



State of Florida Department of Children and Family
CHILD CARE APPLICATION FOR ENROLLMENT

Child's Full Name: Last First Middle Nickname

Child's Address:

Date of Birth: Sex: Date of Enrollment:

Family Information: Name of Prior Childcare Center:

Mother's Name: Father's Name:

Address: Address:

Home Phone: Home Phone:

Cell Phone: Cell Phone:

Cell Phone Provider: Cell Phone Provider:

Employer: Employer:

Address: Address:

Work Phone: Work Phone:

Mother's Email: Father's Email:

Custody: Mother Father Both Other (specify):

Medical Information:

Please list ALLERGIES, special medical or dietary needs, or other areas of concern:

Optional: I hereby grant permission for the staff of this facility to contact the following medical personnel to obtain emergency medical care if warranted.

Doctor: Address: Phone:

Dentist: Address: Phone:

Hospital Preference:

Contacts: Child will be released only to the custodial parent or legal guardian and the persons listed below. The following people will also be contacted and are authorized to remove the child from the facility in case of illness, accident or emergency. If for some reason the custodial parent or legal guardian cannot be reached:

Name Relationship Cell# Work# Home#

Name Relationship Cell# Work# Home#

Name Relationship Cell# Work# Home#

Section 65C-22.006(2), F.A.C., requires a current physical examination (Form 3040) and immunization record (Form 680 or 681) within 30 days of enrollment. Be advised that some children in care may not have current immunizations at the time of enrollment. Section 402.3125(5), F.S., requires that parents receive a copy of the Child Care Facility Brochure, "KNOW YOUR CHILD CARE FACILITY". Section 65C-22.066(4)(c)2., F.A.C., requires that parents are notified in writing of the disciplinary practices used by the child care facility.

By signing below, you verify that you have received the above items; all information on this enrollment form is accurate and authorizes the administration of this facility access to my child's school records.

Signature of Parent/Guardian

Date



Photo Release

With so many fun activities and events at Academy For Kids, we frequently take photographs of our students for internal use. However, we occasionally update our marketing materials with these photographs when permitted. Does Academy For Kids have your permission to photograph and display your child's pictures in our school for special projects?

Yes: No:

Does Academy For Kids have your permission to use these photos in advertisements and on our website?

Yes: No:

Authorization For Emergency Medical and First Aid:

I hereby authorize the staff representing Academy For Kids to give any and all necessary care or emergency medical and First Aid care for my child, _____, while he/she is in Academy For Kids' care and on the property.

Additional Policies:

- A) Parents are welcomed to volunteer. B) Children's files, assessments and screenings are available to legal guardian/parents/AFK Admin.
- B) Part-time spots limited.

Food and Allergy Policy

Academy for Kids understands and promotes the importance of healthy meals for children. Our lunches are catered in from approved licensed vendors. Parents of children with special dietary needs are responsible for providing their lunch. If your child has a food allergy, please notify the office immediately. We serve a morning snack and an afternoon snack. Grapes and hotdogs are considered a choking hazard, it is our school policy that they be cut into small bite sizes if sent for lunch. Academy For Kids encourages parents to send healthy foods for lunch and requires that lunches include food components listed at www.ChooseMyPlate.gov. Parents have the option to purchase or pack a lunch. Our Lunch Menu is posted in the office lobby for parents' convenience

The Parent Manual

It was designed by the Preschool Administration for Academy For Kids to set guidelines that assure both a smooth and safe operation of the school as well as an adjustment for the child. We will do everything possible to ensure that your child has a wonderful preschool experience. Parent's cooperation and support is greatly needed to keep the school safe for all children. We do not discriminate on the basis of race, creed, color, sex, physical or mental disabilities, gender, national origin or any other protected status.

