

KINDERGARTEN ENROLLMENT RECORD / APPLICATION

Please Print Clearly

CHILD'S LEGAL NAME		
NAME CHILD IS CALLED		Sex (circle): Male Female
BIRTHDATE / /	AGE	RELIGIOUS PREFERENCE

	PARENT 1	PARENT 2
FULL NAME (YOU GO BY)		
STREET ADDRESS		
CITY & ZIP CODE		
HOME PHONE		
D.L. NUMBER		
EMPLOYER		
OCCUPATION		
WORK PHONE		
ALT. PHONE 1 <small>(SPECIFY IF MOBILE, PAGER, ETC.)</small>		
ALT. PHONE 2 <small>(SPECIFY IF MOBILE, PAGER, ETC.)</small>		
E-MAIL ADDRESS		

BROTHER / SISTER NAMES	AGE	BIRTHDATE

HOW DID YOU HEAR ABOUT CHILD'S DAY

*I understand all payments are 100% non-refundable if registration is cancelled **FOR ANY REASON.** Signed X*

SCHOOL YEAR: 8/23/10 to 5/31/11	CLASS: Kindergarten	RATE: \$845
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\$ 150.00	REGISTRATION FEE
\$ 845.00	FIRST FULL MONTH TUITION (September 2010)
\$ 845.00	LAST MONTH TUITION (May 2011)
\$ 135.00	SUPPLIES FEE
\$ 1,975.00	SUB-TOTAL
\$ _____	BEFORE SCHOOL CARE (7:00 – 7:45 am) – \$35/month
\$ _____	AFTER SCHOOL PROGRAM (3:25 – 6:00 pm) – \$150/month
\$	TOTAL DUE (Payable to: <i>Child's Day</i>)

\$	PAID / /	CHECK #	MONTHLY RECEIPT?
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KINDERGARTEN ENROLLMENT AGREEMENT

This Agreement is between Child's Day, Inc. (the "School"), and _____ (the "Parents"),
the parents or guardians of _____ (the "Child").

Enrollment will continue until terminated in accordance with Section "D." of this Agreement.
This Agreement becomes effective upon execution.

A. SERVICES & SCHEDULE

- The School will provide a developmentally appropriate Kindergarten program meeting the needs of the children enrolled. A balance of formal and informal learning experiences will be established, with individual and group activities geared toward the emotional, social, physical and individual growth of young children.
- Regular operating hours will be 7:45 am to 3:25 pm, Monday through Friday throughout the "school year," except closings for holidays, in-service days, and inclement weather as described in the Parent Handbook. Consult the current calendar for school year beginning and ending dates, Summer Camp dates, and days closed.
- Extended care hours will be available for an additional charge (see current rate schedule): before school (from 7:00 am) and after school (until 6:00 or 6:30 pm).
- Children in attendance will have a rest time each day, and will receive a nourishing snack in the mid-morning and in the mid-afternoon.
- Children will receive assistance with personal care as needed.
- The School will notify Parents of suspected exposure to any communicable illness.
- The School will make reasonable efforts to safeguard children's personal belongings, but will not be responsible for lost or broken items.
- The School or any staff member will report any suspicion of child abuse, neglect or endangerment to appropriate authorities.

B. PAYMENT PROVISIONS

- Tuition is **due and payable on the first of each month**, in advance. A late charge of two percent (2%) is due if payment is received after the fifth of the month. Enrollment is terminated if payment is not received by the tenth of the month.
- Payment for optional classes (such as piano keyboard) is due on the first of each month, in advance.
- The Tuition, Registration and Supplies Fees are as shown on the ***ENROLLMENT RECORD / APPLICATION*** form. Tuition for the last month of the school year is due in advance.
- ***All payments, including last month's tuition, are entirely non-refundable, including all payments made at the time of registration, in the event enrollment is cancelled for any reason at any time.***
- If a child **leaves** the School after their scheduled time, for any reason, a Late Pick-up Charge of **One Dollar (\$1.00) PER MINUTE** will be due and payable. Late Pick-Up charges are calculated to the time the Child actually leaves the School.
- **There are NO REFUNDS OR CREDITS allowed for time missed from school for any reason.**

C. OBLIGATIONS OF PARENTS

The Parents will:

Furnish required medical information within fourteen (14) days of enrollment and regularly as needed thereafter;

