



Family Registration Form

FOR OFFICE USE ONLY
Application Received _____
Registration Fee Paid _____

Child's Name: _____ Birth Date: _____ Sex: _____
Street Address _____ City _____ Zip Code _____
Telephone #1 _____ Telephone #2 _____
Language (s) spoken in the home? _____ How did you hear about us? _____

Child's Name: _____ Birth Date: _____ Sex: _____
Street Address _____ City _____ Zip Code _____
Telephone #1 _____ Telephone #2 _____
Language (s) spoken in the home? _____ How did you hear about us? _____

Mother/Guardian	Father/Guardian
Name: _____	Name: _____
Address: _____ _____	Address: _____ _____
Cell Phone: _____	Cell Phone: _____
Work Phone: _____	Work Phone: _____
Other Phone: _____	Other Phone: _____
E-mail: _____	E-mail: _____

Emergency Contacts and/or Persons Permitted to Pick Up

Name: _____	Name: _____
Relationship to Child: _____	Relationship to Child: _____
Phone: _____	Phone: _____
Name: _____	Name: _____
Relationship to Child: _____	Relationship to Child: _____
Phone: _____	Phone: _____

Kid's World Preschool does not discriminate based on ethnicity, economic level, family structure, language, religion, sex, national origin, or disability.

PARENT ENROLLMENT CONTRACT

Please Read Carefully Before Signing.

Welcome to Kid's World Preschool! Please familiarize yourself with our policies and the procedures outlined in our **Parent Handbook** and the **Parent Enrollment Contract**.

1. Kid's World Preschool's hours of operation are from **6:30 AM to 6:00 PM**, Monday through Friday, excluding the holidays announced annually, and any closings due to inclement weather. Please refer to our online calendar located at www.kidsworldpreschool.com.
2. Tuition payments are due each Monday. I agree to pay my child's tuition on time each week. **I understand there is a \$30 late fee if tuition has not been received by the end of business on Monday.**
3. NSF Checks with non-sufficient funds will be re-deposited by the bank for a second collection attempt. A \$30 fee will be automatically charged by the banking institution to your bank account.
4. **Two-week written notice** is required for all withdrawals and I understand that I am responsible for paying those 2 weeks of tuition. All accounts that are not paid will be sent to an attorney for collection.
5. If your account goes into collection status, a collection fee of up to 40% may be charged by the assigned collection agency.
6. For children picked up after 6:00 PM, late fees will be added in the amount of \$15 per child for the **first five-minute period**, and an additional \$1.00 per minute thereafter.
7. Accurate information must be submitted at the time of enrollment. To ensure the well-being of all children in our care, any changes must be updated immediately, e.g. child's health status, emergency contacts, physical statement, infant feeding plan, telephone numbers, etc.
8. I agree to provide Kid's World Preschool with completed and current health forms required by Department of Children & Families and Department of Health upon my child's **first day** of enrollment, and I will accept responsibility of keeping all forms updated. A child may be excluded from attending Kid's World Preschool if the Immunization & Physical forms are not kept current.
9. Parents or authorized persons must always escort each child into and out of the classroom and are to check in and out by computer.
10. I understand that Kid's World Preschool and their employees are not responsible for lost jewelry or accessories.
11. I give Kid's World Preschool permission to photograph and use photographs of my children in the development of videos, published materials or news releases with the understanding that your privacy will be respected and honored. I also give teachers permission to photograph or video my child for the purposes of classroom assignments. Photographs may also be used for parent information on the Internet through www.mykidsworldpreschool.com and our Facebook page.
12. Kid's World Preschool dispenses medication as a courtesy. We are not obligated by law or any other requirements to administer medication. We will only dispense medication with a doctor's note, medication in original container, and a completed Medical Authorization Form. These are available at the front office.
13. I have given my consent to have my child treated by a physician for medical or surgical care should an emergency arise. I understand that every effort will be made to contact me or a relative before such action is taken.

14. Each full-time enrolled child is allowed **1-week vacation** without charge. No vacation time is provided for part-time enrollment. Vacation benefits apply only to full-time enrollment.
15. Section 65C-22.006(2), FAC, requires a current physical examination (Form 3040) and immunization record (Form 680 or 681) within 30 days of enrollment. Children with School Readiness vouchers and VPK vouchers must provide these forms on first day of attendance.
16. Section 402.3125(5), FS, requires that parents receive a copy of the Child Care Facility Brochure, "**Know Your Child's Day Care Facility**". The parent's or legal guardian's signature below verifies and confirms that you have received a copy of this brochure.
17. Section 65C-22.006(4)2, FAC, requires that parents and/or legal guardians are notified in writing of the disciplinary practices used by the child care facility. The parent's or legal guardian's signature below verifies and confirms that you have received a written copy of this center's disciplinary practices.
18. Section 65C-22.006(3)(c)2., F.A.C., requires that parents are notified in writing of the disciplinary practices used by the child care facility, or
19. Section 65C-20.010(6)(c), F.A.C., requires that a written a copy of the family day care provider's discipline policy be available for review by the parent(s).
20. During the 2009 legislative session, a new law was passed that requires child care facilities, family day care homes and large family child care homes provide parents with information detailing the causes, symptoms, and transmission of the influenza virus (the flu) every year during August and September. My signature below verifies and confirms receipt of the brochure on **Influenza Virus, The Flu, A Guide to Parents**.
21. I have read and understand the policies and procedures in the Kid's World Preschool **Parent Handbook**. The terms specified in this **Parent Enrollment Contract** are subject to change from time to time, in accordance with the regularly published terms and policies of Kid's World Preschool as outlined in the current **Parent Handbook**. Parents will be notified in writing of any changes. Your signature on this form is an acknowledgement that you have read and agree to comply with Kid's World Preschool policies, procedures, and terms, including the obligation to confer with the school first if I have any questions or problems and the disciplinary procedures as outlined in the **Parent Handbook**.

