



# ENROLLMENT AGREEMENT

New Customer \_\_\_\_\_  Revised Agreement (fill out new agreement)  Withdrawal \_\_\_\_\_

Child's Full Name: \_\_\_\_\_ Child's Age: \_\_\_\_\_ Child's DOB: \_\_\_\_\_

(1) Parent/Guardian: \_\_\_\_\_ Home Address: \_\_\_\_\_

Employer: \_\_\_\_\_ Work Address: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_ Work Phone Number: \_\_\_\_\_

(2) Parent/Guardian: \_\_\_\_\_ Home Address: \_\_\_\_\_

Employer: \_\_\_\_\_ Work Address: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_ Work Phone Number: \_\_\_\_\_

**Child will attend the Center on the following days (please circle):**  M T W T F  **Start Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

- **Center hours of operation are 6:30am to 6:30pm**
- The Center's SD6 Kindergarten Enrichment Program hours are 8:00am until bus p/u around 12:00pm for the morning session and from bus drop off around 12:30pm to 4:30pm for the afternoon session. Lunch is provided for the SD6 Kindergarten Enrichment Program.
- The Center will be closed on the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day. Full tuition is due and payable for each of these holidays.
- Kiddie Academy of Greenlawn has prorated (2) two weeks vacation time into the weekly fee. Tuition is due for vacation weeks prior to the absence. There is no refund for unused vacation time.
- The Center will open whenever possible. However, all tuition payments will be due should the Center close due to severe weather conditions or other reasons beyond Kiddie Academy's control.
- A non-refundable REGISTRATION FEE of \$75 is payable upon the signing of this Enrollment Agreement, along with a SECURITY DEPOSIT equal to your child's Weekly Tuition payment.
- Current WEEKLY TUITION for your child is \$ \_\_\_\_\_ and is due on MONDAY, IN ADVANCE. Additional tuition payments will be due for any days your child attends the Center in addition to those days circled above.
- A LATE FEE of \$25 will be added each week if your child's tuition is not paid by the close of business on Tuesday.
- A PAST TIME FEE of \$5 will be added to your child's tuition charges for each 1-15 minutes after the Center closes up to 7pm and \$10 for each 1-15 minutes after 7pm. In the event your child is not picked up from the Center **within 1 hour of closing**. Kiddie Academy reserves the right to involve the proper authorities.
- A SERVICE CHARGE of \$25 will be added to tuition charges for each returned check. Should WEEKLY TUITION payments and other FEES listed in the Agreement NOT be paid as agreed upon herein, childcare services may be terminated.
- Kiddie Academy requires written notice at least (2) two weeks prior to your child's last day of attendance. Failure to provide the required advanced WRITTEN NOTICE will result in additional WEEKLY TUITION billings. If after termination of your child's enrollment at the Center you re-enroll your child less than 30 days later, tuition will be due as if child care services had been provided on a continuous basis during the enrollment absence.
- No one, other than the owners/operators of the Center, may create, alter or modify this Agreement or the policies of the Center. All policy changes must be made in writing. All future written modifications to this Agreement shall be made with two weeks notice and become material, binding parts of this Agreement. The undersigned parents/guardians agree to abide by all written policy modifications or alterations made in the future by Kiddie academy.
- **The owner/operator of this Kiddie Academy Center is an independent contractor and a franchisee of Kiddie Academy International, Inc. ("Franchisor")** The undersigned agree to indemnify and hold Franchisor harmless against any and all claims directly or indirectly arising from or related to Franchisee's operation of the Franchised Business and/or the Center.
- **The parties have read and understand this Enrollment Agreement, including all information of the reverse side of this page, which information is a material part of this Enrollment Agreement. PLEASE READ REVERSE SIDE! This Constitutes the entire Agreement between the parties.**

PARENT/GUARDIAN:

\_\_\_\_\_  
(1) Signature SS# Date

Driver's License #: \_\_\_\_\_

\_\_\_\_\_  
Signature (Kiddie Academy Representative) Date

\_\_\_\_\_  
(2) Signature SS# Date

Driver's License #: \_\_\_\_\_

## ***The following must be met to ensure that we provide you with the highest quality childcare available***

All parents/guardians will be provided with tuition receipts upon request. You should keep these receipts for income tax purposes – we do not provide this information at year end. In the event of a discrepancy between your records and ours, we will accept only a receipt provided to you by Kiddie Academy as proof of payment.

Breakfast, Lunch and Snacks may be provided, depending upon the program in which your child is enrolled. Students are NOT permitted to bring any food into the Center unless the parent/guardian receives approval from the Center Director.

All required forms, including Emergency Cards, Enrollment Agreement, Health Records and Immunizations Records, etc., MUST be completed prior to your child attending the Center.

A complete change of clothing MUST be available at the Center for your child. Please be aware of the time of year when preparing this extra set of clothing. Please place your child's name on every article of clothing and deliver the clothing to the Center in a storage container. The storage container will be stored in your child's cubbie in his/her classroom. We are NOT RESPONSIBLE for lost or stolen articles.

A sheet and blanket should be delivered to the Center every Monday and be taken home from the Center every Friday for laundering. Each of these items MUST be labeled.

