



# *AristoCat Children's Academy*

## *New Student Enrollment Packet*

<u>Office Checklist</u>	<u>Parent Checklist</u>	<u>Items Required</u>
		Current Immunization Records for each child must be in the office at the time of enrollment.
		Child Admission Agreement & Health Assessment for each child
		Student Schedule
		Signed Parent Agreement
		Signed Photographic Authorization Form
		Signed Field Trip Permission Form
		If applicable, state assistance received, or the 1st month of tuition payment received
		\$100 Registration fee paid at the time of enrollment (additional children \$50 registration fee)
		The office must receive complete paperwork 48 hours (minimum) before a student can attend their first day.

### *Cost Information:*



# Child Admission Agreement

Name of Child \_\_\_\_\_

Birthdate \_\_\_\_\_

Enrollment Date: \_\_\_\_\_

Nickname \_\_\_\_\_

Gender (check one)

Male  Female

Street Address \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip Code \_\_\_\_\_

Mother's/Guardian's Name \_\_\_\_\_

Birthdate: \_\_\_\_\_

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

Cell # \_\_\_\_\_

Home # \_\_\_\_\_

Work # \_\_\_\_\_

Employer \_\_\_\_\_

Father's/Guardian's Name \_\_\_\_\_

Birthdate: \_\_\_\_\_

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

Cell # \_\_\_\_\_

Home # \_\_\_\_\_

Work # \_\_\_\_\_

Employer \_\_\_\_\_

How did you hear about us? \_\_\_\_\_

### Emergency Contacts (Other than Parents) and persons Authorized to Pick-Up the Child

Name	Relationship to Child	Address	Phone #
<input type="checkbox"/> Check if there are no emergency contacts available other than parents.			
<input type="checkbox"/> Check if there are no persons authorized to pick up the child, other than parents.			
Out of Area/State Contact Name (if available)	Relationship to Child	Address	Phone #

In case of emergency or serious illness, when parents cannot be reached immediately, I at this moment authorize the provider to obtain emergency medical care and/or provide emergency medical transportation for my child.

Signature of Parent or Guardian \_\_\_\_\_ Date \_\_\_\_\_

I hereby give the provider permission to transport my child in the provider's vehicle for the following (optional):

To and From School     On Field Trips (with written permission in advance)     Other

Signature of Parent or Guardian \_\_\_\_\_ Date \_\_\_\_\_



# Child Health Assessment

Please Write Legibly

Name of Child \_\_\_\_\_ Birthdate \_\_\_\_\_

### Check all that apply:

Does your child have any known allergies or sensitivities to:

	No	Yes	If Yes, Please List:
Medications	<input type="checkbox"/>	<input type="checkbox"/>	_____
Foods	<input type="checkbox"/>	<input type="checkbox"/>	_____
Other	<input type="checkbox"/>	<input type="checkbox"/>	_____

Illness or Medical Conditions:

Does your child have any of the following?

	No	Yes		No	Yes
Asthma	<input type="checkbox"/>	<input type="checkbox"/>	Visual Impairment	<input type="checkbox"/>	<input type="checkbox"/>
Diabetes	<input type="checkbox"/>	<input type="checkbox"/>	Developmental Delays	<input type="checkbox"/>	<input type="checkbox"/>
Seizures	<input type="checkbox"/>	<input type="checkbox"/>	Physical Impairment	<input type="checkbox"/>	<input type="checkbox"/>
Heart Problems	<input type="checkbox"/>	<input type="checkbox"/>	Behavioral or Emotional Problems	<input type="checkbox"/>	<input type="checkbox"/>
Hearing Impairment	<input type="checkbox"/>	<input type="checkbox"/>	Other:	<input type="text"/>	

Please list any allergies your child has and what their reactions are:

List any additional health information or special instructions you feel we need to be aware of:

\_\_\_\_\_

List any regular medications your child takes:

\_\_\_\_\_

Name of Child's Medical Provider:

\_\_\_\_\_

Signature of Parent or Guardian \_\_\_\_\_ Date \_\_\_\_\_

This form must be completed for each child enrolled and must be reviewed annually by the parent/guardian, and any changes noted.

