



# Family Registration Form

Date of Enrollment: \_\_\_\_\_

Child's Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_ Sex: \_\_\_\_\_  
Street Address \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_  
Language (s) spoken in the home? \_\_\_\_\_ How did you hear about us? \_\_\_\_\_

Child's Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_ Sex: \_\_\_\_\_  
Street Address \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_  
Language (s) spoken in the home? \_\_\_\_\_ How did you hear about us? \_\_\_\_\_

## Mother/Guardian

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Cell Phone: \_\_\_\_\_  
Work Phone: \_\_\_\_\_  
Other Phone: \_\_\_\_\_  
E-mail: \_\_\_\_\_

## Father/Guardian

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Cell Phone: \_\_\_\_\_  
Work Phone: \_\_\_\_\_  
Other Phone: \_\_\_\_\_  
E-mail: \_\_\_\_\_

## Emergency Contacts and Authorized Pick Up

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

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

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

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

# 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](http://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. **Two-week written notice** is required for all Student 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.
4. 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.
5. 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, telephone numbers, etc.
6. 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.
7. Parents or authorized persons must **always** escort each child into and out of the classroom and are to check in and out by computer located in the front office.
8. I understand that Kid's World Preschool and their employees are not responsible for lost jewelry or accessories.
9. 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](http://www.mykidsworldpreschool.com) and our Facebook page.
10. 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.
11. 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.
12. 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.

13. Section 7.1 and 7.2, of the Child Care Facility Handbook, require 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.
14. Section 7.3, of the Child Care Facility Handbook, requires 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.
15. Section 7.3, C.3 of the Child Care Facility Handbook, requires that parents are provided food and nutrition policies used by the childcare facility.
16. Section 2.8, of the Child Care Facility Handbook, requires that parents and/or legal guardians are notified in writing of the disciplinary and expulsion policies 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.
17. During the 2009 legislative session, a new law was passed that requires childcare 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**.
18. 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**.

Your signature below indicates that you have received the above items and that the information on this enrollment form is complete and accurate. I hereby grant permission for the staff of this facility to have access to my child's records.

PARENT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

DIRECTOR'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

CHILD'S NAME \_\_\_\_\_ CLASSROOM \_\_\_\_\_

CHILD'S NAME \_\_\_\_\_ CLASSROOM \_\_\_\_\_



## MEDICAL INFORMATION

**STUDENT NAME:** \_\_\_\_\_ **DATE OF BIRTH:** \_\_\_\_\_

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

Doctor: \_\_\_\_\_ Phone# \_\_\_\_\_

Doctor: \_\_\_\_\_ Phone# \_\_\_\_\_

Dentist: \_\_\_\_\_ Phone# \_\_\_\_\_

Hospital Preference: \_\_\_\_\_

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

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Emergency Care Plan instructions including symptoms, medication, and notification in the event of an actual emergency (if applicable):

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

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## 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 hospital accompanied by a staff member.
4. For the school to assume responsibility for my child, I understand that I must drop off my child with the classroom teacher and sign the child in at arrival time.

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Parent or Guardian Signature

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Date

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Witness

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Date

## ORIENTATION CHECKLIST FOR NEW FAMILIES

- \_\_\_\_\_ Tour of Facility
- \_\_\_\_\_ Introduction to Teaching Teachers
- \_\_\_\_\_ Introduction to Teaching to Key Staff
- \_\_\_\_\_ Parent Visit with Classroom Teacher
- \_\_\_\_\_ Overview of Program Policies and Procedures. Look at Parent Handbook available on our website. A hard copy will be provided upon request.
- \_\_\_\_\_ Family Resources Available
- \_\_\_\_\_ Interpreter Available If Needed
- \_\_\_\_\_ Family Expectations
- \_\_\_\_\_ Health and Developmental needs & Screening Expectations
- \_\_\_\_\_ Technology Usage

Student Name(s) \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Staff Completing Orientation \_\_\_\_\_ Date \_\_\_\_\_

Child's Name: \_\_\_\_\_

Child's DOB: \_\_\_\_\_

**PARENT TUITION & FEE AGREEMENT**  
**Weekly Tuition Rates – As of July 1, 2023**

2 Year Olds	\$194	VPK Wrap Around Care	\$142
3 Year Olds	\$189	* Regular Tuition rates apply for non-VPK Days	
4 Year Olds	\$179	Non VPK Day – additional fee	\$ 8
5 Year Olds	\$179		
Not-Potty Trained Fee	\$5.00		

SCHOOL AGE DAILY RATES	
Before & After School	\$105
Before School Only	\$48
After School Only	\$75

No Public-School Days	
Kid's Club: Summer, Winter, Spring Break	\$137
Enrolled School Age Children	\$35

**OTHER CHARGES**

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

1 <sup>st</sup> Child Non-Refundable Fee	2 <sup>nd</sup> Child Non-Refundable	Kid's Club	\$125, \$100, \$75
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**Annual Curriculum/Supply Fee**

Annual Curriculum/Supply fee will be charged to each account every year on **MARCH 1**. \$50

**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.

**PAYMENTS**

**Late Payment Fee: \$30** All payments are due on Monday for the week of service. Services will be terminated if payment (including any late payment penalties) is not received by the close of business on Friday.

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 Tuition payment 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: \_\_\_\_\_

# Permission for Food-related Activities & Special Occasion food consumption

Pursuant to 65C-22.005 (1)(c), F.A.C., licensed childcare facilities must obtain written permission from parents/guardians regarding a child's participation in food related activities.

These activities include such things as: classroom cooking projects, gardening, school wide celebrations, and birthdays.

I, \_\_\_\_\_ **give/decline** permission for my child \_\_\_\_\_  
(Parent or Guardian) (circle one) (Child's Name)  
to participate in food related activities and special occasions wherein food is consumed.

Please provide the following information:

\_\_\_\_\_ My child **DOES NOT** have a food allergy or dietary restriction. He or she may participate in activities.

\_\_\_\_\_ My child **DOES** have a food allergy or dietary restriction. He or she may participate in activities, but may not eat or handle the following items (please list below):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ My child **DOES** have a food allergy or dietary restriction. He or she may not participate in activities.

I understand that it is my responsibility to update this form in the event that my decision for permission changes. I agree that this form will remain in effect during the term of my child's enrollment.

\_\_\_\_\_  
(Parent or Guardian)

\_\_\_\_\_  
(Date)

Kid's World Preschool, Inc.