



Enrollment Agreement - Enrollment Information

Completion of this Agreement is required for enrollment. This information is necessary for **Kids First Academy** to comply with California child care licensing regulations and to enable us to better understand your child and meet his or her needs.

CHILD INFORMATION					
Child's first name		Child's middle name		Child's last name	Nickname
Date of birth	Age	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female		Child's primary language	Parent's/Guardian's primary language
Child's home address					Home phone
List family members your child lives with – include names and ages of siblings					
Does your child attend kindergarten? <input type="checkbox"/> Yes <input type="checkbox"/> No			Kindergarten School Name		School Phone
School Address			Drop off time	Pick up time	Early Release days and times
School Transportation Provided by: <input type="checkbox"/> Parent/Guardian <input type="checkbox"/> Kids First Academy <input type="checkbox"/> Other (specify) _____					
PRIMARY CONTACT AND RELEASE PERSONS <i>Include parents and guardians</i>					
Primary Parent/Guardian		Relationship to Child		Home phone	Cell phone
Home address				Home e-mail address	
Employer and address		Work e-mail address		Work hours	Work phone/ext.
Other Parent/Guardian		Relationship to Child		Home phone	Cell phone
Home address				Home e-mail address	
Employer and address		Work e-mail address		Work hours	Work phone/ext.
Parent/Guardian Identification Information (E.g. Child's D.O.B.; Pet's name; etc.)					
Note: Personal security questions will be used to verify parent/guardian identity if a pick-up authorization is called into the center					
Question #1			Answer #1		
Question #2			Answer #2		
EMERGENCY CONTACT AND RELEASE PERSONS <i>Do not include parents and guardians</i>					
If possible, please notify the center if an Emergency Release Person will pick up your child on a given day					
Name #1		Relationship to Child		Home phone	Cell phone
Home address				Home e-mail address	Gov Issue Photo ID Type
Employer and address		Work e-mail address		Work hours	Work phone/ext.
Name #2		Relationship to Child		Home phone	Cell phone

Home address		Home e-mail address	Gov Issue Photo ID Type
Employer and address		Work e-mail address	Work hours
Work phone/ext.			
Name #3	Relationship to Child	Home phone	Cell phone
Home address		Home e-mail address	Gov Issue Photo ID Type
Employer and address	Work e-mail address	Work hours	Work phone/ext.

- ✓ **The persons designated in this section will be contacted by Kids First Academy and are authorized to pick up my child if there is a medical or other emergency and I cannot be reached.** Parent/Guardian must complete any emergency release forms required by California child care licensing regulations. In addition, release person must be 18 years of age or older.
- ✓ Center staff will release your child only to you or to those persons you have listed above. **For the safety of your child, we will request all authorized Release Persons with whom staff is not familiar to provide Government issued photo ID at time of pick up.** If you want a person who is not identified above to pick up your child, you must notify center management in advance. **Your child will not be released without prior authorization.** In the event you call a pick up authorization into the center the Parent/Guardian Identification Information questions will be used to verify your identity and to authorize the release of your child.

GREY AREAS FOR OFFICE USE ONLY	Classroom Number	Start Date	Withdraw Date	Withdrawal reason
	Family/Case/File Number	Class		

Enrollment Agreement - Care Information

CHILD'S CARE NEEDS					
Child's Name					
Height	Weight	Hair color	Eye color	Distinguishing marks	Date of Birth

Is there anything we should know about your child's care needs to ensure that we provide the best quality education and care for your child? (E.g. phobias/fears, trigger words, favorite toys, pet peeves)

ALLERGIES	
Medications	Reaction
Food	Reaction
Respiratory	Reaction
Bee sting	Reaction
Other	Reaction

Are any of the allergies severe or life-threatening? Yes No

If yes, please provide special instructions:

CHILD'S MEDICAL CARE PROVIDER/FACILITY	
Primary Care Physician ("PCP") name	Practice/Clinic name
PCP address	Phone number

Preferred hospital/clinic for acute care and emergency care	
Dentist name	Practice/Clinic name
Address	Phone number
Health Insurance Provider and Policy number	Secondary Health Insurance Provider and Policy number
<i>Kids First Academy does not discriminate on the basis of a person's religion, color, race, gender, sexual orientation, age, national origin, disability, Vietnam-era status, or any factors protected by law. Toilet training is not an eligibility requirement for enrollment. Contact Disability Services to assist with special needs or reasonable accommodation issues.</i>	

Enrollment Agreement - Care Information (continued)

MEDICATION

California child care licensing regulations regarding medication must be followed. Mandatory state form regarding administration of prescription or non-prescription medication must also be completed and signed by a parent/guardian.

I authorize Kids First Academy staff to administer to my child topical non-prescription medications as needed, according to the dosage instructions on the medication container. For any other medication, I will provide written authorization for Kids First Administration staff to administer the medication in accordance with written instructions from the child's health care professional or me, as required. I will complete necessary authorization forms with my signature and understand prescription label dosage instructions must be followed. I will provide the medication in its original container with the pharmacist's label. I agree to provide any such medications, as these will not be provided by the center.

Parent/Guardian Signature

Date

MEDICAL POLICIES

1. I understand that I will be asked to provide the center with updated immunization information for my child, if I wish to request a religious or medical exemption to Kids First Academy practice of securing immunization information, I understand my request must meet California child care licensing regulations.
2. I may also be asked to provide additional medical information as required by California child care licensing regulations. I understand that my failure to provide this information may result in a suspension of services.
3. I agree to promptly provide information to the center regarding any conditions, illnesses, allergies, or other special needs that may require specific care or attention and agree to provide additional documentation as needed.
4. If the center staff notifies me that my child is ill, I must pick up my child as soon as possible and no later than one (1) hour after being contacted.
5. If my child contracts a reportable contagious disease, my child may return only with a physician/health care professional's note indicating that my child is no longer contagious.
6. In case of a medical or other emergency while my child is under the center's supervision, I understand that center staff will attempt to contact me immediately; however, in the event that I cannot be reached, or when a delay may further jeopardize my child's health, I hereby authorize center staff to act on my behalf and to take the emergency measures including those listed below if deemed necessary by center staff or by medical authorities for the care and protection of my child. I authorize Kids First Academy to:
 - ✓ Consult the physician or dentist named on the previous page if I cannot be reached.
 - ✓ Administer first aid and/or cardiopulmonary resuscitation.
 - ✓ Transport my child via ambulance or other emergency medical service to a local hospital or other urgent care facility, if deemed necessary by paramedics, police, or other emergency personnel.
 - ✓ Obtain any emergency medical or dental treatment deemed necessary by medical authorities.
 - ✓ Transport my child to a local emergency shelter in the event of an emergency evacuation of the center.
7. If I wish to request a religious or personal exemption to Kids First Academy's practice of securing necessary emergency medical treatment, I understand California child care licensing authorities must be consulted to determine if such an exemption may be granted.

Enrollment Agreement – Financial Information

CENTER HOURS OF OPERATION

The center is open from 7:00 AM to 6:00 PM, Monday thru Friday. Kids First Academy will be closed in recognition of the following holidays: New Year’s Day, Martin Luther King Jr. Day, Washington’s Birthday, and Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran’s Day, Thanksgiving Day, Thanksgiving Day, and Christmas Day. The center’s hours and holiday schedule may vary and may be changed at any time. In addition to holiday closures, we dedicate time every year for employees’ professional development and training. Tuition is not reduced as a result of center closures.

If I or other authorized persons fail to pick up my child and/or contact the center, and I or other authorized persons cannot be reached, center staff, within sixty minutes after closing time or in accordance with California child care licensing regulations, may release children to the custody of child protective services or other local authorities.

The center will be open whenever possible on a regularly scheduled day, during normal hours. The procedure for notifying families should severe weather or other conditions prevent the center from opening on time or at all will be posted. If it becomes necessary to close early, it will be my responsibility to arrange for my child’s early pick-up.

I agree to notify the center staff by 6:00 am when my child is absent. I must notify the center staff if my kindergartner child does not need to be picked up from school or will not arrive by scheduled school bus on a particular day.

TUITION

I understand that my monthly/weekly/daily /hourly tuition fees are as follows:	Hourly	TUITION	DISCOUNT TYPE	DISCOUNT	CHILD CARE SUBSIDY	TOTAL TUITION
	Daily					
	Weekly					
	Monthly					

FEE SCHEDULE AND FINANCIAL TERMS

1. If my child regularly attends kindergarten and school is not in session due to school holiday, etc., I agree to pay an additional fee of \$_____ for each day my child attends the center all day. The additional fee is charged only when, during a school week, my child’s school has a scheduled day off or an unscheduled day off due to weather or other unforeseen events. When school is not in session for the entire week, the full-time tuition is \$_____.
2. A late pick-up fee will be assessed when a child is left beyond the center’s operating hours. The late pick-up fee does not constitute an agreement to provide afterhours service, nor will the late fee be applied toward tuition. Chronic lateness at closing time may be grounds for termination of service. A late pickup fee will be charged as follows:
 - ✓ If the child is picked up between 00 and 15 minutes late, there is no late fee of any kind.
 - ✓ After 15 minutes, \$1.00 per minute
3. Tuition fees are not subject to pro-ration for illness, holidays, or emergency closure of the center. If the hours my child attends change in any way, I will notify the center immediately so appropriate staffing may be arranged.
4. I agree to pay the full tuition fee even if my child is absent for one or more days; however, for each full calendar week my child is absent, the tuition fee will be discounted 50% as a reservation fee. I understand I will receive 4 reservation weeks per year and the payment for reservation fees is due in advance of the absence. The center requests a two-week notice of an intended vacation.
5. All tuition is due in advance of services rendered. In-center tuition payments are due on or before close of business the Friday prior to service. If tuition is not paid by 11 PM PST the Wednesday immediately following the payment due date, a late fee of \$30 will be charged. The terms of this agreement, including the fees, are subject to change in whole or part by Kids First Academy with 30 day notice. This agreement may be terminated by Kids First Academy at any time.
6. A nonrefundable registration fee of \$40 is due at the time of enrollment. If my child has withdrawn from the program and subsequently re-enrolls, a new registration fee is due at that time.
7. Accounts one (1) month late may result in immediate termination of service; however, upon payment, enrollment may be reinstated with applicable paid tuition and registration fee. Accounts in arrears may be referred to a collection agency. In the event an account is sent to collections, I will be responsible for the balance of my account and any reasonable collection and attorney fees and costs associated with the collection of the account. In the event that an account is in arrears or shared payment of an account is in dispute any part of the arrears payment not paid will be the responsibility of the parent/guardian.
8. My child may have the opportunity to participate in special programs or field trips. Field trips may result in an additional field trip fee and may require completion of a specific permission slip.
9. Two weeks’ written notice is required prior to the last day of attendance. If I do not give proper notice, I agree to pay any fees or full tuition that may be due for the final two weeks regardless of my child’s attendance.
10. Payments from customers with prior outstanding unredeemed returned checks must be in the form of a money order or cashier’s check or cash. Returned check activity may be subject to immediate termination of service.