### Annual Review/Update:

Signature of Parent or Guardian	_____	Date	_____
Signature of Parent or Guardian	_____	Date	_____
Signature of Parent or Guardian	_____	Date	_____



# Student Schedule

AristoCat Children’s Academy is open Monday through Friday from 7:30 am to 5:30 p.m, with the exception of the designated closed dates on the annual calendar.

**Infant, Toddler, and Early PreSchool enrollment is FULL TIME ONLY.**

Please mark which days during the week your student will be attending the Academy.

Child's Name

Age

Monday	Tuesday	Wednesday	Thursday	Friday

Signature of Parent or Guardian

Date

Annual Review/Update:

Signature of Parent or Guardian

Date

Signature of Parent or Guardian

Date

Signature of Parent or Guardian

Date

### **Scheduling:**

Tuition for children under the age of 3 and children over the age of 3 who are not fully potty trained is not adjustable and full time only until my child is 3 years old or older, and fully potty trained.

This means that tuition will be the infant, toddler, and early preschool rate.

Signature of Parent or Guardian

Date



## *Parent Agreement*

### **Mission Statement:**

AristoCat Children's Academy exists to provide an affordable, safe, developmentally appropriate gateway to a bright future. We are committed to strengthening the bridge between your work and family life by creating a special place to support them. We aim to provide a stimulating learning experience that promotes each child's social, emotional, physical, and cognitive development. Our goal is to support children's desire to be lifelong learners.

### **Non-Discrimination:**

AristoCat Children's Academy is committed to providing an environment free of unlawful discrimination. We do not discriminate based on race, gender, national origin, religion, sexual orientation, or disability. Families requiring reasonable accommodation because of their religion or disability should direct that request to the Academy Director. Each submission will be considered on an individual basis.

### **Schedule of Operation:**

Parents are requested to strictly observe the hours of operation so that children are appropriately supervised.

We are open Monday through Friday from 7:30 a.m. to 5:30 p.m.

Except the dates listed below.

### **Holidays and Closed Dates:**

The following holidays will be observed:

- New Year's Observance (January 1<sup>st</sup>)
- Martin Luther King Jr. Day (January 15<sup>th</sup>)
- President's Day (February 19<sup>th</sup>)
- Memorial Day (The last Monday of May)
- Juneteenth Day (June 19<sup>th</sup>)
- Independence Day (July 4<sup>th</sup>)
- Pioneer Day (the Day of or the following Monday)
- Labor Day (The first Monday of September)
- Columbus Day (October 14<sup>th</sup>)
- Veterans Day (November 11<sup>th</sup>)
- Thanksgiving Holidays (Thanksgiving Thursday and the following Friday)
- Christmas Break (December 23<sup>rd</sup> through December 27<sup>th</sup>)
- New Year's Day (year pending)

**In addition, the academy will be scheduled for four in-service days per year.** These days will be for teachers' continued education, curriculum preparation, and deep cleaning. These dates will be given to you no less than one month in advance and listed on our annual schedule, provided when enrolled. The academy reserves the right to close on any other day not listed above, and a written notice will be posted as soon as possible.



**Registration Fee:**

All accounts are subject to registration fees. Registration fees consist of \$100 upon initial account creation plus \$50 for each additional child. An annual re-registration fee of \$50.00 per child will be charged annually in August.

All registration fees are non-refundable.

Signature of Parent or Guardian \_\_\_\_\_ Date \_\_\_\_\_

**Tuition:**

Fees must be paid before services are rendered. Tuition is charged through Tuition Express on the 1<sup>st</sup> of every month unless it falls on a weekend or holiday; it will be processed on the following business day. All charges and payments can be viewed on our check-in computer each day, on [www.myprocare.com](http://www.myprocare.com), or the app, using the email you provide at the time of registration.

Remote payments can be made on [tuitionexpress.com](http://tuitionexpress.com).

We do not accept mid-month billing changes.

**Infant, Toddler, and Early PreSchool enrollment is FULL TIME ONLY (Monday - Friday).**

Signature of Parent or Guardian \_\_\_\_\_ Date \_\_\_\_\_

**Payment:**

Tuition Express allows you to pay with an electronic check, debit card, credit card, or EBT (State Assistance). All payments via Credit or Debit card will incur a 4% convenience fee on every transaction. We encourage using a checking or savings account for tuition payments.