Disciplinary Procedures:

It is the school's policy to use redirection, modeling and positive reinforcement whenever possible in eliciting proper behavior. Therefore, a child needs patient, loving adults to model the appropriate negotiation and problem solving skills for them to become successful and peaceful members of a group. Corporal punishment, yelling and other humiliating tactics are never permitted. Parents will be notified of any behavioral problems, in order to work together to help better the child's emotional and social skills.

Suspension Policy – Reduction in the amount of time from the school's education program.

A school administrator will suspend a child who *repeatedly* behaves in a manner that endangers our school's environment, promotes discord and disregards our schools policies. Behavior reports will be given to parents or authorized personnel. Intervention that develops support and strategies will all be implemented to help aid in eliminating problems as they occur. Our goal is to provide a positive setting, recommendations and opportunity for improvements before suspensions and expulsions are implemented. ***If your child is acting in an unusual or disruptive manner, parents are required to pick up within 1 hour of being notified or otherwise specified.***

Expulsion Policy – Termination of enrollment from the school's education program.

The parent will be asked to withdraw their child from the program if the child persistently violates institution rules and safety polices. Behavior that is either dangerous or disruptive to the teaching atmosphere cannot be permitted. The school does reserve the right to require parents to pick up or dismiss from the school any child who is especially unruly, dangerous, unsafe, or disruptive. ***If your child is acting in an unusual or disruptive manner, parents are required to pick up within 1 hour of being notified or otherwise specified.*** A PARENT that repeatedly disregards our school's policies will be dismissed from the school. All policies are listed under Policy Agreement on this enrollment form.

Our goal is to provide a positive setting, recommendations and opportunity for improvements before suspension or expulsion are implemented. Discipline, suspension and expulsion policies are placed in early learning environment to be used as an appropriate tool for group care settings. Academy For Kids reserves the right to use expulsion or suspension as part of their policy in all programs.

Your signature below indicates that you have read and agree to the written terms of enrollment.

Child's Name

Child's Start Date

Signature of Parent/Guardian

Academy For Kids
407-891-0353



Today's Date

2375 Canoe Creek Road
Saint Cloud, Florida 34769



Tuition Agreement

School Doors Lock at 9:00 am - No Drop In-Service

Hours of Operation 6:30 am to 5:30 pm / After Hours 5:30 pm - 6:00 pm

Private Preschool Weekly Tuition Fees

1 year old class (12 - 24 months)	\$210.00
2 year old class (24 - 36 months)	\$200.00
3 year old class (36 - 48 months)	\$195.00
4 year old class (36 - 48 months)	\$189.00
5 year old class (preschool only)	\$189.00

VPK Wrap Around Weekly Tuition Fees

4 year old VPK Wrap Around	\$169.00
5 year old VPK Wrap Around	\$169.00

Summer Program Only

6 & 7 year old class	\$167.00
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Private Preschool Weekly Part-time Rates

1 year old class (12 - 24 months)	\$157.30
2 year old class (24 - 36 months)	\$150.00
3 year old class (36 - 48 months)	\$146.25
4 year old class (36 - 48 months)	\$141.75
5 year old class (60 - 72 months)	\$141.75
6-7 year old class - Daily Rate Only	\$41.75

Discounts

\$5	<i>Discount for 2nd child</i>
\$10	<i>Discount off Registration for Osceola County Employees & Active Military Personnel or 2 free t-shirts</i>

Additional Fees

Preschool Registration Fee – NON REFUNDABLE	\$100.00/per child
Summer Registration Fee – NON REFUNDABLE	\$75.00/per child
Tuition Late Payment Charge	\$7.00 per day
After Hours	\$20.00 per week
In-sufficient fund fee	\$50.00
Late pick up fee after 5:30 pm	\$1.00 per minute – FIRM
Late pick-up fee after 6:00 pm**	\$5.00 per minute – FIRM
Withdrawal without notice	2 weeks tuition
Uniform T-Shirt	\$7.00 per t-shirt
Water Bottles	\$4.00

Childs Name

Child's Start Date

Signature-Mother or Guardian

Today's Date

Signature-Father or Guardian

Today's Date





Policy Agreement

TUITION - All parents are required to pay tuition EVERY FRIDAY. Tuition must be paid before dropping your child off at school on Mondays. Please note that tuition received after 12:00 pm will incur a daily \$7.00 late fee. **NO TUITION, NO ADMITTANCE.** *If your child is absent from school for **ANY REASON**, you are still RESPONSIBLE for the weekly tuition every Friday.*

NSF CHECKS – There is a \$50.00 NSF fee each time a check has no funds. If parent has two (2) NSF in one (1) year the school will only accept cash or money order payments for one (1) year.

