



THE ILIAD ACADEMY PRESCHOOL ENROLLMENT CHECKLIST

- The Iliad Academy Preschool Enrollment Agreement
- COPY: Child's Birth Certificate
- COPY: Current Immunization Records
 - View the original
 - The record must show the child's name, date of birth, the date that all doses were received and the name of the physician or health agency who administered the vaccine.
 - Verify that required immunizations are present

Immunizations Still Needed:

- Complete Emergency Information and Immunization Record Card
 - **EVERY** box filled in on both sides of card
 - **Complete** names, addresses, and phone numbers for child and parents
 - **Complete** names, addresses, and phone numbers for **AT LEAST** two authorized pick up contacts
 - **Complete** names, addresses, and phone numbers for Doctor and Hospital
 - Person Listed to call first in case of injury or sudden illness
 - Telephone Authorization Code / Family Password: **Required**
 - **Complete** Medical Information
 - Parent/Guardian has printed, signed, and dated the form

Emergency Information Still Needed:



PRESCHOOL ENROLLMENT AGREEMENT 2022-2023

Child's Name: _____

Child's Date of Birth: _____

Parent / Guardian Names: _____

Parent/Guardian Phone Numbers: _____

Best E-mail (We use email regularly to communicate with our families): _____

2nd EMAIL: _____

PROGRAM SELECTION

PROGRAM:

Threes/Early Fours

Pre-Kindergarten

DAYS:

Monday/Wednesday

Tuesday/Thursday

Monday through Thursday (**Pre-K Only**)

HOURS:

8:00 AM-11:00 AM

12:00 PM-3:00 PM (PM Class is Available for **Pre-K ONLY**)

8:00 AM-3:00 PM (FULL DAY Class is Available for **Tues/Thurs Pre-K ONLY**)

Please initial each section listed below, then sign and date the last page.

SECTION 1: TUITION AND FEES

_____ **REGISTRATION FEE:** I understand that an annual, non-refundable, **Registration Fee of \$125.00** shall be paid at the time of enrollment for my child. **Registration fee must be paid with cash or check.**

_____ **TUITION FEE SCHEDULE:** Monthly tuition fees will be a flat rate fee per month. This fee is calculated using an annual (school year) amount that is divided into 10 equal monthly payments. The monthly tuition fees will be due on or before the first day of each month with exception to August, where the tuition will be due the first day of school. **Rates are based on your program of choice and do not change due to the number of days attended.**

The monthly tuition fees will be as follows:

	3 HOUR / 2 DAY SCHEDULES	3 HOUR / 4 DAY SCHEDULES	FULL DAY PRE-K
August 2022	\$245.00	\$485.00	\$450.00 (School starts 8/8/2022)
September 2022	\$245.00*	\$485.00*	\$450.00
October 2022	\$245.00	\$485.00	\$450.00
November 2022	\$245.00	\$485.00	\$450.00
December 2022	\$245.00	\$485.00	\$450.00
January 2023	\$245.00*	\$485.00*	\$450.00
February 2023	\$245.00*	\$485.00*	\$450.00
March 2023	\$245.00	\$485.00	\$450.00
April 2023	\$245.00	\$485.00	\$450.00
May 2023	\$245.00	\$485.00	\$450.00 (School ends 5/25/2023)

**The schedules that have holiday observances that fall on a class day will receive a tuition credit of \$28.00 for (3) holidays which include Labor Day (September) Civil Rights Day (January), and President's Day (February).*

SECTION 1: TUITION AND FEES (Continued)

_____ **PAYMENT OF TUITION:**

I understand that tuition is due and payable as noted:

Monthly Tuition is due on or before the first of every month that your child is scheduled to attend with the exception to August, where the tuition will be due on the first day of school.

_____ **LATE OR UNPAID TUITION:** If payment in full is not received when due, I agree to pay a late payment fee of \$25 per week that tuition is not received. All late fees are subject to change with reasonable notice. I understand that if my account is delinquent for more than one week, I may be asked to withdraw my child until my account is made current. The school cannot guarantee a child's spot will be held when a child is withdrawn due to non-payment of tuition. Any unpaid tuition fees may be sent to a third-party collection agency.

_____ **CHARGES AND PROCEDURE FOR LATE PICK-UP:** I understand that if I fail to pick up my child by the scheduled program ending time, I will be charged a late fee of \$15 per every 15 minutes or portion of fifteen-minute period, per child, until the child is picked up.