Invoices and Payments may be tracked online after registration via [www.tuitionexpress.com](http://www.tuitionexpress.com), [www.myprocare.com](http://www.myprocare.com), and on the ProCare App.

AristoCat Children’s Academy does not accept cash or checks.

Teachers cannot accept payments in any way.

Signature of Parent or Guardian \_\_\_\_\_ Date \_\_\_\_\_

**Past Due Accounts:**

Any student with a past-due account will be denied access to the academy, and the child may not attend the center until the account is paid in full. A \$35.00 late fee will be applied every month the account is past due. Accounts that are delinquent by 30 days will be turned in to a collection agency of AristoCat Children’s Academy’s choice. If any balance is not paid as agreed, the undersigned agrees to pay a collection fee as well as all collection costs. In the event of a lawsuit to collect the unpaid balance, the undersigned further agrees to pay court costs and reasonable attorney fees.

Signature of Parent or Guardian \_\_\_\_\_ Date \_\_\_\_\_

**After Hours Pick-up Fee:**

Parents are requested to strictly observe the hours of operation to ensure that children are adequately supervised. If a late pick-up occurs, there will be a charge of \$30.00 for every fifteen minutes, per child, starting at 5:31 p.m. This is monitored directly with the time you sign students out on the check-in station.



**Returned Checks and Delinquent Fees:**

There will be a \$35.00 fee for all tuition transactions that are returned or declined for any reason.

<b>Signature of Parent or Guardian</b>	<b>Date</b>
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**Check-In/Out Policy:**

For your child's safety, we require you to sign your child in and out of the facility. If, for any reason you are unable to check your child in or out, please see the director immediately. If a child is not checked in or out of our facility, there will be a \$20.00 check-in/out fee per occurrence.

**Drop-in Policy:**

To ensure proper ratios are always maintained, a 24-hour notice must be sent to our office via office email, [acacademy@ymail.com](mailto:acacademy@ymail.com). Any child dropped off who is not on the schedule and has not been arranged to be at the center will be charged a \$75.00 drop-in fee. If your child cannot be accommodated, we can and will refuse service.

**Holding and Waitlist Policy:**

A non-refundable holding fee of \$150 per month is required to secure a spot on the waiting list. This fee becomes due once we can provide an official attendance start date for your student.

The holding fee guarantees that the enrollment space is explicitly reserved for your student. As such, the holding fee becomes applicable when you accept the opening and will continue until the official attendance start date specified by the administration.

If your student will not be able to attend immediately on the official attendance start date specified by the administration, 50% of the total monthly tuition will be required to secure the space for one month. Full tuition will be due after the initial month, regardless of attendance.

If a space becomes available mid-month, the holding fee will be applicable upon availability, and prorated tuition will be charged from the start date until the end of the month.

If you decide to be removed from the waiting list, kindly contact the office manager before the first day of the month.

**Absences:**

Regular attendance is encouraged. Any absent child, for a period lasting longer than two (2) consecutive weeks at any time without notifying the Academy Director, will be dismissed from enrollment and need to re-enroll, including paying the registration fees to attend.

**Extended Absence:**

An extended absence is when your student(s) will be absent for longer than two consecutive weeks. The tuition for an extended absence will be reduced to a monthly charge of 50% of each child's regular tuition.

All other fees are still applicable.

Extended absences are exempt from all tuition discounts.



The schedule must be communicated in writing, and the billing adjustment must be requested in advance in order to receive the adjustment. (otherwise, full tuition is due)

**Vacations: (Maximum of 4 weeks per fiscal year, per child.)**

If your student is absent for an entire week (Monday to Friday), the billing will be adjusted to a holding fee instead of charging the full tuition for the missing week. However, this adjustment can only be made if a written notice is provided to the office before the absence and the request for adjustment is made accordingly.

Please note that billing will not be adjusted for any dates when the academy is scheduled to be closed according to the annual schedule.

