



Enrollment & Participant Information Packet 2023-2024

Contents

1. [Basic Information](#)
2. [Program Agreements](#)
3. [Emergency Contact Information](#)
4. [Pick-up/Drop-off List](#)
5. [Field Trip Policy and Permission Form](#)
6. [Media Release](#)
7. [Immunization Records/Proof of Exemption](#)
8. [Medical Physical/Health Appraisal Form](#)
9. [Health Plan](#)
10. [Authorization for Emergency Medical Services](#)
11. [Tuition Agreement](#)
12. [Schedule Selection](#)
13. [How to make a Payment](#)

BASIC INFORMATION

Child's Name	DOB	Age	Gender

Parent/Guardian Name(s)	
Mailing Address	
Email	
Phone Number	

PROGRAM AGREEMENTS

- A. [Family Introduction Letter](#)
- B. [Family Policies & Procedures \(2023-24\)](#)
- C. **Physical, Social & Cognitive Requirements of Child**

Is your child capable of the following:

- Walking .3 of a mile

- Carrying a small backpack (may contain a jacket and water)
- Follow teacher directions and school rules related to respect and safety
- Leave parents' side
- Immerse in nature
- Potty-trained (all participants must be potty trained by the start of the season they are enrolled)
- Engaging socially with other children

___YES ___No; If "No" please elaborate in the space provided below.

EMERGENCY CONTACT INFORMATION

Provide the following information for a minimum of two emergency contacts. In the case of an emergency the list will be activated starting with #1 to the proceeding contacts thereafter.

Contact #1- Name		Relationship to Child	
Cell Phone		Work Phone	
Address (optional)			

Contact #2- Name		Relationship to Child	
Cell Phone		Work Phone	
Address (optional)			

OPTIONAL

Contact #3- Name		Relationship to Child	
Cell Phone		Work Phone	
Address (optional)			

PICK-UP/DROP-OFF LIST

In the space provided below, please identify the family members that will be permitted to drop-off and pick-up your child from care. Identity will be confirmed with proper identification card at time of pick-up; information on ID needs to match that provided below. If you would like to augment this list at a later time please contact our office.

The following people are permitted, with proof of identification, to pick-up my child from the care of Little Feet Forest School.

Pick-up/Drop-off List:

1. full name/relationship to child/phone numbers
2. full name/relationship to child/phone numbers
3. full name/relationship to child/phone numbers
4. full name/relationship to child/phone numbers
5. full name/relationship to child/phone numbers

Parent/guardian signature

FIELD TRIP PERMISSION FORM- Lower Maxwell Falls Trail System

Little Feet Forest School will do regular exploration in the nearby Lower Maxwell Falls Trailhead area. This area is roughly .3 miles down hill walk from base camp and provides a great opportunity for explorers to engage in our local natural environment. Excursions to Maxwell Falls will be dependent on the interests of the group as well as weather/temperatures and conditions that will be monitored daily.

Families will be notified via text message if afternoon exploration will occur at Lower Maxwell Falls; on these days, pick-up will occur at the trailhead.

I give permission for Little Feet Forest School staff to take my child _____ to Lower Maxwell Falls for the purpose of continued forest school exploration.

Parent/Guardian Signature

***Any additional Field Trips, other than those to Lower Maxwell Falls will be informed in advance and require additional permission slips for participation.

MEDIA RELEASE

I give Little Feet Forest School permission to use photographs that include my child on their website or social media for the purposes of promoting the school and its programming. In the use of these photos the name of the children will remain anonymous.

Parent/Guardian Signature

***Leave blank if you wish for your child's photos to NOT be used publicly.

IMMUNIZATION RECORDS/PROOF OF EXEMPTION (REQUIRED)

Complete the following forms and/or provide a copy of your child's vaccination records. It is your responsibility to ensure your child is up-to-date on the recommended vaccinations by age and/or you provide the required exemption documentation upon each vaccination benchmark.

[Certification of Immunizations](#) (to be completed by medical provider)

[Certification of Nonmedical Exemption](#)

MEDICAL PHYSICAL/HEALTH APPRAISAL (REQUIRED)

An annual medical physical/health appraisal form must be signed by a physician within the year your child is attending and renewed annually. You may use the supplied form **or** any generic document your doctor's office supplies.

[General Health Appraisal Form](#)

HEALTH PLAN (AS NEEDED)

Please complete the attached health plan(s), including permission/directions from your family doctor, **if your child requires medicine or specialized medical attention** while in the care of Little Feet Forest School.

[Colorado Allergy/Anaphylaxis Plan](#)

[Colorado Asthma Care Plan](#)

[Permission for Medication Administration Form](#)

If your child requires medication (prescription or over the counter) you will need to complete a Medication Administration form as well as bring in the following:

- Medication with original label
- Permission for Medication Administration Form signed by physician, detailing the medication, timing, dosage and method of administration
- Pharmacy name and phone number on label

All Little Feet Forest School staff are certified in CPR and first-aid, as well as medication administration.

