

Enrollment Application and Agreement



Legacy Academy
FOR CHILDREN™

Date of Application _____

1. Name of child _____ Date of birth _____ Sex _____
Street Address _____
City _____ State _____ Zip code _____
Phone _____

2. **Family information:**

Status of parents: (please circle one)

Married _____ Separated _____ Divorced _____

Other (Explain) _____

With whom does the child live? _____

Are there any limitations on either parent's right to pick up or visit child at the school? No ___ Yes ___

(If yes, please attach a copy of the court order to keep on file at Legacy Academy.)

Are there any social or family circumstances of which Legacy Academy should be aware? No ___ Yes ___

(If yes, please explain) _____

Mother or Legal Guardian _____

Home Address _____ Zip _____

Home Phone _____ Cell _____ email _____

Employer _____ Hours _____

Work Address _____ Work phone _____

Father or Legal Guardian _____

Home Address _____ Zip _____

Home Phone _____ Cell _____ email _____

Employer _____ Hours _____

Work Address _____ Work phone _____

3. **Program Assignments:** My child will attend:

_____ **Full Time** (OR) _____ **Part Time** (If Part time circle days **M T W Th F**)

The weekly tuition fee is \$_____/Wk. (OR) monthly \$_____/Month (**4.3 wks.**)

___/___/___ **Will be my child's first day of attendance. IF UNSURE, Estimate Start Date.**

4. **Release and Emergency:**

Release Authorization:

Other persons (at least two), in addition to legal guardians, to whom Legacy Academy is authorized to release this child shall be listed below. Under **no circumstances** will Legacy Academy release this child to any one not identified below or not otherwise known to staff without specific authorization from the parent. Additions or changes to the list of persons appearing below will be made, signed, and dated on this form or shall be attached. The parent agrees in each instance that he/she will be certain the staff is aware of the child's arrival and departure plan. The parent further agrees to escort their child into or out of the school when dropping off or picking up. Legacy Academy will not allow any child to enter or leave without an adult escort.

1. Name _____ Relationship _____

Address _____ Phone _____ Cell _____

2. Name _____ Relationship _____

Address _____ Phone _____ Cell _____

Emergency/Release:

Other persons (at least 3) whom Legacy Academy is authorized to contact for guidance in an emergency (medical or other emergency), Or Release, if the child's parents are unavailable, shall be listed below.

1. Name _____ Relationship _____

Address _____ Phone _____ Cell _____

2. Name _____ Relationship _____

Address _____ Phone _____ Cell _____

3. Name _____ Relationship _____

Address _____ Phone _____ Cell _____

Are any of the individuals above are authorized to have access to health information?

YES NO

If yes, please lists persons who may have access _____

4. **Physician:**

Name _____ Phone _____

Hospital Preference _____ Phone _____

5. **Health Information, Procedures and Medical Authorization:**

In order to comply with the state law, it is necessary for the parent to supply Legacy Academy with an **Immunization Report & Current Health Screening on the appropriate form**. Regular updated reports will be required.

*For any Health Care Needs such as allergies, asthma, or other chronic conditions requiring specialized health services, a **MEDICAL ACTION PLAN** must be attached to this Application/Enrollment form!* Medical Action Plans must be completed by the child's parent or health care professional.

Is there a medical Action Plan attached? **YES** ___ **NO** ___ **NK** ___

(Please indicate "None Known (NK)" if no known allergies or Health Care/Need

List Allergies, Symptoms & Response Required for allergic reactions, if any: _____

List Health Care Needs or Concerns, Symptoms & Response Required for such needs: _____

List Current Medications: _____

Health Insurance: Carrier _____ **Member ID** _____

Group Number _____ **Group Name** _____

List any particular Child Fears or Unique Behaviors: _____

List any important information that may affect ensuring safe medical treatment for your child: _____

Administration of medication:

The staff will administer medicines to the child usually at 11:00 A.M. and 3:00 P.M. and upon written authorization from the physician or parent. Written authorization must be made by completing the "Legacy Academy Medication Form."

