

Sparks Ignite Incorporated Registration and Enrollment 2020

Student(s) Name/ Date of Birth/Classes

Parents/Guardians _____

Address _____

City _____ Zip _____ Phone # _____

Alternate Phone # _____

Email _____

Allergies _____

Special Considerations _____

Emergency Contact other than parent _____ Phone _____

Listed below are persons authorized to pick up my child from Sparks Academy. Please note that ID will be requested if the teacher is unfamiliar with the pickup person.

HOLD HARMLESS AND RELEASE

1. I am aware of all the inherent damages and risks involved in activities at Sparks Ignite Inc. including: bodily injury, sprains, fractures, dislocations, lacerations, concussions, skin disease, eye, head, neck or back injuries, or death. I give the participant the permission to participate in all activities of this program.

2. I understand that Sparks Ignite Inc. does not provide any accident or medical insurance and that I agree to be financially responsible for all medical expenses whatsoever.

3. I agree, on behalf of myself, the participant, my assigns, executors and heirs, to release, indemnify and hold harmless Sparks Ignite Incorporated and its directors, officers, agents and employees from any and all liability, damage, or claim of any nature arising out of or in any way related to the participant's participation in this program, except claims or losses caused by the sole gross negligence of Sparks Ignite, Inc.

4. I understand this agreement to be a release of all claims and causes of action for participant's injury or death or damage to participant's property that occurs while participating in the described activity and it obligates me to indemnify the parties named for any liability for injury or death of any person and damage to property caused by the participant's negligent or intentional act or omission.

I have read, fully understand, and agree to the policies and procedures Sparks Ignite Incorporated. I hereby give the staff of Sparks Ignite Inc. permission to see that the above named student(s) receives treatment in the event of an emergency. **In the event of an injury on the property Sparks Ignite Inc. will not be held responsible.** I hereby give Sparks Ignite Inc. permission to use the above named student's work or photos of said student for promotional purposes. This includes but is not limited to advertisements, Internet (Facebook or www.sparkscuriosity.com only), displays, and bulletin boards.

Signature _____ Date _____

Sparks Ignite Inc.

Policies & Procedures

Sparks Ignite parent/volunteer visitation policy & procedure

Regular School Visits - All parents are encouraged to visit the school regularly throughout the school year to volunteer, participate in a classroom visit, or conduct a parent/teacher/student conference. To ensure the safety of our students, the following protocol is required when visiting the school:

- All visitors must pre-arrange visits with the classroom teacher.
- All visitors are expected to treat students and staff with kindness and respect. In the event, a visitor becomes disrespectful or interferes with the normal operation of the school, s/he will be asked to leave the school premises. The director may also, at her discretion, prohibit someone from entering the school building or coming onto the school grounds.

In the case of a criminal record of any kind, a background check through the KBI and the CANIS (paid for by the petitioner) is required before visiting Sparks Academy while students are present.

All final decisions regarding a parent/volunteer visiting the classroom, while students are present, is at the discretion of the director (Julie Price). Sparks Ignite reserves the right to protect our students as we see necessary. Grievances regarding these policies must be submitted in writing.

Sparks Ignite Incorporated

Canceled Classes

In the event of canceled classes, due to inclement weather, illness, or emergency, I will post on Sparks Family FB page and send messages individually through Facebook messenger. If I don't receive verification that you received the message, I will send a text.

Personal electronic devices

Use of individual handheld devices is up to parent discretion. If you are sending a device to Sparks with your student, please discuss with them your guidelines for their usage of the device.

Shoes Optional Policy

Sparkers love taking off their shoes as soon as they arrive, and research shows that shoes off makes for a cleaner, healthier, and more comfortable environment. Sparks supports a shoes off environment by providing a specific shoe zone for storing shoes during class and slippers or alternative footwear sparkers may prefer to wear during class. As always, the choice to wear shoes or not is completely up to the student.

Drop off/Pick up Policy

ALL children under the age of 10 must be walked inside and picked up from inside the Sparks building by an adult or a responsible older (12+) sibling. There will be no exceptions. Failure to comply with this policy will result in your child losing their enrollment in Sparks Ignite classes. This is a safety and liability issue.

Payment Policy

Sparks provides 2 payment schedule options. If you would like concurrent enrollment for both winter 2020 sessions you have the option to pay tuition in 3 installments payments.

Installment payments will be due Jan. 13, Feb. 10, and March 9.

You also have the option to pay for each session individually.

Session payments will be due by January 20, 2020.

If you need to make other payment arrangements contact Julie Price or Cassie Tinsmon to make a payment plan. Outstanding balances (without a payment plan in place) at the end of the session will result in your child losing their enrollment in Sparks Academy classes. We accept payments in the form of cash, check, and credit/debit cards (fees apply). **Please note: We are no longer able to accept payments through Paypal.**

Field Trip Policy

Sparks will arrange and organize regular family field trips (4th Friday) throughout the year. All field trips are voluntary and optional. Parents/Guardians assume all responsibility for their children's safety and behavior during field trips. In consideration of participation in field trips, parents waive all claims of action against Sparks Ignite Incorporated. Including all officers, directors, employees, and agents.