CHILD'S NAME _____ CURRENT CLASSROOM _____

PARENT SIGNATURE _____ DATE _____

DIRECTOR'S SIGNATURE _____ DATE _____



STUDENT INFORMATION

CHILD'S NAME: _____ BIRTH DATE _____ SEX: _____

ENROLLMENT DATE: _____ START DATE: _____



Pediatrician: _____ Phone# _____

Specialist: _____ Phone# _____



Please list any Food Allergies:

Please describe any special diet restrictions: (Must provide Doctor's note)

Religious belief: (We ask to determine if child can participate in holiday and other celebrations)

Any special needs to be considered in caring for your child?



AUTHORIZATION FOR EMERGENCY TREATMENT

Permission for the Director, Acting Director, or the teacher to take whatever steps may be necessary for medical care of an emergency is hereby given. I understand that the order of actions taken will follow the outline below unless there is a need for immediate action, but will not be limited to these actions:

1. Parent or guardian will be called.
2. Contact person(s) that parents have listed on the registration form will be called.
3. If none of these efforts are successful:
 - a. An ambulance will be called.
 - b. The child will be taken to the emergency room of Cape Coral Hospital accompanied by a staff member.
4. In order for the school to assume responsibility for my child, I understand that I must sign the child in at arrival time and out at departure time.

Parent or Guardian Signature

Date

Witness

Date

ORIENTATION CHECKLIST FOR NEW FAMILIES

- _____ Tour of Facility
- _____ Introduction to Teaching Staff
- _____ Parent Visit with Classroom Teacher
- _____ Copy of Parent Handbook is available on our website. A hard copy will be provided upon request.
- _____ Discussion of Expectations of Family and the Needs of The Child
- _____ Overview of Available Support Resources and Activities
- _____ Interpreter Available If Needed
- _____ Provided copy of the signed Parent Tuition & Fee Agreement

Parent Signature _____ Date _____

Staff Completing Orientation _____ Date _____

PARENT TUITION & FEE AGREEMENT

Weekly Tuition Rates

2 Year Olds	\$150	Part-Time 2 Days (Tue, Thurs)	\$70
3 Year Olds	\$145	Part-Time 3 Days (Mon, Wed, Fri)	\$105
4 Year Olds	\$145	Before & After School	\$85
5 Year Olds	\$140	Before School Only	\$35
VPK Wrap Around Care	\$110	After School Only	\$60
Potty Training Fee	\$5.00	Kid's Club: Summer, Winter, Spring Break	\$100

DAILY RATES: Teacher Work Day & Public School Holidays

Enrolled School Age Children \$30

Non-Enrolled School-Age Children \$35

OTHER CHARGES

Annual Registration Fee – Due upon enrollment & renewable on **SEPTEMBER 1** of each year.

1st Child Non-Refundable Fee 2nd Child Non-Refundable Fee Kid's Club \$75, \$45, \$25

Annual Curriculum/Supply Fee

Annual Curriculum/Supply fee will be charged to each account every year on **MARCH 1**. \$40

Returned Check Charge – The bank automatically re-deposits all returned checks. After two returned checks, all future payments must be made in credit card, money order or cash. \$30

Late Pick-Up Fee - \$15 for first 5 minutes per child. \$1 per minute/child thereafter.

Excessive late pick-ups can result in termination of services.

DISCOUNTS – for children enrolled full-time only

Sibling Discount – 10% off weekly tuition for oldest child. Families receiving State assistance are not eligible for any other discounts. 10%

PAYMENTS

Late Payment Fee \$30

All payments are due on Monday for the week of service rendered. Services will be terminated if payment (including any late payment penalties) is not received by the close of business on Friday.

Payments may be made by Tuition Express Auto Pay, check, money order, cashier checks or credit cards.

All tuition and fees are the responsibility of the primary parent on the account.

ATTENDANCE/ABSENTEE POLICY

Full tuition is expected weekly without regards to attendance.

Each child is allowed 1 vacation week per year (September-August)

Vacation week may only be taken after 6 consecutive months of enrollment and cannot be taken back-to-back.

The vacation credit will cover tuition for the week requested, however your child may NOT be in attendance that week

Rates are not prorated for holidays, weather related closings, or teacher training days.

HOLIDAYS & CENTER CLOSINGS: Full Weekly Tuition is due regardless of center closings.

Kid's World Preschool operates year-round, Monday through Friday, with the exception of certain holidays noted in the Parent Handbook. The center may close early the day before a holiday or for severe inclement weather.

WITHDRAWAL: A two-week written notice is required if you plan to withdraw your child(ren). The notice is not effective until received by the Director.

Any unpaid balance due upon withdrawal will accrue interest at 1.5% per month until the account is paid in full. If your account is turned over to an attorney for collection, you agree to pay attorney's fees and court costs as may be permitted by law.

CHILDCARE ASSISTANCE

Kid's World Preschool tuition rates are in excess of the tuition rates paid by the Early Learning Coalition (ELC). As the primary parent on the account, you are responsible for the difference in rates. Any amounts not paid by the ELC are the responsibility of the primary parent on the account.

Parent fees are due in accordance with the payment policies set forth above including any late payment penalties. These charges include registration, curriculum/supply fees, and tuition charges for absences.

I have read the terms and conditions of this Tuition & Fee Agreement. I understand and accept each condition of this policy.

Parent / Legal Guardian: _____

Date: _____