

TLC ACADEMY

Enrollment Application – 2011-2012 School Year



TLC Academy
INVEST IN YOUR CHILD'S FUTURE

GENERAL INFORMATION

Child's Full Name:	Nickname or Preferred Name:	
Child's Birth Date:	Age:	Gender:
Does child live with Both parents: Yes <input type="checkbox"/> No <input type="checkbox"/>	If not, with whom:	
Address:	Home Phone:	
Mother/Guardian Full Name:	Cell Phone:	Work Phone:
Mother/Guardian Employer:	Employer's Address:	
Father/Guardian Full Name:	Cell Phone:	Work Phone:
Father/Guardian Employer:	Employer's Address:	
Primary email address for school communication:		

EMERGENCY CONTACTS (OTHER THAN PARENT). EMERGENCY CONTACTS ARE AUTHORIZED TO PICK UP YOUR CHILD

Full Name:	Relationship to Child:	
Address:	Home Phone:	Cell Phone:
Full Name:	Relationship to Child:	
Address:	Home Phone:	Cell Phone:

MEDICAL INFORMATION AND CONTACTS

Physician's Name:	Phone:	Date of Last Exam:
Address:	Date of Last Tetanus or DTAP Immunization:	
Medical Insurance:	Medical Insurance Number:	Preferred Hospital:
Dentist's Name:	Phone:	Date of Last Exam:

Allergies:

Medical and/or Emotional Problems:

BACKGROUND INFORMATION

Last School attended:	Address:	Phone:
Has your child been tested/evaluated for Special Education ie. gifted or learning disability? Yes <input type="checkbox"/> No <input type="checkbox"/>		
If yes, please explain. Include who administered testing.		

Child's interests and favorite activities:

Specific fears, likes or dislikes your child has that might help us to know him/her better:

PROGRAM REGISTRATION

Toddler (18mo-3yrs)	Monday-Friday 8:30am-2:30pm	Monday/Wednesday/Friday 8:30am-2:30pm	Tuesday/Thursday 8:30am-2:30pm	Before School Care 7:30am-8:30am	After School Care 2:30pm-5:30pm
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Preschool (3yrs-5yrs)	Monday-Friday 9:00am-3:00pm	Monday/Wednesday/Friday 9:00pm-3:00pm	Monday-Friday 9:00am-1:00pm	Before School Care 7:00am-9:00am	After School Care 3:00pm-6:00pm
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Preschool Flex Schedule
Check with office for details. Limited Availability

Kindergarten (5yrs-6yrs)	Monday-Friday 9:00am-3:00pm			Before School Care 7:00am-9:00am	After School Care 3:00pm-6:00pm
	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>

Comments:

Name of Person (if any) who referred you to TLC Academy:

**The following non-refundable fees must accompany this application:
\$245.00 Registration/Materials Fee
June 2012 tuition**

Parent Signature:

Date:

LIABILITY RELEASE

The undersigned has enrolled _____ to attend TLC Academy school activities and participate in the programs offered. In consideration, the undersigned releases and discharged TLC Academy, it's officers and employees from liability of any kind to the child or the undersigned for any loss or injury to the child while participating in school or extended day program activities. The undersigned agrees that this release is intended to be as broad as permitted under the law of the State of Washington and if any part of application is found unenforceable the remainder may be enforced in full.

Parent Signature:

Date:

CONSENT FOR EMERGENCY TREATMENT/FIELD TRIP PERMISSION

I hereby give permission for my child _____ to:

- Be given emergency treatment by a qualified staff member at TLC Academy.
- Be transported by ambulance or aid car to an emergency center for treatment.
- Receive medical, surgical and hospital care, treatment and procedures by all licensed physicians or hospital when deemed immediately necessary or advisable by the physician to safeguard my child's health.
- Go on field trips scheduled and supervised by TLC Academy.

Parent Signature:

Date:

Office Use Only	Date Received	Received by	Entered on Roster	Entered in Procure	Paid	Confirmation Sent	New Student Packet
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Parent/School Contract – 2011-2012 School Year



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Please read the Parent/School Contract and initial in the grey box of each section. By initialing _____, you are accepting the terms.

