Enrollment Forms

The following forms and items must be completed and turned in to the Ballard Center prior to the first start date of your child.

Parent & Child Information Form

Emergency Contact & Pick-Up Authorization

Code of Conduct

Authorization for Emergency Medical Care (EMR)

Medical Records

History of Immunizations

Child Health Assessment

Off-Premise Permission Form

Photo Consent

Child & Adult Care Food Program Forms (CACFP)

Date Application Received:

_____/_____/_____

Date of Tour:

_____/_____/_____

Staff: _____

The Ballard Center
Early Childhood Education
Enrollment Application

I have read, understand, and agree to the policies and procedures as outlined in the Ballard Center's Parent Handbook.

Parent/Guardian Signature _____ **Date** _____

Parent/Child Information

Child Name: _____
(first) (last)

In-Home Visit scheduled on:

_____/_____/_____

at _____am/pm

Gender: [ ] Male [ ] Female

Birth Date: _____/_____/_____ Age: _____

Home Address: _____

City: _____ State: _____ Zip Code: _____

Ethnicity:

[ ] Asian
[ ] Hispanic/Latino
[ ] Multi-Racial
[ ] White/Caucasian
[ ] Not Listed
[ ] Black/African American
[ ] Middle Eastern
[ ] Native American/Indigenous
[ ] Pacific Islander
[ ] Unknown

Does your child live with: (Check one)

[ ] One Parent Only
[ ] Both Parents
[ ] Grandparents
[ ] Foster Parents
[ ] Shared Custody
[ ] Other _____

Total number of people living in child's home: _____ # of Children _____ # of Adults_____

Number of brothers: _____ Name of brothers: _____

Number of sisters: _____ Name of sisters: _____

Contact Info & Pick-Up Authorization

We will not release your child to any person not listed on this form. Please give names and working phone numbers.

1. Parent/Guardian: _____ Home Phone ( ) _____-_____

   Email address: _____ Cell phone ( ) _____ - _____

   Employer: _____ Work phone ( ) _____-_____

2. Parent/Guardian: _____ Home Phone ( ) _____-_____

   Email address: _____ Cell phone ( ) _____ - _____

   Employer: _____ Work phone ( ) _____-_____

3. Emergency contact: _____ Relationship to child: _____

   Phone # ( ) _____--_____ [ ] Cell [ ] Home [ ] Work [ ] Other

4. Emergency contact: _____ Relationship to child: _____

   Phone # ( ) _____--_____ [ ] Cell [ ] Home [ ] Work [ ] Other

5. Emergency contact: _____ Relationship to child: _____

   Phone # ( ) _____--_____ [ ] Cell [ ] Home [ ] Work [ ] Other

6. Emergency contact: _____ Relationship to child: _____

   Phone # ( ) _____--_____ [ ] Cell [ ] Home [ ] Work [ ] Other

Late Pick Up Policy & Procedures

The Ballard Center's late pick up policy is as follows:

- Efforts should be made by parents or guardians to communicate a late pick up. This does not release responsibility for a late fee.
- Late pick up fees are as follows:
  - $1/per minute/per child
  - Late fees MUST be paid either upon pick-up or at drop-off the following morning
    - Late fees must be paid before children can return
  - Late fee must be paid in cash only
  - If a child has not been picked up by 30 minutes after closing (by 6:00pm) without communication from a parent/guardian, then the Lawrence Police Department will be contacted to report a child in need of care.

I understand and agree to the Ballard Center's late pick-up policies and procedures.

Parent/Guardian Signature: _____ Date: _____

CCL.010
Rev. 07/2024

Curtis State Office Building
Kansas Department of Health and Environment
1000 SW Jackson, Suite 200
Topeka, KS 66612-1274
Phone: 785-296-1270 | Fax 785-559-4244
Email: kdhe.cclr@ks.gov | kdhe.ks.gov/ChildCareLicensing

Kansas Department of Health and Environment

Authorization for Emergency Medical Care

Written permission for emergency medical treatment must be on file at the facility. Consult with the local emergency medical facility to be sure this form is acceptable. Reference K.A.R. 28-4-127(b)(1)(A). School Age Programs reference K.A.R. 28-4-582(e)(2).

