ /	/ /	/ /	/ /

**SCREENING OF TB RISK FACTORS** (listing on reverse side)

Risk factors not present; TB skin test not required.

Risk factors present; Mantoux TB skin test performed (unless previous positive skin test documented).  
\_\_\_\_ Communicable TB disease not present.

I have  have not  reviewed the above information with the parent/guardian.

Physician: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_

Date of Physical Exam: \_\_\_\_\_  
Date This Form Completed: \_\_\_\_\_  
Signature \_\_\_\_\_

Physician  Physician's Assistant  Nurse Practioner

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**RISK FACTORS FOR TB IN CHILDREN:**

- \* Have a family member or contacts with a history of confirmed or suspected TB.
- \* Are in foreign-born families and from high-prevalence countries (Asia, Africa, Central and South America).
- \* Live in out-of-home placements.
- \* Have, or are suspected to have, HIV infection.
- \* Live with an adult with HIV seropositivity.
- \* Live with an adult who has been incarcerated in the last five years.
- \* Live among, or are frequently exposed to, individuals who are homeless, migrant farm workers, users of street drugs, or residents in nursing homes.
- \* Have abnormalities on chest X-ray suggestive of TB.
- \* Have clinical evidence of TB.

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Consult with your local health department's TB control program on any aspects of TB prevention and treatment.

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## Family Information Sheet

Please provide as much information as possible so that we can better know your child and your family.

Child's Name:		DOB:
Phone number during school hours:		
<b>Siblings</b>		
Name	DOB	School (if applicable)
1.		
2.		
3.		
4.		
Mother/Guardian Name:		Occupation:
Special interests, skills, hobbies, talents that you might want to share with the class:		
Languages Spoken and level of fluency:		
Email address (to be added to Shutterfly Groups):		
Father/Guardian Name:		Occupation:
Special interests, skills, hobbies, talents that you might want to share with the class:		
Languages Spoken and level of fluency:		
Email address (to be added to Shutterfly Groups):		
Special family traditions and/or holidays celebrated:		
Plan to support child with Spanish at home:		
Other comments about child/family (continue on back if necessary):		





## Pasitos Photo & Video Release

At Pasitos, we believe that one of the best ways to document student learning and growth is by taking pictures and videos. We will take pictures and videos of the children working and playing independently, in small groups, on excursions and urban hikes around the school. We take these pictures to help us remember everything we have done together.

Some of the pictures we will keep in the student's portfolio as a reminder of what they have done. Some of the pictures will be sent home to share with friends and family members and, of course, with the child now and as they grow. Pasitos also may post the picture online or used in print media marketing. Pasitos will take and use pictures and videos only as authorized by the child's parent or legal guardian. This release may be revoked in writing at any time.

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*Please read through the following checklist and initial each activity or use to which you give authorization.*

- 1) Pictures of my child to be taken. \_\_\_\_\_
- 2) Pictures of my child to be posted in the classroom. \_\_\_\_\_
- 3) Pictures of my child to be shared with other Pasitos families. \_\_\_\_\_
- 4) Pictures of my child to be in the yearbook. \_\_\_\_\_
- 5) Pictures of my child to be posted on Pasitos' website. \_\_\_\_\_
- 6) Pictures of my child to be used for Pasitos' online marketing. \_\_\_\_\_
- 7) Pictures of my child to be used for Pasitos' print media marketing. \_\_\_\_\_
- 8) Videos of my child to be taken. \_\_\_\_\_
- 9) Videos of my child to be shown in the classroom. \_\_\_\_\_
- 10) Videos of my child to be shared with other Pasitos families. \_\_\_\_\_
- 11) Videos of my child to be posted on Pasitos' website. \_\_\_\_\_
- 12) Videos of my child to be used for Pasitos' online marketing. \_\_\_\_\_

.....  
I, \_\_\_\_\_, grant permission for Pasitos to employ the above methods of picture and/or video taking and use to which I have authorized. I agree that the pictures and video taken

by Pasitos will be Pasitos' property and no compensation will be paid to me or my child for their use. I understand that Pasitos may edit or alter any picture or video for the above described and authorized purposes without first obtaining my consent and I will not have the right to review or approve any materials prepared, displayed or published by Pasitos using the pictures or videos.

I understand that if I authorized (3) and/or (10) above, the pictures and videos may be displayed and shared with other parents in order to share what the children are doing and learning. I understand that when names are given with a picture or video, only first names will be used.