In each case the parent should complete, sign, and date the form and deliver it, with medicine, to the Director. The school will notify the parent of any adverse reaction to the medication given. *With the exception of topical diaper rash or sunscreen, NO over-the-counter medication will be given without the physician's signature.* Parents must complete the topical medication form providing specific instructions.

All prescription medicines must be in the original labeled container accompanied by the MD Order.

State law requires that all medicines must be:

- a. in the original container;
- b. clearly labeled with the name of the medicine;
- c. clearly labeled with the child's first and last names;
- d. if a prescription, labeled with a prescription number;
- e. clearly labeled with the dosage, route and time to be administered; and
- f. clearly labeled with the date and duration of the Rx/medication.

Important! If your child appears ill, has a high fever, vomiting, diarrhea, or shows evidence of a communicable disease, please do not bring him/her to the school. Notify us immediately upon your child's diagnosis of a communicable disease. If your child has such symptoms and is present at Legacy Academy, you will be required to pick him/her up immediately.

We will notify all parents if there has been an exposure to a communicable disease in the school. This requirement is imposed by the State Department of Human Resources and is intended for the protection of all the children.

Children must be without fever for 24 hours without the use of any fever reducing medication before retuning. As determined by the Director, it may be necessary for a previously ill child to present an approval for re-admittance signed by a physician.

Medical Authorization:

We hereby grant Legacy Academy permission to take whatever action in its judgment may be necessary in supplying emergency medical services to the above-named child. We understand that, consistent with the circumstances of the situation and the available time, Legacy Academy will attempt to contact and follow the instructions of the parent, physician, or other person(s) as designated. We hereby grant permission to Legacy Academy to contact and comply with the advice of an available physician, ambulance personnel, or emergency room personnel. We hereby agree that we will be solely responsible for and will promptly pay any expenses incurred by Legacy Academy in making emergency medical treatment available to the above-named child.

I, as the Parent/Guardian, Authorize the Center to obtain Medical Attention for my child in an emergency.

Sig Parent/Guardian _____ Date _____

I, the Operator, agree to provide an appropriate medical resource in an emergency & that, other children will be supervised by a responsible adult. I will not administer any drug or medication w/o specific instruction from a physician or the Child's Parent/guardian/custodian. _____ Date _____

6. **General Information and Acknowledgement:**

Enrollment policy and agreement:

Initial and continued enrollment will be at the discretion of Legacy Academy based upon the best interests of the child, the expectation that he/she will benefit from the program, and the welfare of the other enrolled children. Enrollment shall be without regard to race, creed, sex, or national origin.

A copy of this Enrollment Application and Agreement will remain within the files of Legacy Academy so long as the child remains actively enrolled at the school and shall be available for inspection by the parent at any time, upon request.

Information in child's file must be kept current. The parent is required by state law to update information furnished herein as necessary, with changes initialed and dated by the parent and the Director. Parents agree to notify the school of any change in phone numbers, work locations, emergency phone numbers, family physician, etc.

Hours and Days of Operation: 7:00 A.M. to 6:00 P.M., Monday through Friday, year round

Holidays: Legacy Academy will be closed in observance of the following holidays and workdays:

New Year's Day	Memorial Day	Independence Day
Labor Day	Thanksgiving Day	Day after Thanksgiving
Christmas Eve	Christmas/& 2 days between Christmas & New Year's Day	
4 Teacher Workdays per year		

Please Note: Should the traditional holiday occur during the weekend, or be rescheduled for a long weekend, we will observe the holiday on the following Monday. *We will close on days of inclement weather when closing is determined necessary by Legacy Academy, and certain other days as specified by Legacy Academy. There is no tuition discount for absences, holidays, or other days on which Legacy Academy is closed*

Program Acknowledgment and General Authorization:

We have reviewed with the Director of Legacy Academy the daily program and the policies of Legacy Academy. We hereby grant to Legacy Academy permission for the above-named child to:

- a. take part in all program activities, including the use of indoor and outdoor equipment;
- b. be photographed or videotaped in connection with the daily program activities;
- c. leaves the premises of Legacy Academy to take part in planned educational and recreational field trips or activities supervised by the staff of Legacy Academy, provided that such field trips or activities will be separately announced in writing to the parent at least one day in advance of trip or activity, which the parent will be asked to sign and authorize. **Parents are encouraged to participate in all field trips.**

Legacy Academy does not render childcare services off-site, except in the event of field trips which have been authorized in advance by the parent. Accordingly, ***the parent agrees not to arrange with staff members for off-site care of their child, and in doing so is in violation of this agreement.*** If any staff member agrees to provide off premises care for children enrolled in Legacy Academy, the staff member undertakes such service on their own behalf, not as an employee of Legacy Academy, ***and is in violation of our employee policies***, placing their continued employment in jeopardy. Legacy Academy staff members are selected and retained only on the basis of their fitness for rendering childcare services in a controlled and fully supervised child care program. Legacy Academy offers no assurance of the fitness of its staff members for performing these and other services in an environment which is not professionally supervised (such as transporting children or caring for them in the home) and no assurance should be implied or inferred under any circumstances.

7. **Financial and Procedural Agreement:**

(Application, Registration, Tuition Deposit, Weekly or Monthly Tuition/Camp Fees)

For Preschool Students an initial **Application Fee** of \$25 must be paid when completing an application/enrollment agreement for placement. If a preschool seat is available for the desired start date, an annual **Registration Fee** of \$150.00 along with a **2-week Tuition Deposit** must be paid to secure the seat.

Note: Application & Registration Fee and Tuition Deposit shall be paid for each child at the time of Application/Enrollment Form Submission if space is available for Enrollment date desired. Registration fees are renewed each year thereafter, and due and payable by the first day of September of each year. Tuition deposits are refundable and will be applied to any remaining tuition balance for the final 2 weeks of the 1-month notice period. Or reimbursed if the final 1-month notice period is already paid in full. Application/Registration Fees shall be due and payable annually and at the time of initial registration and are non-refundable.

For School Age programs: (Summer Camp/Teacher Work Days/Drop in Days/Spring Break Camp/After School)

An Application Fee of \$50 shall be paid 1 time each year for each school-age child enrolling in any Camp or after school program.

Tuition:

Per this agreement, the parent agrees to pay a monthly (or weekly) tuition fee **in advance** the last Friday before each month (or week) begins in the amount of \$_____.

Late Tuition Charges and Penalties:

All Tuition Payments for the coming week (or month) are considered late after 6:00 P.M. Friday. Of the current week (or month). A late charge of 5% shall be automatically added to the tuition balance due for the coming week or month and subsequently each week thereafter that a balance is carried forward. If an account becomes seriously delinquent (prolonged over one week past due without receipt of payment) there will be an additional weekly service charge), we may also charge interest on the unpaid amount (from the original due date) at the rate of the lesser of one and one-half percent (1.5%) per month (18% per year) or, (ii) the maximum rate of interest then allowed by applicable law. *In the event that payment arrangements are not made*, Legacy Academy may, at its discretion, dismiss the child and the parent shall remain responsible for the balance due and any expenses incurred by Legacy Academy in the pursuit of payment. The two-week tuition deposit will be applied to the account arrears and the parent remains responsible for any remaining tuition or late fees, including, without limitation, full tuition for the four (4) weeks after the date of such dismissal (the “Dismissal Tuition”).