VACATIONS – VACATIONS/HOLIDAYS ARE PAID THE SAME AS A FULL WEEK TO SAVE YOUR SPOT. There are no exceptions to this rule. If you choose to withdraw your child there is no guaranty that there will be a spot available if you decides to re-enroll.

MEDICAL/SICK POLICY – **Due to Covid-19, student's temperature will be taken at arrival to the school.** If your child develops symptoms such as a fever, vomiting, diarrhea etc. while at school, the child will be sent home. The child must be symptom free for a 24 hour period before he/she can return to school. If your child is sent home because of a contagious illness, your child must have a Doctor's note to return to school. Parents please notify the office immediately if your child has been diagnosed with any allergies or medical condition. **All Doctor's visit requires a doctor's note to return to school.** Shot Record and Physical Form **MUST** be submitted to the office within 20 days.

MISCONDUCT - Abusive behavior toward the staff or other parents is not permitted. No Parking under the awning or blocking the entrance when dropping off your child. No Smoking on the property. No profanity.

VACCINES – A child that receives a vaccine or shot may develop an allergic reaction or a fever to that vaccine or shot, so for the safety of the child they cannot attend school on that day.

WITHDRAWALS – All withdrawals from our school can be done at any time **with a prior two week notice.** Please ask the front office for a withdrawal form. If you fail to notify us, parents will be responsible to pay the two weeks tuition – **FIRM.**

ARRIVAL – **Everyone MUST be in school before 9:00 am. We open at 6:30 am but SCHOOL DOORS LOCK AT 9:00 am.** *Although, we have an open-door policy, we are a Private Preschool and not a **DROP IN** service.* The children have curriculum and a daily schedule that they follow. Late arrivals disrupt classroom activities. Keeping them on time will provide them structure. If you have a doctor's appointment please notify the office the day before or prior to 9:00 am so your child is not marked absent.

DROP OFF/PICK UP PROCEDURES - Children must be escorted **to the gate and personally released to an AFK employee.** Under no circumstances should a parent ever allow a child to exit their vehicle and enter the building unescorted. Parents who wish to speak to their child's teacher or the office staff must park their car in a designated parking space before entering the building. Blocking the entrance or parking beyond the yellow lines is a traffic violation.

AFTER HOURS - We offer an After Hours program until 6:00 pm for your convenience. Payment should be included with the tuition on Friday

LATE FEE - Please note that there is a \$1.00 per minute late fee, per child picked up after 5:30 pm and a \$5.00 per minute late fee, per child picked up **AFTER 6:00 pm - FIRM.** . Legal authorities may be contacted for children left at the school more than one hour after closing time. Picking up your child or children late **more than 3 times** is subject to dismissal from the school.

Academy For Kids, its owner, director and employees are not responsible for reimbursement of any medical expenses incurred as a result of accidental incidents to a child or incidents between children resulting in injuries that occur to a child or children during attendance at our school, whether or not under the supervision of any Academy for Kids employee.

Please note these prices reflect tuition dues as of the date you sign this agreement. Due to the ever-changing economy and inflation, we reserve the right to change our prices at the beginning of each school year as needed. *Upon signing this agreement, you acknowledge that you have read and understand all our policies and all payments.*

Childs Name

Child's Start Date

Signature-Mother or Guardian

Today's Date

Signature-Father or Guardian

Today's Date

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