Child's Full Name:	Parent/Guardian Full Name:
CHECK-IN/CHECK OUT	INITIAL:
I agree to check my child in/out each day. It is my responsibility to contact the office if I forget.	
TOILET TRAINING	INITIAL:
To attend the primary or kindergarten program my child needs to be completely toilet trained and independent (no help needed) in the bathroom. To attend the toddler program my child does not need to be toilet trained. I will be responsible for the following diapering fee: \$25.00 (M-F), \$20.00 (M/W/F), or \$15.00 (T/Th) due with tuition on the first day of the month. The toddler teacher is responsible for determining if a child is toilet trained and no longer needs the diapering service.	
TUITION AND WITHDRAWAL AGREEMENT	INITIAL:
<ol style="list-style-type: none"> I agree to pay TLC Academy a non-refundable registration/materials fee as well as a tuition deposit for June tuition upon enrollment. The policy for refunding June tuition is as follows: <ul style="list-style-type: none"> If I provide written notice of withdrawal before June 1, my June tuition will be refunded. If I provide written notice of withdrawal between June 1 and July 31 my June tuition will only be refunded if TLC can fill the seat that my child's vacancy created by August 31. If I provide 30 days written notice of withdrawal August 1 or after, June tuition will only be refunded if TLC can fill the seat that my child's vacancy created within 30 days following the date I give notice. I am obligated to pay the tuition for the 30 days following the date I give notice. I agree to pay tuition on or before the 1st of every month. If the 1st falls on a weekend or holiday then tuition is due before the 1st. If tuition is not received by the 3rd of the month, a \$15.00 late fee will be charged. I will receive a 5% discount for the second child and additional children for the same family. The discount will be taken from the least expensive tuition. Tuition is based on the 10 month school year and tuition is due in full each month regardless of illness, weather closures or vacations. I will be charged \$12.00 per hour or portion of any hour if I drop my child off before the designated drop off time or after the designated pick-up time. A \$25.00 fee will be applied for all returned checks. I agree to give (30) days written notice if I plan to withdraw my child and I understand that I am obligated to pay the tuition during the tuition for the 30 days following the date that I give notice. It is my responsibility to notify the school by submitting a written notice or sending an email to the office. The 30 days will be calculated from the date the notice is received. 	
BREAKS	INITIAL:
<ol style="list-style-type: none"> A \$50.00 per day fee applies to all students attending Miei Amici during winter, mid-winter, spring and June breaks. A \$40.00 per day fee will be charged to monthly Miei Amici users. I will be charged for any days that I sign up, regardless of whether my child attends or not. I understand that no refunds are given if my child does not attend. Miei Amici during winter break will only be offered on the days we have a minimum of 10 children signed up. Toddlers may join the primary and kindergarten children in the Activity Center. 	
VACATIONS	INITIAL:
<ol style="list-style-type: none"> TLC Academy does not prorate tuition and does not give credits for any breaks or vacations during the school year. If a tuition payment is due during my vacation, I know that I must submit payment before I leave. Post-dated checks are accepted. I know that written notice is required for any extended absence of a month or longer. This needs to be submitted to the office prior to the absence. In order to guarantee a space in my child's classroom upon my return, all tuition must be paid with post-dated checks before my departure. If I choose not to pay to hold my child's placement, I understand that I am withdrawing from the program and (30) days written notice is required. 	
REDUCTION IN SCHEDULE	INITIAL:
I agree to give (30) days written notice if I plan to reduce my child's schedule and I understand that I am obligated to pay the current tuition for the 30 days following the date that I give notice. It is my responsibility to notify the school by submitting a written notice or sending an email to the office. I understand that my June 2012 prepaid tuition will be adjusted to reflect the new schedule only if TLC can fill the spot that my child's vacancy created within 30 days of my written notice.	
Parent/Guardian Signature:	Date:

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Records Release Authorization – 2011-2012 School Year



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TO APPLICANT'S SCHOOL

Please release student records such as report cards and any other information that will be beneficial in the placement of the below mentioned child.

School Registrar Signature:

Date:

TO APPLICANT'S PARENTS

Please complete this form to authorize release of records and return it to TLC Academy.

Name of Applicant:

Name of Current School:

Name of Teacher:

School Address:

School Phone Number:

PARENT CONSENT

I hereby give permission for the release of the information requested above and possible further contact with my child's teacher or school administration for the best possible placement of my child.

Parent Signature:

Date: