



# Little People's Academy Application for Enrollment

Preferred name First Name Middle Name Last Name

First Day of Enrollment Adults child lives with Male/Female Child's date of birth

**Family Information**

Mother's First Name Middle Name Last Name Parents Marital Status

Mother's Soc.Sec.# Home Address City, Zip Code Home Phone

Employer Work Phone Cell Phone E-mail

Father's First Name Middle Name Last Name

Father's Soc.Sec.# Home Address City, Zip Code Home Phone

Employer Work Phone Cell Phone E-mail

**Authorized Contacts** (other than child's parents) The child will be released only to the parents and the following persons as requested by parents. Will be considered authorized pickups at any time.

First Name Last Name relationship phone

First Name Last Name relationship phone

First Name Last Name relationship phone

**Medical**

I give my permission to Little People's Academy to administer first-aid/CPR and/or authorize emergency medical treatment for my child. I also give my permission for my child/children to be transported by ambulance, or personal vehicle to an emergency center for treatment. Initial Please

Allergies or special needs:

**Permission**

My child has permission to be transported to/from school. (initial)  
My child has permission to participate and be transported to activities and trips sponsored by Little People's.

**Photo Release**

I give my permission for pictures that include my child to be used by Little People's Academy online or in print. I understand that their name will not be used. YES NO (initial)

I agree that I have read, understand and agree to this Application for Enrollment, Parent agreement printed on the back of this form and the Parent Handbook. I also agree to the Financial Terms and Conditions indicated in the Parent Agreement and the fee schedule listed herein. I agree to be bound by all provisions.

X Signature of Parent/Guardian

Date

# General Terms and Conditions



1.\* \_\_\_\_\_ The center will be closed for the following holidays on the day the holiday is observed: New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Christmas Day. Because tuition rates are determined by averaging, a full weeks' tuition must be charged during these weeks. Please refer to the Parent Handbook for vacation/sick policy

2. Parents are encouraged to visit at any time.

3. Parents are expected to bring their children into the center and check them in and see that they are under supervision before leaving the premises and also to check their children out before leaving the center.

4.\* \_\_\_\_\_ Parents will be called to pick up children who become ill. Children absent due to a contagious disease may not return to care without a signed statement from a physician indicating they are no longer contagious.

5.Children must have current immunization records prior to attendance. Children's immunizations must be kept current according to state regulation.

6.\* \_\_\_\_\_ If your child is scheduled to be picked up by a **Latchkey** van from school and does not need transportation for a given day, you must notify the center at least one hour before the scheduled pickup time. Failure to notify the center will result in a \$5 charge on your account.

7. Discipline and guidance are consistent and based on individual needs and development. We will promote self-discipline. Physical punishment is never permitted.

8.Every preschool child will have an afternoon rest period/nap.

9.Every child must have a change of clothing that is left at the center to be used in case of accidents. All clothing must be marked. The center is not responsible for lost clothing.

10.We ask that children not bring toys or personal items from home to the center except for "show and tell" or VIP days. The center is not responsible for damage or loss of any articles brought to the center.

11.Little People's Academy will only administer dated, labelled, prescribed or non prescription medications with a signed medication form.

### To the parents of infants and toddlers:

13. The parent shall provide the following:

- \* At least 2 complete changes of clothing
- \* A blanket

The center will provide the following:

- \* Formula of choice
- \* Disposable diapers/pull ups and wipes.
- \* Baby food

14. Every effort shall be made to coordinate toilet training in the center with the program started by the parent. No effort shall be made to toilet train until the parent agrees that the time is right. This generally occurs in the Early Learners classroom.

# Financial Terms and Conditions

\* \_\_\_\_\_ I agree to pay a registration fee of \$50 at the time of enrollment. This is non-refundable. I also agree to pay the \$20 annual supply fee at the beginning of each school year. A re-registration fee of \$15 will apply.

\* \_\_\_\_\_ I agree to pay each Monday my regular weekly fee as agreed by contract with no deductions for absences or holidays.

If my child is in Latchkey, full payment for the month is due by the 10th of each month. Accounts not paid in full are subject to a \$10 late payment fee per week. Failure to pay tuition will result in disenrollment.

\* \_\_\_\_\_ I agree to a LATE PICKUP FEE that I may be charged as stated in the handbook. The fee is per child for each 15 minute period the child remains at the center after closing. For example:a child picked up from 6:31pm-6:44 pm \$10, from 6:45-6:59 pm \$20.00.

\* \_\_\_\_\_ I agree to pay a \$20 RETURNED CHECK, ACH, CREDIT CARD fee. The center has the option to require cash payments.

\*All payments in advance are non-refundable. No credit, abatement, or discount will be given.

\* \_\_\_\_\_ If I wish to withdraw my child from the center, I agree to give the center two weeks written notice prior to withdrawal. The center will charge tuition fees for that two week period. Simply not attending does not substitute for giving notice.

Little People's Academy participates in the CACFP(Federal food program). No outside food may be brought into the center.

What would you like us to know about your child?

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**USDA is an equal opportunity provider and employer.**