**Summer Adjustments:**

As AristoCat Children’s Academy operates year-round, several students attend full day during the summer but before and after school during the school season. School-age students who attend full-time during the summer will be subject to a total tuition cost based on their attendance schedule.

If a student is absent for the entire summer season, a summer holding fee will be applied. This fee is \$250 per month per child.

**Summer Camp:**

AristoCat Children's Academy has an annual summer camp program. To participate, students must be both fully potty trained and meet the age requirement for the chosen camp. Please note that camp fees are separate from the regular monthly tuition. All camp participants are required to adhere to the camp code of conduct. It's important to note that all camp fees are non-refundable and non-negotiable.

**Withdrawal:**

Parents must email the center director in writing two weeks before the withdrawal.

All fees are due and payable during the final two weeks, regardless of termination cause.

**Termination and Dismissal:**

AristoCat Children’s Academy reserves the right to dismiss any child at any time with cause. Any account balance must be paid within 30 days of dismissal; otherwise, the account will be referred to the company’s collection agency, with fees or collection agency to be paid by the delinquent party. Refusal and non-payment of tuition are causes for immediate dismissal.

Any credit that is left on a student account at the end of their enrollment will be refunded 30 days after their final date of attendance.

If a student is dismissed from enrollment for any reason besides giving a two-week withdrawal notice, any paid tuition is non-refundable.

Signature of Parent or Guardian \_\_\_\_\_ Date \_\_\_\_\_

**Software Fee:**

AristoCat Children’s Academy utilizes a software program in the classroom and our summer camps to actively communicate with parents about daily happenings.

This is a mandatory program for all students that is \$7/month.

**There is a feature for you to upload documents; however, it does not notify us if you have done so. Documents will still need to be emailed to [academy@gmail.com](mailto:academy@gmail.com)**





Features Include:

- Receive pictures and beautiful daily reports via the app.
- Download and share photos of your children!
- Record of assessments, activities, naps (and more!)
- Direct messaging program!

Signature of Parent or Guardian

Date

**Sunscreen Policy:**

For your child's safety and health, we apply sunscreen each time we go outside and at two-hour intervals if outside time is prolonged between March and November. We provide sunscreen; if your child has an allergy to our sunscreen, you can provide an alternative sunscreen accompanied by our sunscreen waiver.

**Referrals:**

Satisfied families are our best form of advertising. We hope that you will share your satisfaction with friends, family, and co-workers. As a thank you for referring another family to our program, you will receive one week of the student's regular schedule of free tuition, and your referral will receive FREE registration! The new family must have paid one full month's tuition before this credit will be issued. Please see the director for additional details. Be sure to have the referral mention your name on their enrollment paperwork.

**Parent Conduct:**

AristoCat Children's Academy prioritizes creating a nurturing environment for children to learn and grow. We kindly request all adults to uphold decency, courtesy, and respect by refraining from swearing, threatening, physical/verbal punishment of a child, smoking, and confrontational interactions. Let's work together to foster an ideal environment for our children's development.

**Arrival and Departure**

Classes begin promptly at 9:00 a.m. Please have your child here before the noted time to eliminate classroom disruption. Upon arrival, each child must be clean and fresh. Please bring your child with a clean face clothes, and especially free of soiled diapers/underwear.

For the health of your child, all children and visitors must wash their hands following the posted handwashing procedures before entering any classroom.

Children will not be released to anyone not pre-authorized on the emergency list. When someone needs to be added to the authorized pick-up, we prefer that a parent/guardian does this in person with a staff member on duty. However, we will accept a call made from the parent/guardian to the academy's direct phone line, where they will be prompted for verification and the name of authorized pick-up personnel. Children must be left with a staff member upon arrival, and parents must notify a staff member when a child is leaving. Do not let your child enter or leave the building unaccompanied.

We strongly request that parents NOT drop children off during rest times, 12:00 p.m. - 3:00 p.m. (times vary depending on classroom), as it disrupts the rest of the class. If you wish to pick up or drop off your student(s) during this time, we ask that you inform us in advance, either in person or on the app, so that we can have them ready for your arrival.



While picking up or dropping off your child who is enrolled at the Academy, we urge you not to leave unattended children in your vehicle.

