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### Office Use Only

Location \_\_\_\_\_  
School Year \_\_\_\_\_  
Class \_\_\_\_\_  
Date Enrolled \_\_\_\_\_  
Total Amount Paid \_\_\_\_\_  
Reg. Fee Charged \_\_\_\_\_  
Supply Fee Charged \_\_\_\_\_  
Weekly Tuition \_\_\_\_\_  
Special Promo \_\_\_\_\_  
Referred by \_\_\_\_\_  
Full Time \_\_\_\_\_ P/Time \_\_\_\_\_  
Elementary School \_\_\_\_\_  
Start Date \_\_\_\_\_

Mother's Email: \_\_\_\_\_

Father's Email: \_\_\_\_\_

# Enrollment Form

## Student Information

Child's Full Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_ Sex: M F

Nickname: \_\_\_\_\_

Primary Hours of Care: From \_\_\_\_\_ To \_\_\_\_\_

Days of the Week in Care: M T W TH F

Mother's Full Name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Last 4 digits of Social Security Number: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ zip \_\_\_\_\_

Occupation: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Name of Employer: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Business Address: \_\_\_\_\_ City: \_\_\_\_\_

Work Hours: \_\_\_\_\_ Driver License Number: \_\_\_\_\_

Father's Full Name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Address (If different): \_\_\_\_\_ Last 4 digits of Social Security Number: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Occupation: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Name of Employer: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Business Address: \_\_\_\_\_ City: \_\_\_\_\_

Work Hours: \_\_\_\_\_ Driver License Number: \_\_\_\_\_

Parent/Guardian with legal custody \_\_\_\_\_

Parents are:  Married  Divorce  Separated  Widowed  Single

Other Household Member: \_\_\_\_\_

Names: \_\_\_\_\_ Ages: \_\_\_\_\_

Relationships \_\_\_\_\_

### Emergency Contact Information

Child's Physician: \_\_\_\_\_ Phone: \_\_\_\_\_

May the center contact another Physician if unable to contact the above?  Yes  No

Please provide Kingswood Academy with at least two other people who are authorized to give Kingwood Academy guidance in the case of an emergency and the child's parents or guardian is unavailable. It is the responsibility of the parent to notify the director of the parent to notify the director of any changes in address, telephone numbers, emergency contacts, people allowed to pick up your child, and any changes in transportation needs. If anyone else will be picking up your child you must notify the director of Kingswood Academy prior to pick up. If any other person arrives at Kingswood Academy to pick up your child and the director has not been notified, your child will not be released.

Primary Emergency Contact (other than parents or guardian)

Name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Relationship to Child: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Secondary Emergency Contact (other than parents or guardian) Name: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Work

Phone: \_\_\_\_\_ Relationship to Child: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

*According to Environmental Health Laws and Kingswood Academy requirements, each child must complete a current immunization and physical forms. The physical must be updated every two years. Please inform the director if your child should require any special needs such as a physical or mental conditions, illness, hospitalization or any dietary condition.*

### Authorization for Student Pickup

When your child arrives at the center, it is your responsibility to escort your child into the building and sign your child in at the front desk. Kingswood Academy does not allow children to be dropped off in the parking lot. You will be required to sign out your child at the front desk at the end of the day. Your child will not be released to anyone who does not have written authorization in your child's file. If your child is not allowed to be picked up by a parent due to court order, it is your responsibility to notify the Director and provide a copy of the court order which will be kept confidential. If there are any conditions or changes, it is the parent's responsibility to provide written documentation to the center. In the event of an emergency, we will implement the password system.

**Person(s) authorized to pick up my child:** (Besides parents, guardians or emergency pick ups)

Name: \_\_\_\_\_ Comment: \_\_\_\_\_

Person(s) **NOT** authorized to pick up my child: (Beside parents, guardians, or emergency pick ups)



This is to certify that I give Kingswood Academy permission to transport my child \_\_\_\_\_  
on special events/field trips.

In the event that my child is not to be transported as outlined above, I agree to notify Kingswood Academy at least 2  
hours in advance of my child's pick-up time.

Signature (Parent/Guardian) \_\_\_\_\_ Date: \_\_\_\_\_

### **Alternate Nutrition Plan Agreement**

Indicate special dietary requirements given in writing from a physician:

I understand and approve the use of the Alternate Nutrition Plan. I agree to provide the following meals and/or snacks  
to meet my child's nutritional dietary needs: (Mark "P" for parent or "C" for center)

A.M. snack: \_\_\_\_\_ Lunch: \_\_\_\_\_ P.M. Snack: \_\_\_\_\_

We agree to provide parents with a suggested meal pattern and to discuss any problems that might develop in the use  
of the Alternate Nutrition Plan.

Signature of Owner/Director \_\_\_\_\_ Signature of Parent/Guardian \_\_\_\_\_

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### Kingswood Academy Financial Enrollment Agreement

I consent to the enrollment of my child \_\_\_\_\_ at Kingswood Academy. Please initial all boxes

- I agree to pay an annual non-refundable registration fee of \$100 for one child and \$150 for two children.
- I agree to pay an annual non-refundable supply fee of \$100 per child.
- I agree to pay the weekly tuition with no discounts for partial absentees, illness, weather related closures, holidays or withdrawals.
- I understand and agree that all tuitions fees are due on Friday and must be paid in advance of services rendered and that failure to comply could result in my child being dropped from enrollment.
- I understand and agree to pay \$40.00 late fee per week for tuition/fees not paid by Monday evening, unless prior arrangements have been made with the Director.
- I understand and agree to pay a \$40.00 return check fee for any check returned and further understand and agree that this may result in future payments being made in cash, credit or by money order.
- I understand and agree that I am entitled to one week of vacation each year after a full year of attendance.
- I understand and agree that I must give (2) weeks prior written notice to receive vacation credit.
- I understand and agree that I must give (2) weeks prior written notice to terminate service in which I am still responsible for tuition payments.
- I understand and agree that I will not receive credit on my child's tuition due to illness/absences, weather related closures or holidays. In addition, my child must be in attendance no later than 10:00 am each day (VPK students 9:00am).
- I understand and agree that I will pay \$1.00 per minute per child for every minute I am late picking my child up after closing (12:00 pm for part time VPK, 6:00pm for all others).
- I give consent for my child to take part in field trips or excursions under proper supervision. I understand I will be notified of the field trip before my child goes on the field trip.
- I acknowledge that I have read and understand the Kingswood Academy Parent Handbook, Discipline Policy, Distracted Driver, "The Flu" A Guide for Parents, and Know Your Child Care Facility Information Sheet. I agree to comply with all the written policies and procedure of Kingswood Academy and will fulfill my responsibilities as a parent/guardian. I understand that failure to comply may result in the dismissal of my child.
- I understand this is a legally binding contract, and I have read it and understand it.**

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Guardian Name: \_\_\_\_\_ Date: \_\_\_\_\_

Witness Signature: \_\_\_\_\_ Date: \_\_\_\_\_