



# NURTURE WITH CARE KIDS ACADEMY

Guiding Tiny Steps into A Bright Future

Email: Info@NurtureWithCareKidsAcademy.com

Phone: (360) 682-8920

Oak Harbor, WA 98277

NurtureWithCareKidsAcademy.com

## ENROLLMENT & REGISTRATION FORM

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### PLACEMENT RECORD

Completed by staff. Add a row when a child starts, transfers, or leaves.

| Location | Start date | End date | Staff initials |
|----------|------------|----------|----------------|
|          |            |          |                |
|          |            |          |                |
|          |            |          |                |
|          |            |          |                |
|          |            |          |                |

### CHILD INFORMATION

Child's Full Name: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Preferred Name: \_\_\_\_\_ Gender: \_\_\_\_\_ Start Date: \_\_\_\_\_

### PRIMARY PARENT/GUARDIAN INFORMATION

Full Name: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

Relationship to Child: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Home Address: \_\_\_\_\_

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

### SECONDARY PARENT/GUARDIAN INFORMATION (If Applicable)

Full Name: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

Relationship to Child: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### CHILD CARE SCHEDULE

Days and times my child will receive care. Weekend care is not offered at every location and is charged separately from weekly tuition, at an hourly rate with a daily cap. Ask the Director for current weekend rates.

|           | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|-----------|--------|---------|-----------|----------|--------|----------|--------|
| Arrival   |        |         |           |          |        |          |        |
| Departure |        |         |           |          |        |          |        |



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### FEES AND PAYMENT INFORMATION

Weekly tuition: \$ \_\_\_\_\_

Tuition is charged weekly and covers weekday care. Weekend days are charged separately at the current weekend rate. Military families using MCCYN or MCCYN-PLUS complete this line the same way as private-pay families: you pay tuition up front, and your fee assistance is credited to your account once we receive it.

DSHS co-pay: \$ \_\_\_\_\_ DSHS families only. Everyone else leaves this blank.

**Due at enrollment:** a \$100 registration fee and two weeks of tuition in advance. The registration fee is non-refundable and is waived for DSHS families. If you cancel before your child's start date with at least two weeks' written notice, the advance tuition is refunded; with less than two weeks' notice it is not refunded.

**Late fees:** late pick-up is charged at \$1.00 per minute past your location's closing time, paid in cash to the teacher on duty when you collect your child. The late payment fee is \$10.00 per day, and if fees remain unpaid after three days your child cannot be admitted until all fees are paid in full. Returned checks are charged \$50.00 plus any bank costs we incur.

### EMERGENCY CONTACTS (Other than parents/guardians)

| Name  | Relationship | Phone (Work/Home/Mobile) |
|-------|--------------|--------------------------|
| _____ | _____        | _____                    |
| _____ | _____        | _____                    |
| _____ | _____        | _____                    |

### AUTHORIZED PICKUP PERSONS (Other than parents/guardians)

Anyone on this list must show photo identification before a child is released to them.

| Name  | Address | Phone Number |
|-------|---------|--------------|
| _____ | _____   | _____        |
| _____ | _____   | _____        |
| _____ | _____   | _____        |

### PERSONS NOT AUTHORIZED TO PICK UP CHILD

We cannot deny a legal parent access without a court order. Please give a copy to the Director.

| Name  | Reason |
|-------|--------|
| _____ | _____  |
| _____ | _____  |



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### PERMISSIONS AND AUTHORIZATIONS

Nurture with Care Kids Academy has my permission to:

Take my child on walking outings near the Center

☐ Yes ☐ No

Transport my child to obtain emergency medical care

☐ Yes ☐ No

Apply parent-provided sunscreen (March to October)

☐ Yes ☐ No

Walk my child to and from their public school with our staff

☐ Yes ☐ No ☐ N/A

Check my child in and out in our childcare management app on my behalf

☐ Yes ☐ No

We do not run off-site field trips and we do not provide transportation to or from the Center.

### PHOTOGRAPHS

Answer each line separately. You may change any answer at any time in writing.

Include my child in group photos with their classmates

☐ Yes ☐ No

Share a group photo that includes my child with the other families in it

☐ Yes ☐ No

Use photos of my child on our website or social media

☐ Yes ☐ No

**If you answered No to all three:** may we still photograph your child on their own, for the daily updates we share only with you in our app?

☐ Yes ☐ No

### AGREEMENT TERMS

I agree to promptly notify Nurture with Care Kids Academy of any changes to the information on this form.

I understand that I am fully responsible for the terms of this agreement as stipulated.

I agree to give two weeks' written notice to end this agreement. Tuition is due through the end of the notice period whether or not my child attends.

I have read and agree to comply with the Family Handbook, published at [NurtureWithCareKidsAcademy.com](http://NurtureWithCareKidsAcademy.com) and available in print on request.

### PARENT/GUARDIAN SIGNATURES

By signing below, I confirm that all information provided is accurate and I agree to the terms above.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature (if applicable)

\_\_\_\_\_  
Date

### FOR PROVIDER USE ONLY

I agree to provide care according to this plan and to notify the parent of any changes.

Date child left: \_\_\_\_\_

\_\_\_\_\_  
Provider Signature

\_\_\_\_\_  
Date