I understand that if I authorized (5), (6), (7), (11) and/or (12) above, documentation may be shared with the public at large in order to communicate the importance of bilingual education in early education settings or to advertise Pasitos' program. I understand that names will not be used for these purposes.

I understand that by signing this Photo and Video Release, I am, on my behalf and on behalf of my child and family, releasing and holding harmless Pasitos and its photographers, directors, officers, and employees from any loss, damages or injury resulting from any use or disclosure of pictures and/or videos, whether authorized or not authorized by Pasitos.

Occasionally, Pasitos may want to share a picture and/or video with you right away. Please write down the preferred cell number and e-mail address where you would like the pictures and/or videos to be sent.

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

Parent/Legal Guardian Signature: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Home Telephone Number: \_\_\_\_\_

Preferred Cell Phone Number: \_\_\_\_\_

Preferred E-mail Address: \_\_\_\_\_



I give permission for my child, \_\_\_\_\_, to go on walks with a Pasitos staff member within a 1 mile radius of Pasitos School.

X \_\_\_\_\_  
Parent or guardian signature Date

Lic # 434411587/8, #434408873



For both full and half day children, we ask that you please apply sunblock to your child before dropping him/her off at Pasitos. With your permission, we will reapply sunblock to those children who stay full day or until after lunchtime.

I give permission to the Pasitos staff to apply sunblock on my child, \_\_\_\_\_, after lunchtime.

X \_\_\_\_\_  
Parent or guardian signature Date



## **Waitlist Procedures**

Children can be placed on the waitlist no earlier than their first birthday. Typically, children are enrolled in the fall, but enrollment continues throughout the year as space is made available.

Parents can submit the Waitlist Request form in person, online, or via mail. Placement on the waitlist is dated when the \$80 waitlist fee is received. This fee is non-refundable. Upon enrollment, \$40 of the \$80 waitlist fee will be applied towards child's annual registration fee. Upon enrollment of a sibling, 100% of the waitlist fee is applied to the enrolling child's annual registration fee.

When a vacancy matching your desired start date and days come up throughout the year, including fall, parents are contacted via phone that the space has been made available. Parents have one week (seven days) to respond. If parents decline or do not respond within seven days, the family is either removed from the list (if declining enrollment) or moved to the bottom of the waitlist. Please be sure to communicate with Pasitos if you will be leaving town for more than seven days.

Offers will be made based on waitlist position and number of slots available. Once enrollment has been confirmed, parents will need to secure enrollment by paying with check a non-refundable deposit/registration fee of \$60. Required enrollment forms must be submitted prior to beginning two week trial. Enrollment forms can be found online.

Typically, initial visits should be scheduled within two weeks of space availability, no longer than a month after first being notified. Two week trials should begin within two weeks after initial visit. You will have at least 30 days to give your current childcare providers notice.

### **Waitlist Placement/Status Community Board**

- A child's place on the waitlist is generally determined by different priorities.
- First priority is for children who already have siblings enrolled in the school and to children of staff members.
- Second priority is determined by the date your child was placed on the waitlist.
- Families needing full-time care have priority.

It is very difficult to pinpoint a child's exact placement on the waitlist because their position may fluctuate based on priorities and aging up children. If you have specific questions you can contact the schools director. Please keep in mind that these numbers do not guarantee or imply an offer of enrollment. Please feel free to contact the school with any questions you may have regarding the waitlist or other enrollment procedures.



### Waitlist Request Form

Child's Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Parents'/Guardians' Names: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Allergies: \_\_\_\_\_

Name of sibling(s) currently attending: \_\_\_\_\_

How did you hear about our school? \_\_\_\_\_

Placement Request: (please circle the days/times)

<b>Mon.</b>	<b>Tues.</b>	<b>Wed.</b>	<b>Thurs.</b>	<b>Fri.</b>
AM	AM	AM	AM	AM
Full day	Full day	Full day	Full day	Full day

Program:      IYoung Explorers (24-36 months)                      IPreschool (2y 9mo-Kinder)

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

Please attach \$80 waitlist fee in form of a check made to Pasitos and drop it off or mail it to:

*West Location:* 801 Hibiscus Ln., San José, CA 95117

*Central Location:* 102 Sonora Ave., San José, CA 95110

-----School Use Only-----

Payment received on: \_\_\_\_\_

Priorities: \_\_\_\_\_

Comments:

### Pasitos School Waitlist Receipt

Thank you for submitting your waitlist application and fee for Pasitos Preschool.

We will notify you as soon as space becomes available. Please feel free to contact us at anytime to discuss changes in your enrollment request or to discuss other questions relating to your child's development.