Parents agree to provide transportation to and from AristoCat Children's Academy. Once a parent signs their child out, the parent is then solely responsible for supervising their child while on Academy premises.

\*Cell Phones: We ask all people to please finish their cell phone conversation before entering the building. The children are excited to see you and need your full attention. Please take a minute to enjoy greeting your child and listening to what they have learned that day.

**Social Media Policy**

To ensure a positive relationship between AristoCat Children's Academy and our community, we kindly request that any concerns or issues be addressed directly with the Academy. In the event that derogatory remarks about the Academy, its staff, and/or students are posted on social media, we may need to review the situation. Depending on the circumstances, appropriate actions, up to and/or including enrollment termination, will be taken in the best interest of all parties involved. Please remember that open communication is vital to maintaining a harmonious learning environment.

<b>Signature of Parent or Guardian</b>	<b>Date</b>
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**Dress Code:**

Children should wear clothing that is comfortable, washable, and allows for self-dressing. All items should be marked with the child's first and last name. We recommend that you provide a change of clothes in case of a spill or accident. Children need to wear sturdy closed-toe shoes as a matter of safety, particularly on playgrounds and field trips.

AristoCat Children's Academy will follow the ACA Clothing Policy. This includes the length of shorts, at least fingertip length, and NO tank tops (in which case, if one is worn, an ACA t-shirt will be provided). Please bring your child inappropriate clothing for the day. We highly recommend the use of long or short-sleeved sun shirts in the summer for water play. If your child is wearing a bikini, an ACA t-shirt will be provided.

**ARISTOCAT CHILDREN'S ACADEMY IS NOT RESPONSIBLE FOR LOST OR DAMAGED ITEMS.**

**Transportation:**

Safety is our primary concern when transporting children. Our buses have scheduled maintenance and inspections. All children must wear seat belts and remain orderly when riding on our buses.

If, for any reason your child will not be riding from their school, you must notify the Academy 30 minutes before the pick-up time to prevent an additional charge.

**A \$15.00 fee will be charged each day** when the Academy is not notified to take the child's name off the pick-up schedule. The bus driver will wait five minutes at the assigned bus stop. If a child does not report to the bus in that time, the driver will notify the Academy, and the school, then proceed to the following assigned pick-up location. The Academy director will call the parents for further instructions.

Our buses will not transport children during any weather conditions considered hazardous.



**Field Trips:**

Parents will be notified in advance of all field trips. Children are expected to follow all safety rules on field trips. Failure to abide by rules will be cause for the exclusion of a child from field trips. Younger children may go on walks through the neighborhood. All children are required to wear closed-toe shoes on field trips. If a class field trip is scheduled, and you wish for your child not to participate, you may be asked to make other care arrangements for your child for that day. When on field trips, we follow the same teacher/student ratio as in class.

**Meal Policy:**

AristoCat Children’s Academy does not provide any meals.

Please sign to acknowledge that you have read the meal policy in the Parent Handbook, as well as understand and acknowledge the cost of an emergency meal being provided.

**Signature of Parent or Guardian** \_\_\_\_\_ **Date** \_\_\_\_\_

**Health:**

Parents are required to provide the Academy with a record of the child’s immunizations before the child can attend, as well as provide updated records when immunizations are given. Please submit an updated form to the office when the child turns 2 months, 4 months, 6 months, 12 months, 18 months, 24 months, 5 years, and 7 years old. Parents also must sign an agreement giving the Academy permission to call a doctor in case of an emergency.

If your child has a personal, medical, or religious exemption from immunizations, an Exemption Form from the County Health Department MUST be submitted annually instead of a record of immunizations. In the case of an outbreak, we will ask that your child not attend until the outbreak has cleared.

If your child becomes ill at the Academy, they will be isolated, and you will be notified at once to take the child home. Facilities are not available at the Academy for sick children. If the Academy calls a parent or guardian when their child becomes ill, parents are expected to pick up the child promptly. **Children need to be picked up within 30 minutes.** We require parents to come expeditiously without hesitation. If a parent does not come or refuses to pick up their child, they will be unenrolled from our program.