Name of facility exactly as stated on the license	**License #**
Elizabeth B. Ballard Community Center	0000160-020

I authorize Ballard Center Staff (*caregiver/staff*) who is/are representative(s) of the above-named facility to give consent for any and all necessary emergency medical care for my child or youth _____ (*child's first and last name)* while child or youth is in the facility's custody between _____ and _____.
MM/DD/YYYY MM/DD/YYYY

List any known allergies or other information about the medical conditions of this child or youth pertinent in case of emergency:

_____

_____

_____

Signature of Parent or Guardian	**Date Signed**

Witness to Parent's or Guardian's signature if required by the local hospital or clinic.	**Date Signed**

Notarization of Parent's or Guardian's signature if required by local hospital or clinic.

State of Kansas
County of _____

Signed or attested before me on _____ by _____.
MM/DD/YYYY Name of Person

(Seal, if any.)

Signature of notarial officer

_____

Title (and Rank)

My appointment expires: _____

The Medical Record/Assessment Form (Or Health Status History form for School Age Programs) and the authorization for Emergency Medical Care must be taken to the emergency room. Both forms must also be in a vehicle when the child or youth is off premised from the facility.

CCL. 029
Rev. 08/2024

Child Care Licensing Program
Curtis State Office Building
Kansas Department of Health and Environment
1000 SW Jackson, Suite 200
Topeka, KS 66612-1274
Phone: 785-296-1270 | Fax 785-559-4244
Email: kdhe.cclr@ks.gov | kdhe.ks.gov/ChildCareLicensing

Kansas Department of Health and Environment

Medical Record

Medical History

In accordance with K.A.R. 28-4-117 and K.A.R. 28-4-430, a completed medical record shall be on file for all children in care. For a Family Child Care Home, children under 10 years of age and all children living in the home under 16 years of age, a medical record shall be completed. The Medical Record shall include a Medical History including current Immunizations and a Child Health Assessment. The Medical Record is transferable when the child moves to another licensed child care facility.

Child's First Day in Child Care _____ Name of Child Care Facility _____

Child's Name _____ Date of Birth _____ Gender _____
First Last MM/DD/YYYY M/F

Parent/Guardian Information

Name _____

Home Address _____
Street City Zip Code

Home/Cell Phone Number _____

Work Phone Number _____

E-mail Address _____

Best way to contact _____

Parent/Guardian Information

Name _____

Home Address _____
Street City Zip Code

Home/Cell Phone Number _____

Work Phone Number _____

E-mail Address _____

Best way to contact _____

Persons authorized to pick up the child or to notify in case of emergency (other than the parents):

Name _____

Address _____

Phone Number _____

Name _____

Address _____

Phone Number _____

Child's Physician _____ Phone Number _____

Hospital Preference (for emergencies): _____

Known allergies or medical conditions: _____

Major changes at home that might affect your child in care: _____

Additional information or special instructions that will help the person caring for your child: _____

Parent/Guardian Signature: _____ **Date:** _____

Date of annual review: _____ Parent/Guardian Initials: _____ Provider Initials: _____

Date of annual review: _____ Parent/Guardian Initials: _____ Provider Initials: _____

Date of annual review: _____ Parent/Guardian Initials: _____ Provider Initials: _____

Date of annual review: _____ Parent/Guardian Initials: _____ Provider Initials: _____

Medical Record:

Medical History Cont. - Immunizations

Required for all children in child care facilities, including the provider's own children. A Kansas Certificate of Immunizations (KCI) may be substituted for this form and attached to the completed Medical Record.

Child's Name: _____ Date of Birth: _____
First Last MM/DD/YYYY

Section I. For a recommended schedule of immunizations, refer to the current schedule published by the Advisory Committee on Immunization Practices (ACIP).

