



APPLICATION FOR ENROLLMENT

Child's Full Name			Nickname		
Address – Street, City, State, Zip					
Primary Language		Birth Date / /	Gender () M () F		Do Any Relevant Custody Papers Apply? () Yes () No
Parent's / Legal Guardian's Name				Social Security Number	
Home Address – Street, City, State, Zip				Home Telephone Number	
Business Name			Work Hours	Business Telephone Number	
Business Address – Street				Alternate Number	
Business Address – City, State, Zip				Email Address	
Parent's / Legal Guardian's Name				Social Security Number	
Home Address – Street, City, State, Zip				Home Telephone Number	
Business Name			Work Hours	Business Telephone Number	
Business Address – Street				Alternate Number	
Business Address – City, State, Zip				Email Address	
Local Emergency Contact Person(s) To Whom The Child May Be Released					
Name	Full Address		Relationship		Telephone Number
1.					
2.					
3.					
Name of Child's Physician / Medical Care Provider			Telephone Number	Hospital Affiliation	
Physician / Medical Care Provider – Address, Street, City, State, Zip					
Special Disabilities (if any)			Allergies (Including Medication Reactions)		
Medical or Dietary Information Necessary in an Emergency Situation					
Additional Information Regarding Special Needs			Medication, Special Conditions		
Name of Child's Dentist			Dentist's Telephone Number		
Health Insurance Coverage for Child or Medical Assistance Benefits			Policy Number (REQUIRED)		
Parent's / Legal Guardian's Signature Is Required Below To Indicate Consent					
Obtaining Emergency Medical Care X			Administration of Minor First-Aid Procedures X		
The parties have read and understand this Application for Enrollment Agreement, including all information on the reverse side of this page, which information is a material part of this Application for Enrollment Agreement. PLEASE READ REVERSE SIDE! This constitutes the entire Agreement between the parties.					
Signature (Parent / Legal Guardian) X					Date
Signature (School Time Representative) X					Date

A **Tuition and Registration Agreement** must also be completed, signed, and returned to School Time, along with this Application for Enrollment, for the child named above. This form shall be completed at School Time's office at official time of registration. An **Application for Enrollment** AND a **Tuition and Registration Agreement** must be completed for any additional children enrolling in School Time programs. No child shall be permitted to attend School Time programs until **all required forms** have been completed and returned to School Time. Parents/Guardians above shall keep **all forms** up to date and provide updates in a reasonable, timely fashion to School Time.

7/20/2012



APPLICATION FOR ENROLLMENT

Your signature on this Application for Enrollment Agreement indicates your understanding and acceptance of all terms listed hereafter.

- All required forms, including Emergency Cards, the Application for Enrollment Agreement, health records, etc., MUST be completed prior to your child attending School Time. This is covered on the Required Forms Checklist.
- The parents/guardians whose names appear on the front of this Application for Enrollment Agreement hereby agree to permit School Time to administer first aid and/or obtain medical treatment for the child whose name appears on the front of this Application for Enrollment Agreement in the event of any injury to the child. The parents/guardians whose names appear on the front of this Application for Enrollment Agreement hereby agree to pay all expenses incurred for such first aid and/or medical treatment and to indemnify School Time and hold School Time harmless against any liability arising from or related to such first aid and/or medical treatment.
- School Time may terminate this Application for Enrollment Agreement at any time. School Time reserves the right to terminate the enrollment of any child who is unable to adjust to the center's program or for any other reason.
- School Time does not and shall not discriminate on the basis of race, color, national origin, cultural heritage, sex or marital status.
- The parents/guardians listed on the front of this Application for Enrollment Agreement acknowledge and understand that School Time MUST receive proper authorization **in writing** to release a child to individuals NOT listed on this Application for Enrollment Agreement.
- School Time will be open whenever possible. However, all tuition payments will be due should the center close due to severe weather conditions or other reasons beyond School Time's control.
- Current tuition installment for your child is due by the 20th day of the month prior, *in advance*. Additional tuition payments will be due for any days your child attends the center in addition to those days normally scheduled, payable on or before the additional day(s) attended.
- A late fee of **\$25.00** per week will be added each month if your child's tuition is not paid by the close of business on the tuition due date. Weekly late fees will be processed at the close of business on Wednesdays.
- A past-time fee of **\$1.00** will be added to your child's tuition charges for each minute after the center closes that your child is NOT picked up. In the event your child is not picked up **within one hour of closing**, School Time reserves the right to involve the proper authorities.
- A service charge of **\$35.00** will be added to tuition charges for each returned check. Should monthly tuition payments and other fees listed in this Application for Enrollment Agreement NOT be paid as agreed upon herein, child care services may be terminated.
- School Time requires **written notice two weeks** prior to your child's last day of attendance. Failure to provide the required advanced written notice will result in additional tuition billing. If, after termination of your child's enrollment at School Time, you re-enroll your child **less than thirty days later**, tuition will be billed as if child care services had been provided on a continuous basis during the enrollment absence.
- The parents/guardians listed on the front of this Application for Enrollment Agreement acknowledge and agree that they shall be liable for any and all costs incurred by School Time arising from or relating to the collection of tuition, late fees and/or service charges which are not paid as specified in this Application for Enrollment Agreement, including any and all attorney's fees and court costs. They may also be liable for interest, charged at the legal rate, for all outstanding balances.
- School Time reserves the right to alter the details, tuition rate, and/or availability of any and all programs they offer at any time before, during, or after the school year. Such changes may be effective immediately and will be communicated to families as necessary. Such changes shall not affect the other terms contained in this 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 School Time and shall provide to School Time any and all changes, amendments and updates to such agreements in a timely manner.
- A complete change of clothes must be available at School Time for each child in the event a change is needed.
- No one may alter or modify this Agreement. All policy changes shall be made in writing. All future written modification to this Agreement shall be made with two weeks notice and become material, binding parts of this Agreement. The parents/guardians agree to abide by all written policy modifications or alterations made in the future by School Time.

Please refer to the *School Time Parent Handbook* for further information regarding School Time'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. 7/20/2012