A child with an elevated temperature, diarrhea, vomiting, or known illness will not be admitted to the Academy. If your child has a fever, vomiting, or diarrhea the night before, you are required to keep your student at home to limit exposure to infections in the Academy. If your child is between 6 weeks and 5 years old, we do not allow your child to attend the Academy with a fever above 101.0 degrees.

**\*\*AristoCat Children’s Academy has the right to change or update these policies at any time for the safety and health of our students. This includes any outbreaks or epidemics that the local health department has declared. \*\***

- If your child has three episodes of vomiting or diarrhea, you will be called to pick up your child.
- If your child has a temperature of 101 and is holding, we will call you to pick up your child.
- If your child has any 2 (or more) combined symptoms, we will call you to pick up your child.
- If a child is sent home from public school, AristoCat Children’s Academy will follow district policy, and the child will not be allowed at ACA.



- The child must be FREE of ALL symptoms for AT LEAST 24 hours (unless otherwise stated by the administration) before returning to AristoCat Children’s Academy.
- Illness symptoms include but are not limited to fever, diarrhea, vomiting, lethargy, and changes in behavior.

**In the event of multiple students or teachers with the same illness, we will post a communicable disease notice and follow the outlined information regarding exclusion from the program.**

To view the communicable diseases guidebook, visit [child-care-illness-exclusions.pdf \(utah.edu\)](http://child-care-illness-exclusions.pdf (utah.edu))

**Medication:**

By state law, AristoCat Children’s Academy will not dispense any medication to any child without advance written consent from the parent or guardian. Parents must complete a “Medication Authorization” form in writing. Prescription medication may be given only to the child for whom it is prescribed. Over-the-counter medication must have the child’s full name printed on the container. All medication must be in its original container and unexpired. ACA will follow ALL manufacturing guidelines when administering medications, including age requirements.

**MEDICATIONS WILL ONLY BE ADMINISTERED TO STUDENTS WHO ARE UNDER THE AGE OF 24 MONTHS IF A DOCTOR'S NOTE OR PRESCRIPTION LABEL IS PROVIDED.**

Please sign here to acknowledge that you have read the information regarding digital medication authorization forms.

Signature of Parent or Guardian \_\_\_\_\_ Date \_\_\_\_\_

**Rest Time:**

All children at the Academy will rest after lunch. To protect your child’s health, we provide a freshly sanitized cot, as well as a blanket and sheet. **Please do not send any sleep materials, as they will be provided.** Although children will not be forced to go to sleep during the nap period nor criticized for not going to sleep, they will be required to rest quietly or do a quiet activity that is provided so that children who want to sleep may do so. Children can get off their mats/cots after 30 minutes if they can remain undistruptive to other students. Children only stay on their cots/mats longer than 30 minutes if they choose to do so. TV and videos are not used during nap time.

**Incident and Injury Reports:**

Should your child be involved in an incident/accident during the day, a staff member will complete a Digital Incident/Accident Report on the app. The report will be discussed at the time of pick up and signed by the parent or person picking up. Should a person other than the parent pick up the child on the day of the incident, it is then the responsibility of that person to sign the incident report. By signing the incident report, you are ONLY acknowledging that you were informed about the incident.

**Abuse and Neglect:**

As early care and education professionals, we are mandated by law to report any suspected cases of child abuse or neglect. We will not hesitate to seek help for any child. The academy is required to contact the Department of Children Services for refusal to pick up a child at any time.

Signature of Parent or Guardian \_\_\_\_\_ Date \_\_\_\_\_



**Guidance:**

Children must learn to see themselves as worthy, contributing participants with a sense of responsibility for their actions and respect for the rights of others. We believe in a positive approach to discipline with logical consequences for inappropriate behavior. When redirecting or guiding the child, consideration is given to both age and level of development for setting limits and schedules. Parents will be notified if there is a consistent behavior problem. Children learn and live by positive words and actions as a method of developing confident interpersonal skills.

**Conflict of Interest:**

To prioritize the safety and professionalism of our staff, AristoCat Children’s Academy strictly prohibits staff from providing care for enrolled or previously enrolled children (for 36 months) during academy business hours. This policy helps maintain a clear boundary between personal and professional relationships. Non-compliance with this policy may lead to the termination of enrollment for the child and the employee. We kindly request that the personal information of our staff not be solicited.