Vaccine	Record the Month, Day and Year that each Dose of Vaccine was Received					
	1st	2nd	3rd	4th	5th	6th
Diphtheria, Tetanus, Pertussis (DTaP)						
Poliomyelitis (IPV/OPV)						
Measles, Mumps, Rubella (MMR)						
Hepatitis B (HepB)						
Varicella (VAR)			Hx of Disease: Physician Signature		Date of Illness:	
Hemophilus Influenzae Type B (Hib)						
Pneumococcal Conjugate (PCV)						
Hepatitis A (HepA)						
Rotavirus *Recommended <8 mo.; not required						
Influenza (Flu) *Recommended annually >6 mo.; not required						

Section II.

Complete this section only if your child is exempted from the law requiring immunizations [K.S.A. 65-508(g)].

The following two options are the ONLY exemptions allowed by law. Please check either (A) or (B) below and complete as required:

☐ (A) Certification from licensed physician stating that immunization would endanger child's life:
Exempt from following immunizations:

☐ DTaP/DT ☐ Tdap/TD ☐ Pertussis Only ☐ Polio ☐ MMR ☐ Hep A ☐ Hep B
☐ Hib ☐ PCV ☐ Varicella ☐ Other (describe): _____

Physician's Signature (required): _____ **Date:** _____

☐ (B) My child is exempt under the law from immunizations. As the Parent or Legal Guardian, I state that I am an adherent of a religious denomination whose teachings are opposed to immunizations.

Section III.

Parent/Guardian Signature: _____ **Date:** _____

CCL. 029a
Rev. 08/2024

Child Care Licensing Program
Curtis State Office Building
Kansas Department of Health and Environment
1000 SW Jackson, Suite 200
Topeka, KS 66612-1274
Phone: 785-296-1270 | Fax 785-559-4244
Email: kdhe.cclr@ks.gov | kdhe.ks.gov/Childcare Licensing

Kansas Department of Health and Environment

Medical Record:
Child Health Assessment

The Child Health Assessment form is to be completed and signed by a nurse approved to perform health assessments, a licensed physician, or physician's assistant (PA). The health assessment shall be conducted not more than 12 months before and no later than 60 calendar days after enrollment at the child care facility.

A Child Health Assessment, recorded on a KDHE Form or other acceptable Forms mentioned below, is required for all children including children of the provider or staff in Family Child Care Homes, Child Care Centers, and Preschools. A Kan-Be-Healthy Assessment Form is a KDHE Form and is acceptable, a Physician Health Assessment Form is acceptable, and a School Health Assessment Form is acceptable for school-age children or youth.

Child's Name _____ **Date of Birth**_____
First Last

Health history and medical information pertinent to routine child care and emergencies (describe, if any): ☐ None	Do you see this child for regular health supervision: ☐ Yes ☐ No
Allergies to food or medicine (describe, if any): ☐ None	
List current medications (if any): ☐ None	

Length/Height: ____IN/CM %ILE____		Weight: ____LB/KG %ILE____
Physical Examination	✓ If Normal	If Abnormal - Comments
Head/Ears/Eyes/Nose/Throat		
Teeth		
Cardio/Respiratory		
Abdomen/GI		
Genitalia/Breasts		
Extremities/Joints/Back/Chest		
Skin/Lymph Nodes		
Neurologic & Developmental		
Screening Tests	Screening Date	Note Here if Results are Pending or Abnormal
Lead		
Anemia (HGB/HCT)		
Urinalysis (UA)		
Hearing		
Vision		

Health Problems or Special Needs, Recommended Treatment/Medications/Special Care (Attach additional pages if necessary)
☐ None

Signature of Licensed Physician or Nurse approved for Child Health Assessment	**Date**
Print the Name of the Individual Signing Above	Phone Number
Address City	Zip Code

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Curtis State Office Building
Kansas Department of Health and Environment
1000 SW Jackson, Suite 200
Topeka, KS 66612-1274
Phone: 785-296-1270 | Fax 785-559-4244
Email: kdhe.cclr@ks.gov | kdhe.ks.gov/Childcare Licensing

Kansas Department of Health and Environment

Permission Form for Children to go Off-Premises

Name of the Facility (exactly as stated on the license)			License #
Elizabeth B. Ballard Center			0000160-020
Street Address of the Facility	**City**	**Zip Code**	**County**
708 Elm Street	Lawrence	66044	Douglas

_____may go to the following locations off the premises with adult supervision:
First and Last Name of Child or Youth

Place	Street Address	City	By Vehicle	Walk/Bike
John Taylor Park	200 N 7th Street	Lawrence		X
Signature of Parent or Guardian			Date Signed	

Place	Street Address	City	By Vehicle	Walk/Bike
Watkins Museum of History	1047 Massachusetts Steet	Lawrence	X	
Signature of Parent or Guardian			Date Signed	

Place	Street Address	City	By Vehicle	Walk/Bike
McDonald's	4911 W 6th Street	Lawrence	X	
Signature of Parent or Guardian			Date Signed	

Place	Street Address	City	By Vehicle	Walk/Bike
Walmart Supercenter	550 Congressional Dr	Lawrence	X	
Signature of Parent or Guardian			Date Signed	

Place	Street Address	City	By Vehicle	Walk/Bike
Midland Care	319 Perry Street	Lawrence		X
Signature of Parent or Guardian			Date Signed	

Place	Street Address	City	By Vehicle	Walk/Bike
Lyons Park	700 Lyon Street	Lawrence		X
Signature of Parent or Guardian			Date Signed	

CODE OF CONDUCT POLICY

The purpose of this policy is to provide a reminder to all parents, guardians, and visitors to our school about expected behavior. This is so we can continue to flourish, progress and achieve a safe, loving learning environment.

We expect parents, legal guardians, and visitors to:

- Respect the values and policies of our school.
- Understand that both teachers and parents need to work together for the benefit of their child/children.
- Demonstrate that all staff, children and families should be treated with respect and therefore set a good example in their own speech and behavior.
- Seek to clarify a child's version of events with the school's view to bring about a peaceful solution to any issue.
- Correct their own child's behavior, where it could otherwise lead to conflict, aggressive or unsafe behavior.
- Approach the school to help resolve any issue or concern.

To support a safe loving learning environment, the school cannot tolerate parents, guardians, or visitors exhibiting disruptive behavior which interferes or threatens to interfere with the operation of Ballard Center's classrooms. The school may feel it is necessary to contact the appropriate authorities to protect the safety of Ballard Center students and staff.

Any concerns you may have about the school, staff or children, must be made through the appropriate channels by speaking to the Education Director, Family Connections Coordinator or our Executive Director, so they can be dealt with fairly, appropriately and effectively for all involved.

We trust that the parents, guardians and visitors will assist our school with the implementation of this policy, and we thank you for your continued support of the school.

X_____ _____

Parent/Guardian Signature Date

_____ _____

Printed Name Ballard Rep

PARENTAL PHOTO CONSENT FORM FOR CHILDREN/MINORS

We recognize the need to ensure the welfare and safety of all young people taking part in any activity associated with our organization. In accordance with our child protection policy, the Ballard Center will not permit photographs, video or other images of young people to be taken without the consent of the parents/guardians.

I hereby grant and authorize the Ballard Center the right to take, edit, alter, copy, exhibit, publish, distribute and make use of any and all pictures or video taken of my child to be used in and/or for legally promotional materials including, but not limited to, newsletters, flyers, posters, brochures, advertisements, fundraising letters, annual reports, press kits and submissions to journalists, websites, social networking sites and other print and digital communications, without payment or any other consideration. This authorization extends to all languages, media, formats and markets now known or hereafter devised. This authorization shall continue indefinitely, unless I otherwise revoke said authorization in writing.

I understand and agree that these materials shall become the property of the Ballard Center and will not be returned.

I hereby hold harmless, and release the Ballard Center from all liability, petitions, and causes of action which I, my heirs, representative, executors, administrators, or any other persons may make while acting on my behalf or on behalf of my estate.

This release must be signed by a parent or guardian, as follows:

CHECK ONE

◯ I hereby certify that I am the parent or guardian of student named below and do hereby give my consent without reservation to the foregoing on behalf of this individual.

◯ I hereby certify that I am the parent or guardian of student named below, and DO NOT give my consent to the foregoing on behalf of this individual.