All children attending Kiddie Academy of Greenlawn participate in outdoor play (weather permitting). Please dress your child appropriately so that your child can enjoy playing outside. If your child suffers from a medical condition preventing him/her from participating in outdoor play, a note from your child's pediatrician is required.

NO medication may be administered to your child at the Center, unless the medication is in its original container, your child's name is on the container, and is accompanied by a completed "Medication Order Form". Please obtain a copy of this form before you visit your child's pediatrician.

The parents/guardians whose names appear on the first page of this Enrollment Agreement hereby agree to permit Kiddie Academy of Greenlawn to administer first aid and/or obtain medical treatment for the child whose name appears on the first page of this Enrollment Agreement in the event of any injury to the child. The parents/guardians whose names appear on the first page of this Enrollment Agreement hereby agree to pay all expenses incurred for such first aid and/or medical treatment and to indemnify Kiddie Academy and hold Kiddie Academy harmless against any liability arising from or related to such first aid and/or medical treatment.

Kiddie Academy may terminate this Enrollment Agreement at any time upon written notice. Kiddie Academy reserves the right to terminate the enrollment of any child who is unable to adjust to the Center's program.

Kiddie Academy does not discriminate on the basis of race, color, national origin, cultural heritage, sex or marital status.

The parents/guardians whose names appear on the first page of this Enrollment Agreement acknowledge and understand that Kiddie Academy MUST receive proper authorization IN WRITING to release a child to individuals NOT listed on this Enrollment Agreement.

The parents/guardians whose names appear on the first page of this Enrollment Agreement acknowledge and agree that they shall be liable for any and all costs incurred by Kiddie Academy arising from or relating to the collection of Tuition, Late Fees and/or Service Charges which are not paid as specified in this Enrollment Agreement, including any and all attorneys fees and court costs. They may also be liable for interest, charged at the legal rate, for all outstanding balances.

Periodically, Kiddie Academy may institute increases in Tuition and/or other fees. Such increases shall not effect the other terms contained in this Enrollment Agreement. All other terms shall remain in full force and effect.

All parents/guardians agree that should their child(ren) be the subject of an executed court approved custody, separation or other form of legally enforceable agreement determining the custodial status of such child(ren), they shall provide copies of all such agreements to Kiddie Academy and shall provide to Kiddie Academy any and all changes, amendments and updates to such agreements in a timely manner.

Please refer to the Center's Parent Handbook for further information regarding Kiddie Academy's policies. Any failure to comply with the terms of the Parent Handbook or this Agreement, could result in termination of your child's enrollment.



Kiddie Academy of Greenlawn  
Nature Walks and Field Trips

Part of our curriculum is to take the Infants and Toddlers on Buggy walks and the Preschool Children on Nature Walks and Field Trips. We are very fortunate to have the Waldbaum's Shopping Center and continuous sidewalk for safe exploration of our neighborhood. You will be notified in advance of our plans. We anticipate starting this program in the Spring of 2005.

Yes, my child may participate in Nature Walks and Field Trips in the neighborhood of the Center

No, my child may not participate in Nature Walks and Field Trips in the neighborhood of the Center. I understand that Nature Walks and Field Trips are part of the curriculum and that Kiddie Academy of Greenlawn may not be able to absorb my child in another class due to staff/child ratios and age requirements set by New York State.

In the event of a Field Trip or Nature Walk, advance notification will be provided by the center so that I can either make arrangements to join my child and their class on their adventure or make alternate arrangements for the care of my child, while the class is away from the building.

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

Director's Signature \_\_\_\_\_ Date \_\_\_\_\_



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Dear Kiddie Academy<sup>®</sup> Parent:

Kiddie Academy<sup>®</sup> periodically conducts photo shoots at your Kiddie Academy<sup>®</sup> Center. The photographs may include photos of your child in his/her normal daily routine at the Center.

Kiddie Academy seeks your permission to include your child in the photo shoots and asks your permission to use photos of your child in brochures, advertising and marketing materials, and other Kiddie Academy<sup>®</sup> publications.

If you authorize Kiddie Academy<sup>®</sup> to use your child's photo as described herein, please fill out the bottom portion of this form. If we do not receive the bottom half of this form back from you with the "Yes" box checked, we will presume you do not authorize Kiddie Academy<sup>®</sup> to take your child's photograph or use your child's photograph as described herein.

Thank you for your attention and cooperation!

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**Photography Release**

\_\_\_\_\_ YES, I AUTHORIZE KIDDIE ACADEMY<sup>®</sup> TO TAKE MY CHILD'S PHOTOGRAPH AND TO USE HIS/HER PHOTOGRAPHIC IMAGE FOR ANY MARKETING OR ADVERTISING PURPOSE. I UNDERSTAND THAT THERE WILL BE NO COMPENSATION, REMUNERATION OR CLAIM ON MY OR MY CHILD'S PART FOR THE IMAGE OR THE USE OF MY CHILD'S IMAGE.

Name of Child (Print): \_\_\_\_\_

Name of Parent or Legal Guardian(Print): \_\_\_\_\_

Signature of Parent or Legal Guardian: \_\_\_\_\_

Date: \_\_\_\_\_

\*\*\*Please tear off bottom portion and return to a member of the Kiddie Academy<sup>®</sup> Staff.\*\*\*