Bring the Child to a teacher each day, sign IN and upon pick-up, sign OUT on the class attendance register;

Notify the School when a person not previously authorized in writing or not known to the staff will pick up the Child;

Provide the Child with a nutritious, well-balanced lunch in a labeled bag or box;

Dress the Child appropriately following guidelines in the Parent's Handbook;

Abide by "Illness Exclusion" and "Arrival Time" policies;

Notify the School if the Child contracts or is exposed to any communicable illness or is absent for any other reason;

Immediately pick up the Child when notified of illness;

Attend Parent conferences when requested;

Keep ENROLLMENT RECORD information current;

Give the School written notice of withdrawal a full month in advance, as of the end of the month; Full payment of tuition and applicable fees is the responsibility of Parents through the last day of the month following 30 days notice.

Park only in spaces not marked as reserved for others;

Respect the non-religious nature of School programs;

Refrain from reprimanding or disciplining children of other families while on the School premises;

Abide by all rules and policies in the Parent Handbook.

D. TERMINATION OF ENROLLMENT

Enrollment will be considered terminated if:

The Parents give the School one full month advance written notice of withdrawal, effective the last day of the month;

Payment is delinquent beyond the 10th day of the month;

The Parents fail to comply with this Agreement, the Parent Handbook, or any other rules of the School;

The School, in its sole discretion, determines it is unable to meet the needs of the Child, or that it is not in the best interest of the School or other children enrolled to have the Child continue in attendance;

There is serious illness or death of the Child.

The School and its staff retain the sole right and responsibility to determine any disputed factual matters regarding termination of enrollment.

E. MEDICAL TREATMENT AUTHORIZATION

The School is authorized to secure such emergency medical treatment as may be required. The Parent agrees to pay all expenses incurred in connection with such emergency medical treatment. The School will use its best efforts to immediately notify a parent or a person designated to be called in case of emergency. The Parents authorize any licensed physician or medical facility to treat the Child in case of an emergency. The Parent will provide current Health Insurance information.

F. FIELD TRIPS / WATER ACTIVITIES

Permission is granted for the Child to participate in supervised field trips and water play activities planned by the School. Notice of field trips will be posted in the School at least one day in advance. The School is authorized to transport the Child on such field trips. Children may have contact with animals on

Field Trips. Appropriate precautions will be taken and safety guidelines followed by the School.

G. HEALTH CERTIFICATION

The Child has been examined within the past year by a licensed physician and is able to participate in the Kindergarten early childhood program at the School. The School will be provided with a "Medical Information / Immunization Record" form within two weeks, completed and signed by the Child's physician. Any adult staff member of the School is authorized, as necessary, to administer an aspirin substitute (Tylenol, etc.) which the Parents will provide in its original container.

H. PARENT'S HANDBOOK / GUIDE TO DAY CARE

The Parents have received and read the Center's PARENT HANDBOOK and the licensing agency publication, "Parent's Guide to Day Care." Parents have reviewed the contents of the PARENT'S HANDBOOK and agree to comply with its policies. Parents will be notified in writing of changes to the Parent's Handbook as they are published.

I. CHILD RELEASE PROCEDURE

The School will release the Child only to those parents and others the Parents designate in writing. The Parents shall specify a unique *Code Word* which must be given upon request, along with positive identification, by any person picking up the Child. The Parents will notify The School, in advance, if a person not previously authorized in writing or not known to the room staff will be coming for the Child. This person will be required to provide the Code Word and positive photo identification.

J. PHOTOGRAPHS RELEASE

The School is authorized to photograph the Child and use the resulting photographs for any school related use, including but not limited to news media or promotion, and the Parents release all rights, title, and interest in the finished photographs and negatives.

J. MODIFICATION OF THIS AGREEMENT

This Agreement may be modified by the School, by written notice to the Parents, whenever any circumstances covered by the Agreement change.

K. OTHER TERMS / SIGNATURES

The Parents will cooperate with the policies of the School, perform the obligations of parents set forth in this Agreement, and abide by the rules, regulations, and policies provided by the School. The Parents will not employ or attempt to employ any person employed by the School for a period of twelve months after their employment by the School terminates. The Parents have read the terms of this Agreement and all questions have been satisfactorily answered. The Parents release the School, its owners, officers, and staff from any liability for injury or damages of any kind not resulting from gross negligence.

PARENT / GUARDIAN SIGNATURE:

Signed: _____ Date: _____