_____	_____
Signature of Parent/Guardian	Printed Name of Parent/Guardian
_____	_____
Student's Name	Date

Child Care Center Enrollment and Income Eligibility Form (E/IEF) Instructions

This organization offers healthy meals and snacks to children as part of the Child and Adult Care Food Program (CACFP). We receive support from CACFP to serve those meals. The CACFP makes healthy food a regular part of your child's day care!

Please fill out the *CACFP Enrollment and Income Eligibility Form (E/IEF)*. This lets us know how much money CACFP will give to support your day care home or center. CACFP gives more support if your household income is less than or equal to the limits on this chart:

Federal Income Standards for Reduced-Price Meals for July 1, 2023 - June 30, 2024		
Household size	Yearly Income	Monthly Income
1	$26,973	$2,248
2	$36,482	$3,041
3	$45,991	$3,833
4	$55,500	$4,625
5	$65,009	$5,418
6	$74,518	$6,210
7	$84,027	$7,003

As you fill out the *CACFP Enrollment and Income Eligibility Form (E/IEF)*, please be sure to read the instructions carefully. Fill in all the information we request. We can only accept complete forms.

Points to Remember:

If:	Then:
Your income isn't always the same	List the amount of money that you normally get. For example, do not include overtime pay, if you do not normally get it. If your income is normally higher or lower, you can report annual income instead.
Your household includes members who aren't citizens	You or your children do not have to be U.S. citizens to qualify for meal benefits.
You are in the military	Do not include your Family Subsistence Supplemental Allowance (FSSA), combat pay, or the money you receive for privatized housing. If deployed, count the amount of pay that is made available to your household as income.

Thank you for taking the time to fill out the form. We hope your child enjoys CACFP meals!

This institution is an equal opportunity provider.

USDA Nondiscrimination Statement (Continued)

For all other FNS nutrition assistance programs, State or local agencies, and their subrecipients, must post the following Nondiscrimination Statement:

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: How to File a Complaint, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or

(3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

Child and Adult Care Food Program
ENROLLMENT/INCOME ELIGIBILITY FORM

PART 1 – CHILDREN'S INFORMATION—Required for all children in care.

Child's Name	Birthdate	Age	Circle Normal Days/ Print Normal Hours of Care	Circle Meals and Snacks Normally Received
			Sun Mon Tu Wed Th Fri Sat Normal Hours ________ to ________	Breakfast A.M. Snack Lunch P.M. Snack Supper Eve. Snack
			Sun Mon Tu Wed Th Fri Sat Normal Hours ________ to ________	Breakfast A.M. Snack Lunch P.M. Snack Supper Eve. Snack
			Sun Mon Tu Wed Th Fri Sat Normal Hours ________ to ________	Breakfast A.M. Snack Lunch P.M. Snack Supper Eve. Snack
			Sun Mon Tu Wed Th Fri Sat Normal Hours ________ to ________	Breakfast A.M. Snack Lunch P.M. Snack Supper Eve. Snack

INCOME ELIGIBILITY

Please check the boxes that apply to help determine the other parts of this form to complete:

☐ A family member in our household receives benefits from Food Assistance (FA), Temporary Assistance for Families (TAF), or Food Distribution Program on Indian Reservations (FDPIR). (Please complete Part 2 and 5.)

☐ One or more of the children in Part 1 is a foster child. (Please complete Part 3 and 5.)

☐ My child(ren) may qualify for Free/Reduced Price meals based on household income. (Please complete Part 4 and 5.)

☐ My child(ren) will not qualify for Free/Reduced Price meals. (Please complete Part 5 only.)

PART 2 – HOUSEHOLD MEMBER RECEIVING FA/TAF/FDPIR— Any household member receiving benefits can establish eligibility for all children in the household.	Case Number or Identification Number

PART 3 – FOSTER CHILDREN—List the names of any children listed in Part 1 who are foster children.

PART 4 – TOTAL HOUSEHOLD GROSS INCOME FROM LAST MONTH—Not required if you have reported a case number in Part 2.

Tell us how much and how often. If no income, write "0". Use net income if self-employed.