AUTHORIZATION OF EMERGENCY MEDICAL SERVICES

In the case of a medical emergency, I authorize the staff of Little Feet Forest School to provide emergency medical services within the spectrum of their qualifications, including first aid and CPR. I also authorize them to contact emergency transport in the case that my child needs to be transferred to a medical facility.

Guardian Signature

Date:

TUITION AGREEMENT

Schedule & Tuition Options

Families may choose a variety of half or full day options as listed below. If you require a personalized schedule please contact our office to see availability. All programs are located at our Evergreen base camp and/or Lower Maxwell Falls trail head.

The 2023-24 school year runs from August 14, 2023-May 24, 2024. Fall/Winter season is from August 14- December 22, 2023; We will be closed November 23-24, 2023. Winter/Spring Season is from January 2- May 24, 2024. We will be open for banking holidays such as MLK Day/President's Day/ Labor Day.

Morning arrival time is a flexible window between 8:30-9:00 AM; Afternoon pick-up occurs between 3:15-3:30 PM.

Participants should bring their own lunch. An AM and PM snack will be provided for all participants.

Discounts & Referrals

Sibling discount- enroll two or more children and receive 10% off your tuition costs for the entire season.

Referral- Refer a friend that enrolls with us and receive 10% off your tuition costs for the entire season.

Tuition Rates - Prices listed are monthly rates of service; participants must select a consistent schedule.				
FULL DAY PROGRAMS- 8:30 AM- 3:30 PM				
5 Full Days Per Week	4 Full Days Per Week	3 Full Days Per Week	2 Full Days Per Week	1 Full Day Per Week
\$1,350	\$ 1,125	\$900	\$625	\$340
HALF DAY PROGRAMS (AM)- 8:30 AM- 12:00 PM/ OR 12:00-3:30PM				
5 Mornings/ Afternoons per week	4 Mornings/ Afternoons per week	3 Mornings/ Afternoons per week	2 Mornings/ Afternoons per week	1 Morning/Afternoon per week
\$732	\$620	\$506	\$338	\$170

***Tuition rates are subject to change based on costs and demand of programming; Little Feet Forest School will work with families to ensure all participants can continue to access this valuable educational opportunity.

Fees & Financial Policies

Enrollment Fee-

Enrollment Fee (\$100 nonrefundable/ per child) is due in order to process your enrollment and reserve your child’s spot. This fee will be applied to your first month’s tuition. **Please wait to pay this fee until your schedule and enrollment has been confirmed via email by Little Feet staff.** If you are a Universal Preschool qualified family, this fee is waived upon matching with our program in the UPK system; please indicate below if you are applying for UPK.

_____ # of Children x \$100 enrollment fee = \$ _____

OR

_____ We are applying for UPK and hope to apply its benefits to our time at Little Feet Forest School.

Rolling Admission

We will accept students on a rolling basis throughout the school year, as long as we have space to maintain our low child/teacher ratio. If you enroll after the beginning of a year, your tuition will be prorated accordingly to account for missed days.

Financial Assistance

Little Feet Forest School accepts financial assistance through the Colorado Child Care Assistance Program. Families may apply for financial assistance through the following website:

[Jeffco Child Care Assistance](#)

Colorado's Universal Preschool Program (UPK)

Little Feet Forest School is a registered Universal Preschool Program. For more information on the UPK program or to apply/qualify for these benefits please see the linked website. Families register through the portal and self-select participating programs.

[Jefferson County Families Information- Universal Preschool Program](#)

SCHEDULE SELECTION

Please select your schedule option below. Schedules are set for a season (Fall/Winter (August-December) and Winter/Spring(January-May)) and can be adjusted as licensure requirements allow at season change.

***See tuition details in "Program Agreements"

_____ Number of Days per Week (1-5)

Mark one of the following schedule options:

_____ FULL DAY OPTIONS- 8:30 AM - 3:30 PM

_____ HALF DAY OPTIONS (AM) - 8:30 AM- 12:00 PM

_____ HALF DAY OPTIONS (PM) -12:00- 3:30 PM

Days of Week (Monday-Friday; must select consistent schedule):

I understand the tuition and fees policies, I would like to submit my completed program agreement for the 2023-24 school year.

Signature

_____ **Date** _____

Print Full Name

Please send the completed to info@littlefeetforestschool.org. Upon confirmation of your schedule via email, you will be asked to pay your enrollment fee. **See next page "How to make a payment" for payment options.**

Thank you! We are so excited to welcome your explorer to Little Feet Forest School!

HOW TO MAKE A PAYMENT

- A. Check or money order- Check or money order can be sent or delivered in person to the basecamp address:
 - Little Feet Forest School
 - 7179 Ponderosa Ct.
 - Evergreen, CO. 80439
- B. Zelle- Zelle transfer. Scan the following QR code or find us at our Zelle profile name.
 - a. Zelle NAME- LittleFeetForestSchool
 - b. QR Code:

Scan in your banking app to pay
Little Feet Forest School LLC
at i...o@littlefeetforestschool.org.



zelle[®]