

PRESCHOOL ENROLLMENT FORM

Fill in all blanks. Indicate N/A if not applicable. Please print or type information clearly

Child's Name: _____ Birthdate (mm/dd/yy): _____ Sex: M F

Nickname or preferred Name: _____ Year of enrollment: _____

PARENT/GUARDIAN INFORMATION #1

Name: _____ Relationship to child: _____

Circle Applicable Description: Married Divorced Partner Separated Single Widowed

Address: _____

City: _____ Zip: _____ Home Phone: _____

Cell Phone: _____ Email: _____

Work Phone: _____ Work Place: _____

PARENT/GUARDIAN INFORMATION #2

Name: _____ Relationship to child: _____

Circle Applicable Description: Married Divorced Partner Separated Single Widowed

Address: _____

City: _____ Zip: _____ Home Phone: _____

Cell Phone: _____ Email: _____

Work Phone: _____ Work Place: _____

If parents are not at the same address, to which parent should correspondence be addressed? _____

With whom does the child reside? _____

PRESCHOOL PROGRAM OPTIONS

I understand that I am responsible for payment based on the schedule. Initials _____

I agree to start my child on this date:

PRESCHOOL SCHEDULE

- | | |
|------------------------------------|-----------------------------------|
| <input type="checkbox"/> Monday | <input type="checkbox"/> Thursday |
| <input type="checkbox"/> Tuesday | <input type="checkbox"/> Friday |
| <input type="checkbox"/> Wednesday | |

AUTHORIZED PICK-UP/EMERGENCY CONTACT INFORMATION

Person(s) who are **AUTHORIZED TO PICK UP YOUR CHILD** if necessary, other than parent(s)/legal guardian(s)
(Note - In an emergency, we will try to contact you first, but if you are not able to be reached, we will contact the emergency contact(s) listed here.)

AUTHORIZED PICK-UP PERSON #1

Name: _____ Relationship to child: _____
Address: _____
Home Phone: _____ Cell Phone: _____
Employer: _____ Work Phone: _____

AUTHORIZED PICK-UP PERSON #2

Name: _____ Relationship to child: _____
Address: _____
Home Phone: _____ Cell Phone: _____
Employer: _____ Work Phone: _____

AUTHORIZED PICK-UP PERSON #3

Name: _____ Relationship to child: _____
Address: _____
Home Phone: _____ Cell Phone: _____
Employer: _____ Work Phone: _____

CHILD INFORMATION

1. Please list any allergies we should be aware of: _____

2. Please list any medical or behavioral concerns we should be aware of: _____

3. What are your goals for your child's preschool experience? _____

4. Any helpful information regarding your child that we should know? _____

PARENT AGREEMENT:

This is a legal document between The Firs After School Adventure Program and the parent(s)/legal guardian(s).

Parents are expected to follow all of The Firs ASA policies & procedures outlined in the Parent Handbook, which they have received and read.

Enrollment is on a continuous basis, from one school year to the next, until my child is withdrawn from the program. (There are separate enrollment forms for summer programs.) Changes to my child's schedule or complete withdrawal are subject to the policies outlined in the Parent Handbook and the Tuition Agreement.

The Firs ASA reserves the right to discontinue a child's enrollment. Reasons for termination include, but are not limited to, the following.

1. If a child reaches STEP THREE of the BEHAVIOR MANAGEMENT POLICY as stated in the Parent Handbook.
2. Non-payment of tuition fees by due dates. (If this happens, future enrollment may not be allowed.)
3. Physical or emotional problems, which require supervision beyond our normal teacher/child ratio. Five days notice will be given to parents/guardians before a child is dropped from our program, except in extreme cases. (Parents must specify on the enrollment form any physical, emotional, or special needs their child may have.)
4. A child may temporarily be suspended from the center as a result of behavior problems. If a child is suspended from their regular school attendance, ASA is unable to accept that child during the days of suspension.
5. Failure by the parent or child to comply with the policies and procedures established by ASA to ensure fair enrollment and billing practices.
6. Failure to notify the center in advance of non-scheduled absences.
7. False information or not fully disclosing important information regarding your child (i.e. health, development, etc.)

I grant permission to ASA to contact any individuals listed in this form (i.e. previous caregivers, physician, therapist, etc.) for additional, relevant information regarding my child. In an effort to support healthy development and academic achievement of my child, I grant permission to The Firs ASA to openly communicate with the appropriate individuals (i.e. teacher, principal, counselor, etc.) at my child's school. **Initials** _____

In the interest of making sure my child is picked up only by authorized individuals and you have accurate emergency contact information, I have provided the name and phone number of at least one other person whom I have authorized to pick up my child or be contacted in case of an emergency (pages 3, 4, & 8). **Initials** _____

In the interest of making sure my child is accounted for, I will call the center, in advance, in the event that my child will not be in attendance, or make a note of scheduled absences on the center calendar. **Initials** _____

Children are discouraged from bringing any toys from home. In the event that they do, I understand that ASA cannot accept responsibility for those items. **Toy weapons of any kind are prohibited.** **Initials** _____

The Firs ASA, its staff and board, make no warranty and can accept no responsibility or liability for the actions of any of its employees, agents or other related individuals outside of the agreed to hours of operation of the center or when in the case of employees or agents, they are not actively and exclusively working for The Firs ASA. **Initials** _____