List names (First and Last) of everyone in your household, including foster children	Earnings from Work Before Deductions	Weekly	Every 2 Weeks	2X Month	Monthly	Welfare, Alimony, Child Support	Weekly	Every 2 Weeks	2X Month	Monthly	Retirement, Pensions, Social Security, Other	Weekly	Every 2 Weeks	2X Month	Monthly
1.	$	☐	☐	☐	☐	$	☐	☐	☐	☐	$	☐	☐	☐	☐
2.	$	☐	☐	☐	☐	$	☐	☐	☐	☐	$	☐	☐	☐	☐
3.	$	☐	☐	☐	☐	$	☐	☐	☐	☐	$	☐	☐	☐	☐
4.	$	☐	☐	☐	☐	$	☐	☐	☐	☐	$	☐	☐	☐	☐
5.	$	☐	☐	☐	☐	$	☐	☐	☐	☐	$	☐	☐	☐	☐
6.	$	☐	☐	☐	☐	$	☐	☐	☐	☐	$	☐	☐	☐	☐

PART 5 – SIGNATURE AND CERTIFICATION—REQUIRED

The adult household member who fills out the application must sign below. If Part 4 is completed, the adult signing the form must also list the last four digits of his/her Social Security Number (SSN) or check the box if no SSN. *See Privacy Act Statement on the back of this page.*

If you have listed a case number in Part 2 or are applying on behalf of a foster child, or have checked the box that your child(ren) will not qualify for Free/Reduced Price meals, the last four digits of the SSN is not needed.

"I certify (promise) that all information on this application is true and that all income is reported. I understand that this information is given in connection with the receipt of Federal funds, and that CACFP officials may verify (check) the information. I am aware that if I purposely give false information, the participant/center may lose meal benefits, and I may be prosecuted under applicable State and Federal laws."

Signature of Adult	Today's Date	Print Name of Adult Signing
X______________________________	______________	Social Security Number (SSN) (last four digits) XXX-XX- ☐ Check if no SSN
Address	City/State/Zip Code	Daytime Phone

PART 6 – CHILDREN'S ETHNIC AND RACIAL IDENTITIES (OPTIONAL)

We are required to ask for information about your children's race and ethnicity. This information is important and helps to make sure we are fully serving our community. Responding to this section is optional and does not affect your children's eligibility for receiving meals during care.

Ethnicity (check one): ☐ Hispanic or Latino ☐ Not Hispanic or Latino

Race (check one or more): ☐ American Indian or Alaskan Native ☐ Asian ☐ Black or African American
☐ Native Hawaiian or Pacific Islander ☐ White

The **Richard B. Russell National School Lunch Act** requires the information on this application. You do not have to give the information, but if you do not, the funds your child care center/provider receives may be impacted. You must include the last four digits of the social security number of the adult household member who signs the application. The last four digits of the social security number is not required when you apply on behalf of a foster child or you list a Food Assistance (FA), Temporary Assistance for Families (TAF) or Food Distribution Program on Indian Reservations (FDPIR) case number or other FDPIR identifier for your child or when you indicate that the adult household member signing the application does not have a social security number. We will use your information to determine the meal reimbursement for your child care center/provider. We MAY share your eligibility information with education, health, and nutrition programs to help them evaluate, fund, or determine benefits for their programs, auditors for program reviews, and law enforcement officials to help them look into violations of program rules.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

MAIL*: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue SW
Washington, D.C. 20250-9410

FAX: 202-690-7442

EMAIL: program.intake@usda.gov

***Only use this address if you are filing a complaint of discrimination.**

This institution is an equal opportunity provider.

DO NOT FILL OUT - CENTER USE ONLY

☐ Child(ren) are categorically free based on FA/TAF/FDPIR.

☐ Homeless, migrant, runaway or head start documentation from school, emergency shelter or agency.

☐ Foster child(ren) have been identified on this form and qualify for the free category.

Annual Income Conversion: Weekly x 52, Every 2 Weeks x 26, Twice a Month x 24, Monthly x 12

☐ Child(ren) on this form who are not categorically eligible qualify as follows:
Check one: ☐ Free ☐ Reduced Price ☐ Paid

Household Size: _____

Total Income: $_____
☐ Annual ☐ Monthly ☐ Twice Per Month
☐ Every Two Weeks ☐ Weekly

X_____ _____
Signature of Determining Official **Today's Date**

X_____ _____
Signature of Confirming Official **Today's Date**

NOT VALID WITHOUT SIGNATURE AND DATE.
E/IEF Effective Date: If the institution is using the parent/guardian signature date as the effective date, the form must have been signed by the institution representative within the same month the parent signed the form or the immediately following month. If the institution representative does not evaluate and sign the E/IEF within these guidelines, the institution representative's signature date must be used as the effective date.