_____ **DISCOUNTS:** I understand that a ten percent (10%) discount is offered to me for each additional child from my immediate family who enrolls in an Iliad preschool program. Discounts are not applicable on any fees, Agency Co-Pays, or special program promotions and cannot be combined with any other discount or promotion.

_____ **PAYMENT OPTIONS/CREDIT CARD FEES:** The monthly tuition fees can be paid in the form of cash, money order, check or debit/credit card. The Iliad Academy Preschool gladly accepts Discover, Visa, MasterCard or American Express. **There is a convenience fee of \$3.50 per transaction.** If you would like to set up an automatic payment plan with The Iliad Academy Preschool, please request the Authorization Form for this option.

_____ **RETURNED CHECKS:** I understand that a processing fee of \$35 will be charged to my account for all checks which are returned for any reason and this fee is in addition to any charges that my bank or financial institution may charge me. I understand that any non-sufficient funds checks will be automatically resubmitted electronically one time. I understand that once a check has been processed, the check is no longer negotiable and will not be returned. If more than two checks are returned within a six-month period, I will be required to pay by an alternate method of payment for the next six-month period.

_____ **ABSENCES:** Your child's space is guaranteed, and for this reason refunds, credits, or make-up days will not be granted for absences.

HOLIDAYS: The Monday/Wednesday and 4-day classes will receive a tuition credit of \$28.00 for three holiday observances that fall on a Monday which include Labor Day (September), Civil Rights Day (January), and President's Day (February). This credit will be reflected in the tuition amount due for the month in which the holiday falls.

FALL BREAK/THANKSGIVING BREAK/WINTER BREAK/SPRING BREAK: The Iliad Academy Preschool's monthly tuition rate is based on the total annual fee for the school year. Therefore, credits will not be issued for the months in which school breaks fall.

_____ **WITHDRAWAL FROM PROGRAM:** I understand that I must provide a two (2) week written notice of withdrawal from the program. If this notification is not provided, I agree to pay all tuition and fees for two (2) weeks, whether or not my child attends. I understand that when my child is withdrawn, he or she will only be eligible for re-admission based upon space availability and all other enrollment criteria.

WITHDRAWAL FROM PROGRAM (Continued)

If my child is selected for re-enrollment, I will be required to complete a new Preschool Enrollment and Registration form at the current rate and pay a new non-refundable Registration Fee at the current rate. If there is an outstanding balance (including tuition or fees) when my child was withdrawn, I will be required to bring my account current prior to completing a re-enrollment application. I understand all fees (Tuition, Registration or Activity) are non-refundable. I understand that a processing fee of \$35 will be charged to my account for all checks which are returned for any reason.

SECTION 2: DAILY PROCEDURES AND POLICIES

_____ **DAILY DROP-OFF & PICK-UP POLICY:** Parents are required to sign their child in when arriving and out when departing. The sign-in and sign-out process will be completed on the Procure parent app either on the parent's phone or the school's tablet. **State Licensing requires a signature that includes BOTH a first and last name. Initials are not accepted.** Children will not be released to anyone other than those authorized by the parents and indicated on the Emergency Information Card. It is the parent's responsibility to inform the school if someone other than those indicated on the Emergency Information Card will be picking up your child. A valid picture id will be requested at pick-up from anyone other than the parents.

_____ **PARENT PROVIDED SNACK/LUNCH:** I understand that I will be required to provide a nutritious snack daily for my child if he/she is attending the 8:00-11:00am program, a nutritious lunch daily if he/she is attending the 12:00-3:00pm program, or a lunch and two snacks if he/she is attending the 8:00am-3:00pm schedule.

_____ **SICK CHILD POLICY:** I understand that I will be notified should my child become ill during the day and that I will pick up my child promptly or make arrangements for an authorized emergency contact person to pick up upon such notification. If my child is exposed to or contracts a contagious disease, I agree to notify the school and I understand that my child will be re-admitted according to the Re-admission Criteria in the Parent Handbook.