Late pick-up Charges and Penalties:

Late Fees of **\$20.00 per Ten-Minutes will begin at 6:00 pm** for any child remaining on the premises. Late Fees are payable at the time the child is picked up or added to the next tuition payment. (e.g. 6:00 -6:09 (if any minutes with that time block) =\$20; 6:10 pm to 6:19 pm and 6:20-6:29 pm – (if any minutes within those time blocks) an additional \$20/10-minute time block. Thus, a late child pick-up at 6:29 pm would result in a \$60 late fee.

Late Fees increase to **\$30 per 10-minute time block starting at 6:30 pm**. Thus, a late child pick-up at 6:59 pm would result in \$150 late fee.

Legacy Academy respectfully expects that ***pick-up be completed*** (child and parents have exited the building and grounds) no later than 5:59 pm, which will allow our teachers to check out by 6:00 pm and return home to their loved ones.

You agree and acknowledge that we will suffer substantial damages that are difficult to ascertain or calculate accurately (where such calculation itself is burdensome and costly) if (i) you fail to pay tuition on time; (ii) you fail to pick up your child(ren) on time; or (iii) if we must dismiss your child(ren) because you fail to pay amounts due to us (where such damages include, among other costs, higher labor, administrative, marketing and opportunity costs), and such damages are real and meaningful to us. You further agree and acknowledge that the late fees and Dismissal Tuition called for in this document (including, without limitation, under the sections headed “Late Charges and Penalties” and “Disenrollment”) are liquidated damages for your failure to comply with these policies, are not a penalty, and are a reasonable estimation of the damages we will suffer in such event.

Returned Checks:

If a check is returned unpaid by the bank, a service charge of \$35 will be assessed. Late fees will be applied if unpaid tuition + penalty are not repaid immediately (within 24 hours of notice of returned check) in the form of cash, cashier's check or other form of cash payment.

Absences and Vacations:

Tuition and other fees must be paid in full without deduction for absences of any duration or for any cause. Legacy Academy does not substitute alternate days of attendance as "make-up" days for absences or planned center closings. Staffing and other operational costs are incurred on the basis of fixed levels of enrollment, and few of these costs are eliminated when a child is temporarily absent.

Planned Vacations:

Following one year of continued enrollment at Legacy Academy, each child shall be granted one week of vacation absence at no charge as long as proper written notification has been provided to the Director 1 month in advance. Tuition fees must be paid for all other absences and vacations.

Dis-enrollment:

The obligation for full payment of tuition and other fees will continue until the date indicated by the parent as the date of final dis-enrollment *on the proper "Dis-enrollment Notice" form available at the front office.* The parent agrees to furnish Legacy Academy with at least 30 days advance written notice of such date of dis-enrollment.

If the parent fails to provide written notice, the parent remains responsible for the full tuition for the final month of tuition following the child's last day of attendance, plus any late charges or penalties which accrue until full payment is received. The two-week tuition deposit will be applied to the final 2 weeks tuition fees of the notice month, all other tuition and fees and penalties must be paid directly by the parent. Late charges and penalties will accrue until full payment is received.

Re-Enrollment Following Temporary Absence:

If any situation occurs during which the child is temporarily withdrawn from Legacy Academy with 30 days written notice, and regular payment of tuition is to be temporarily suspended by the parent following the thirty day notice period, the enrollment will be terminated and the tuition deposit will be applied to the final 2 weeks tuition on the account-***unless***, space permitting, the child will be re-enrolling in 6-8 weeks. Re-enrollment will be based on availability of space and an account in good standing. An additional registration fee and tuition deposit (unless current deposit is left to secure the account for re-admission) will be required, along with any remaining fees (see above), ***and the first day of the re-enrollment will be considered Day 1 of the child's first year.***

Fee Schedule Changes:

Legacy Academy reserves the right to make changes to the fees and conditions of enrollment at will. Fee changes will be posted at least two weeks prior to the month in which fee changes will begin.

Hereby; we have specifically reviewed each of the provisions of this Agreement, including item #7 and agree to comply with **all** provisions hereof;

Parent/Guardian Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

ACCEPTED: _____ Date _____

Director Signature