BALLARD CENTER MEAL SUBSTITUTIONS
For Allergies or Intolerances

CHILD'S NAME: _____

1. Is the child's diet restricted by medical or other dietary needs? __ yes __ no

   Please state reason: _____

2. What food(s) are to be omitted from the child's diet?

   _____

   _____

   _____

3. What foods may be substituted to meet the child's dietary needs?

   _____

   _____

   _____

_____ _____

Parent Signature Date

Ballard Center Tuition Payment Agreement

This agreement is made between the Elizabeth B Ballard Community Center, Inc and parent(s)/guardians for the child listed below:

Name of primary caregiver(s)

Name of Child - please print | Date of birth | Enrollment date

Total Current Monthly Tuition Amount: **Age 2: $700**; **Ages 3-5: $600**
Tuition is prorated for the first month if the child's start date is after the 1st.

Private Pay
Invoices are sent via Brightwheel on the 1st and are due on the 5th. Families who prefer to make payments can choose the schedule that works for them. **Tuition needs to be paid in full prior to the 1st of the following month**. Please check how you plan to pay below:

- Monthly
- Bi-Weekly
- Weekly

Payments can be made through Brightwheel. Parents pay transaction fees for credit card payments. Ballard pays transaction fees for debit card payments. Payments can also be made with cash, check, or money order dropped off at the Ballard Center. Please be sure to include your child's name so the payment will be credited correctly.

DCF Subsidy
Ballard is an approved provider for DCF child care subsidy. Our DCF provider number is B798877. Please transfer only the tuition rate that Ballard charges each month. We are unable to hold extra funds or accept a higher rate even if DCF is providing you with more funds. If you want to learn more about this subsidy, please contact our family stabilization department.

This agreement may be terminated by the parent with a two-week written notice prior to the child's last day in care. The Ballard Center may terminate this agreement for lack of payment. We encourage anyone struggling to make their tuition payments to reach out to our staff to discuss potential options for financial assistance. Our goal is to provide your child with excellent early childhood education all the way up to kindergarten!

The signatures below indicate consent with this agreement.

Parent/guardian signature | Date

Parent/guardian signature | Date

Ballard Center representative | Date

Revised May 16, 2025

Community Resource Needs Survey

For families with young children, making ends meet financially can be hard. If you are struggling with any of the following, Ballard may be able to help. To learn more about community resources, fill this out, turn this into the education department before your child's first day at The Ballard Center. This form will be shared with Kathrine Ward, and she will reach out for a confidential conversation depending on your situation.

Please rate your difficulty with any of the following by circling the number that fits your situation (0 = no problems; 5 = very concerned):

Paying rent		0	1	2	3	4	5
Paying utilities	0	1	2	3	4	5	
Having enough food		0	1	2	3	4	5
Having enough clothing		0	1	2	3	4	5
Buying diapers	0	1	2	3	4	5	
Buying hygiene and toiletry items		0	1	2	3	4	5
Steady employment/income	0	1	2	3	4	5	
Having reliable transportation		0	1	2	3	4	5

You can add any specific notes on your family's needs here if you'd like:

_____

_____

_____

_____

_____

Name: _____ Date:_____

Phone: _____ Email: _____

Best way to contact you: _____

Best time to contact you: _____

Home Visit Questionnaire

*Child's Name*_____ *Visit Date*_____

List all the people who live within your child's household

Name Relationship Age

GENERAL QUESTIONS

Who referred you to Ballard? /How did you hear about Ballard?

Describe the child's attachment to the parent(s):

Describe the child's relationship with you:

HOUSEHOLD QUESTIONS

Describe the family dynamic:

Describe the child's relationship with their other parent:

What are the expectations you have of your child? Do they have any responsibilities?