I grant permission for ASA to provide care for my child. **Initials** _____

I grant permission for my child to use all of the play equipment, including the climbing wall, and to participate in all of the activities of the center. **Initials** _____

I grant permission for my child to ride in a Firs vehicle for the purpose of transportation. **Initials** _____

I grant permission for my child to be included in evaluations and pictures connected with the program. **Initials** _____

I grant permission for my child to be use photographs of my child for display/program purposes. **Initials** _____

ASA will not be responsible for anything that may happen as a result of a lack of and/or false information given by parent(s) or guardian(s) at the time of enrollment. **Initials** _____

All of the information I have provided is true and correct to the best of my knowledge. **Initials** _____

Signature: _____ **Date:** _____

TUITION AGREEMENT:

Date that a copy of this agreement was given to Parent/Guardian: _____ Initials: _____

This is a legal document between The Firs After School Adventure Program and the parent(s)/legal guardian(s).

Please Initial

Tuition is due by the 10th of each month. Regular monthly tuition does not include holidays. **No Credit** will be given for hours signed up for but not used. A monthly billing, complete with envelope, is placed in your file folder, located in the Adventure Center, or emailed to you. *(If paying by check, please write your child's name in the "memo" of your check.)* _____

I prefer to receive my monthly statement via: Email Paper statement

Payments are recorded within 3 business days of the date the payment is received. If the monthly payment is not received by the 15th of the month, a \$25 late fee **may be** charged to my account. If the balance is not paid in full by the end of the month, enrollment may be suspended. _____

All tuition payments are to be made out to The Firs ASA, mailed or placed in the tuition box in the sign-in area. Statements will be placed in the Family File or emailed. If I do not receive my monthly statement it is my responsibility to call or ask the ASA Director or Registration Office for the correct amount due. _____

If a child is picked up after the time his/her program is scheduled to end, the late pick-up fee is \$15 for the first 15 minutes and \$1 per minute for every minute thereafter. This payment must be made at the time of pick-up or it will be added to my child's care account. Failure to pay these charges may result in termination or enrollment. _____

In the event I fail to notify ASA that my child will not be attending on any scheduled day, a \$10 fee for failing to notify ASA **may be** charged to my account. In order to avoid this fee, I will need to contact the center at least 1 hour before my child is expected to arrive by calling **820-2031**. You may leave a message. Excessive failure to notify may result in suspension or termination of enrollment. _____

A minimum of 2 weeks' written notification must be given for withdrawal from the program. Tuition will accrue for 2 weeks from the date written notice is received. If less than 2 weeks written notice is given, tuition will accrue for 2 weeks after my child's last date of attendance and my deposit on file will be forfeited. _____

I understand and accept that there is no credit for absences and days that the Program is closed; the registration fee is non-refundable and is charged annually. _____

This contract is effective for the duration of my child's enrollment in ASA. Changes to my child's schedule or complete withdrawal from the program are subject to the policies outlined in the Parent Handbook and the Tuition Agreement. _____

All fees and policies are subject to change annually. _____

A monthly program fee will be charged for each child. This fee will help cover the cost of special events and equipment, to improve the daily experience of my child. I will pay the monthly program fee that is charged for each child and appears on my monthly bill. _____

I have read and accept the conditions outlined in the Parent Handbook, the Enrollment Packet, the Parent Agreement, and the Tuition Agreement. _____

Signature: _____ **Date:** _____

FIELD TRIP PERMISSION:

Date that a copy of this agreement was given to Parent/Guardian: _____ Initials: _____

Throughout the year, we take field trips to local parks, beaches, woods, or public places, and extended Firs property. All trips will be adequately staffed to provide the utmost safety for your child, while enjoying an enriching visit to a nearby place. Parents will be notified of the trip in advance, with the time of departure and arrival back at the center, unless it is a "walking" field trip to the greater Firs property. This information will be posted on the door of the center. Parents will be allowed to pick up their child from a local field trip location, provided they have authorization and have picked up their child before (staff will recognize you) and sign out their child at the center in the sign-in/out book prior to pick up.

I give permission for my child to attend field trips with The Firs ASA throughout the year.

In the event that field trips are scheduled that require a border crossing into Canada, I am aware that my child will need to have their birth certificate or passport and/or proof of guardianship, along with a signed permission slip (provided in advance by ASA).

Signature: _____ **Date:** _____

CONSENT FOR EMERGENCY TREATMENT:

Date that a copy of this agreement was given to Parent/Guardian: _____ Initials: _____

As the parent or legal guardian, I hereby give consent to THE Firs ASA that my child, _____, may be given emergency treatment, including First Aid/CPR by a qualified staff member of ASA or Medic 1. I also give permission for my child to be transported by an aid car, ambulance or qualified staff car, to the nearest medical treatment center or hospital, if necessary.

In the event that I cannot be contacted, I further consent to the medical, dental, surgical and hospital care, treatment and procedures to be performed for my child by a licensed physician (M.D.), dentist (D.D.S.), or hospital, when deemed immediately necessary or advisable by the physician to safeguard the life, limb or well-being of my child.

It is understood that a conscientious effort will be made to notify me or other persons listed on this form before such action is taken. The expense of this service will be accepted by me.

Child's physician: _____ Phone: _____

Preferred Hospital: _____ Phone: _____

Insurance: _____ Policy Number: _____

Allergy (drug/other) Reactions: _____

Signature: _____ **Date:** _____