_____ **BITING POLICY:** The Iliad Academy Preschool supports a No Tolerance Biting Policy. This means the child who bites is immediately separated from the group and a phone call is made to the parents so the child may be picked up as soon as possible. **WE MAINTAIN CONFIDENTIALITY IN ALL BITING INCIDENTS.**

Disciplinary Procedures are as follows:

1. We inform the child of his/her inappropriate action. WE ARE FIRM BUT NOT HARSH.
2. We redirect the behavior of the biter.
3. We share acceptable and appropriate phrases the child should use when he/she becomes frustrated with another child's behavior.
4. We remove the biter from the area and engage him/her in an independent activity until the child is picked up from school.

SECTION 2: DAILY PROCEDURES AND POLICIES (Continued)

_____ **DISCIPLINE POLICY:** Our goal at The Iliad Academy Preschool is to provide an environment where students will feel safe and comfortable. The staff will define and maintain consistent, reasonable rules and limits for the children and model and encourage appropriate behavior. The safe and caring atmosphere will eliminate many of the discipline problems that may occur. However, in the instance that inappropriate behaviors do occur, The Iliad Academy Preschool is committed to the **Love and Logic** model for our discipline procedure. An explanation will be given to the child as to why a particular behavior is not allowed. Positive redirection will be used; alternative behaviors will be suggested to the child and they will be given the opportunity to choose how they will behave. In the event that the child chooses to continue inappropriate behavior, the child will be removed from the situation and given an opportunity to reflect on his/her behavior. A teacher will speak with the child and together they will work out a plan that will ensure an acceptable way to behave. When the child feels ready to follow the rules and initiate his/her plan, he/she may join the other children.

Parents will be notified daily of their child's behavior and if any disciplinary procedures were needed. If a parent has been notified of inappropriate behavior more than three times, then we reserve the right to re-evaluate if the child should continue at The Iliad Academy Preschool. The Iliad Academy Preschool is committed to providing a quality learning environment for all students and will hold children to the highest expectations of respect and dignity. The Iliad Academy Preschool staff understands that preschool children are still learning these rules. All of the discipline procedures that we use will be handled in a caring manner.

_____ **TOILETING NEEDS POLICY:** Preschool aged children sometimes need assistance with toileting needs. If a child requests assistance in the bathroom:

1. The Iliad teacher will prop the door open so he or she is not left alone with the child.
2. The Iliad teacher will try to explain to the child how to help themselves.
3. If the child is still in need of assistance, the Iliad teacher will assist the child so that the child is clean and comfortable.
4. A **BATHROOM REPORT** will be sent to the parent/guardian on the Procure parent app informing them that their child needed assistance in the bathroom that day.

_____ **SUNSCREEN POLICY:** The Iliad Academy Preschool encourages our parents and guardians to apply sunscreen to your child prior to bringing him or her to school each day. The Iliad staff cannot apply sunscreen to a child without WRITTEN permission from the parent/guardian. The Iliad teachers will monitor the children for overexposure to the sun and will re-apply sunscreen as necessary. Your initials give permission for The Iliad Academy Preschool staff to apply sunscreen to your child as needed.

Please mark this box if you do **NOT** give permission for The Iliad Academy staff to apply sunscreen.

_____ **MEDIA RELEASE:** The Iliad Academy Preschool encourages your child to participate in programs, activities and events throughout the school year in addition to normal classroom routines. These programs, activities and events support your child's education, promote community service and encourage positive behavior. With the Director's approval, occasionally our staff, parents and local media cover these events by taking photographs and/or video. This may include newspaper, television, websites or other media productions. This also includes our Academy's website and Facebook page. By initialing this area, you agree that you have been notified of the possibility that your son or daughter may be included in photographs or video and permit the use for public print, display or broadcast.

Please mark this box if you do **NOT** give permission for The Iliad Academy media release for your child.

I, _____ (Print Name), recognize and understand the financial obligation associated with the preschool program I have selected for my child. I understand The Iliad Academy Preschool's policies concerning my child's preschool program and agree to pay all stated fees for preschool as noted in The Iliad Academy Preschool Enrollment Agreement.

I have read and initialed this agreement in its entirety and agree to follow the written policies and procedures for The Iliad Academy Preschool.

I have also read and agree to follow The Iliad Academy Preschool Parent Handbook. I understand I may request a copy of the Parent Handbook or I have access to it on The Iliad Academy Preschool website: www.iliadpreschool.com.

Enrollment and Registration Completed on: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Accepted by The Iliad Academy Preschool: _____