SCHEDULED ATTENDANCE

Tuition fees are based on the following scheduled attendance. I understand I will be charged additional tuition if my child's attendance increases beyond their regularly scheduled attendance.

Hours Enrolled at the Center:

Time	IN	OUT	IN	OUT
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				

Enrollment Agreement – Other Terms and Certifications**OTHER TERMS**

1. I will promptly update any information provided for in this Agreement if such information changes.
2. I consent to Kids First Academy communicating with me by telephone, e-mail, or other means. Written communication may be sent home with emergency contact and release persons when necessary.
3. I understand that in an effort to maintain the professional status of center staff and prevent any potential conflict of interest, babysitting by center staff members is discouraged. However, should I hire any center staff members, it must be outside the center premises and with the understanding that such arrangements and payment for services are solely between me and the center staff member. The center and Kids First Academy do not sanction the arrangements, and I agree to hold Kids First Academy harmless from any such arrangement.
4. California child care licensing regulations are on file at the center and are available for review upon request.
5. A child's enrollment may be terminated by Kids First Academy without prior notice if, in the sole opinion of Kids First Academy, it is in the best interest of the child or Kids First Academy.
6. Kids First Academy reserves the right to alter its policies and program at any time. Center management does not have the authority to alter or modify the terms of this Agreement (other than inserting information where required) either verbally or in writing.
7. The terms of this Agreement, including the tuition and fees, are subject to change in whole or in part by the center with 30 day notice. This Agreement may be terminated by the center at any time.
8. Any dispute or claim arising out of or relating to this Agreement shall be submitted to nonbinding mediation prior to the commencement of arbitration, litigation, or any other proceeding before a trier of fact. The parties agree to act in good faith to participate in mediation and to identify a mutually acceptable mediator. If a mediator cannot be agreed upon by the parties, each party shall designate a mediator, and those mediators shall select a third mediator who shall act as the neutral mediator to assist the parties in attempting to reach a resolution. All parties to the mediation shall share equally in its costs.
9. The California State Department of Social Services (CDSS) or other public agency authorized by CDSS to assume such responsibilities shall have the authority to interview children or staff, and to inspect and audit school records without prior consent. The Center shall make provisions for private interviews with any child (ren) or staff member; and for the examination of all records relating to the operation of the Center. The Department shall also have the authority to observe the physical condition of the child (ren), including conditions that could indicate abuse, neglect, or inappropriate placement.

CERTIFICATION

Walking Trips

I give permission for my child to leave the center for outdoor exercise and educational purposes, with the understanding that my child will be accompanied by center staff and under proper staff supervision at all times. I will be given a permission slip.

Parent/Guardian Signature _____

Date _____

Transportation

I give permission for my child to participate in and to be transported while under proper staff supervision at all times for field trips, to and from school, educational excursions and other center sponsored activities. I will be given a specific permission slip for each off-site field trip. Off-site field trips and all transportation of children will meet California child care licensing regulations and center policies including minimum-age requirements.

Parent/Guardian Signature _____

Date _____

Water Activities

I give permission for Kids First Academy to include my child in supervised water activities, including water activities at the center. I will be given a specific permission slip for all off-site water activities. Water activities will meet California child care licensing regulations.

Parent/Guardian Signature _____

Date _____

Photographs/Videotape

I give permission for my child to be photographed and videotaped in the center, which includes and not limited to CCTV recording and webcasting during program functions and field trips. I understand that photographs/videos may be taken by center staff or by other parents/guardians. I will be asked to sign a separate permission form before any photos/videos are used for Kids First Academy public relations purposes and understand I have the right to refuse permission for such use.

Parent/Guardian Signature _____

Date _____

I certify that I have read, understood, and accept all of the terms and conditions described in this Agreement.

This Agreement will be effective on _____

Primary Parent/Guardian Signature Date

Kids First Academy Director Signature Date

<p>GREY AREAS FOR OFFICE USE ONLY</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Enrollment Agreement <input type="checkbox"/> Medical Information form <input type="checkbox"/> California licensing forms <input type="checkbox"/> Family Handbook (new enrollees only)
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