What is your nighttime routine? How do you adapt when there are complications?

What is their typical naptime environment? Setting, sounds, time, etc.

Does your child regularly engage in brushing their teeth? What does that routine look like?

Is your child potty training?

Who are the child's babysitters?

Any other languages in spoken in the home?
(Example: sign language, Spanish, etc.)

Do you discipline your child? If so, how?

How do you redirect when your child's misbehaving?

EDUCATIONAL HISTORY

Have you or your child been identified as having learning disabilities and/or an IEP?

How does your child interact with peers?

How do they engage in social situations?

PRIMARY CONCERNS

What are your biggest concerns you have for your child right now?

What are your goals for your child while attending Ballard?

What personal strengths or talents does your child hold?

TRAUMA HISTORY
Has your child experienced parental divorce/separation? If so, age of the child?

If yes, who does the child live with?

When did the separation/divorce occur?

Is there a court ordered visitation, or is it a mutual agreement?

What are the arrangements?

Any change in the child's personality?

Any form of trauma your child has experienced?
(Example: loss of a loved one, physical, verbal, emotional, sexual, etc)

MEDICAL HISTORY

Is your child currently receiving any type of mental health services?

Medications?

Allergies?

Current or past medical problems we should be aware of?
(Examples: tubs, premature birth, seizures, etc.)

RECREATION

What learning activities do you do with your child?
(Example: read books, workbooks, etc.)

Tv?

Puzzles?

Does your child have a tablet/phone? Do you let them use yours?

Supporting Your Child's Development: Early Childhood Intervention Services

Dear Parents/Guardians,

As a partner in your child's growth and development, we want to highlight the importance of early childhood intervention services and how they can positively impact your child's future. Early childhood is a critical period for learning and development. Some children may experience delays in speech, motor skills, social-emotional development, or cognitive abilities. Identifying and addressing these challenges early can lead to significant improvements in their overall development and success in school and life. Recognizing a developmental delay is not a reflection of your parenting or your child's potential—it's an opportunity to provide meaningful support during a critical stage of growth. Our goal is to meet each child where they are and offer the resources they need to thrive.

Early intervention services provide specialized support for children who may need extra help in certain areas. These services may include speech therapy, occupational therapy, behavioral support, and other developmental programs tailored to your child's unique needs. Research shows that children who receive early support are more likely to reach their full potential.

If you have any questions about your child's development or would like more information about early intervention services, we encourage you to reach out. Our team is here to guide you through the process and connect you with the appropriate resources. Ballard Center may be able to assist with payment when insurance does not cover needed services.

Together, we can ensure that every child receives the support they need to thrive. Thank you for your partnership in your child's journey.

All the best,
The Ballard Center Education Team
(785) 842-0729 ext. 110
gini@ballardcenter.org
alexandra@ballardcenter.org

EARLY INTERVENTION SERVICES

Developmental Services

ASK (Autism Services of Kansas): https://www.autismservicesofkansas.com/
Provides ABA (applied behavior analysis) therapy, Early intervention services, In-home and Community-based services, and Parent training as they wrap around services both on-site, in the community, and in the home.

Speech Solutions: https://www.speechsolutions.co/
Provides free speech screenings as well as services on-site for Speech, Occupational therapy, and Myofunctional therapy.

USD 497: https://kennedy.usd497.org/
Provides screening services for overall development and provides on sight services for those qualified developmental areas such as speech, motor skills, cognition, and social-emotional development.

Sound Speech Therapy: https://www.soundspeechks.com/
Provides Speech and Language services along with Occupational and Physical therapy where services can be provided on-site or at their location.

Therapy Services

Play Therapy:
Spence counseling provides on-site play therapy for students who would benefit from regulation skills or have experience trauma.

Animal Therapy:
Loving paws comes on-site to provide animal therapy with a few different dogs for students to love on and interact with both inside the classroom and outside on the playground.

Hearing & Vision Services

USD 497: Provides hearing screenings onsite annually.
Lions Club: Provides vision screenings onsite annually.

Dental Services

Heartland Dental Clinic: Provides dental cleanings and x-rays onsite twice annually.