**Grievance Procedure:**

At AristoCat Children’s Academy, we value open communication and strive to address any questions or concerns you or your child may have. Our dedicated staff, including the center director and owner, are here to listen to and resolve any issues that may arise. We are committed to providing the best possible care for your children, and we understand that occasional miscommunications can occur. Please don't hesitate to reach out to us so that we can work together to resolve any concerns or address any questions you may have. For information about state regulations, please visit <http://health.utah.gov/licensing>.

I HAVE READ, UNDERSTAND, AND ACCEPT THE POLICIES AND PROCEDURES OF ARISTOCAT CHILDREN’S ACADEMY.

IF I NEED CLARIFICATION ON ANY POLICIES AND PROCEDURES, I CAN AND WILL REFER TO THE FULL PARENT HANDBOOK THAT I WAS PROVIDED.

I UNDERSTAND THAT THESE POLICIES MAY BE REVIEWED AND REVISED AS NECESSARY AND THAT I WILL BE PROVIDED WITH WRITTEN NOTICE OF ANY SUCH REVISIONS.

Signature of Parent or Guardian \_\_\_\_\_ Date \_\_\_\_\_

Signature of Parent or Guardian \_\_\_\_\_ Date \_\_\_\_\_

Signature of Director: \_\_\_\_\_ Date \_\_\_\_\_



# Photographic Authorization Form

To avoid undue disruption of children or students as they are involved in learning and to protect the privacy and individual rights of all persons, we must ask for your full cooperation in adhering to our photography policies and procedures.

Freedom to photograph is limited by the following conditions:

1. No photographs are to be sold by or to anyone or used in any way for commercial purposes. This includes but is not limited to:
  - Newspapers
  - Contests
  - Magazines
  - Television

Without prior consent of the parent/guardian of the children in the photograph/film and the Director.

2. Photographers are not to prompt, pose, or otherwise distract children or teachers in the children’s programs at AristoCat Children’s Academy.

Intended Use for Photographs: To display on classroom bulletin boards, newsletters, social media, photomontage, child’s projects, or crafts.

Please opt my child(ren) out of any photography that will go out on social media or newsletters.

Child(ren)’s Name(s): \_\_\_\_\_  
 Child(ren)’s Name(s): \_\_\_\_\_  
 Child(ren)’s Name(s): \_\_\_\_\_

\_\_\_\_\_

Signature of Parent or Guardian	Date
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## Field Trip Permission Form

Your child will have the opportunity to join their class on a field trip. Field trips provide one means of extending the learning environment beyond our academy. We want to simplify the process of granting field trip permission. Please fill out this form and return it to our academy. We need a separate form for each child in your family. Your child's teacher will send a note home before any field trips are taken. The academy will not provide lunches for field trips, so please plan to send one with your child.

I give permission for my child \_\_\_\_\_ to go on all scheduled field trips with his/her class.

I do not give permission for my child to go on field trips.

Signature of Parent or Guardian \_\_\_\_\_

Date \_\_\_\_\_

If my child becomes ill or involved in an accident while away, I understand that the chaperone will seek medical attention for my child, the academy will contact me as soon as possible, and I will be financially responsible for medical treatment. I further agree to hold AristoCat Children's Academy, its employees, and agents harmless for any injury or illness caused by the negligence of persons other than employees or agents for the Academy when such injury or illness occurs during the trip.

I \_\_\_\_\_, Understand that my child will be transported if he/she becomes ill or is involved in an accident to seek medical attention, as stated above.

Signature of Parent or Guardian \_\_\_\_\_

Date \_\_\_\_\_

**ALL CHILDREN IN THE INFANT/TODDLER PROGRAM WILL GO ON WALKING FIELD TRIPS DAILY IN OUR ARISTOCAT STROLLERS. THIS IS NOT OPTIONAL.**

I, \_\_\_\_\_, Understand that my child if enrolled in the infant/toddler program, will go on walking field trips daily in the AristoCat Strollers.

Signature of Parent or Guardian \_\_\_\_\_

Date \_\_\_\_\_



**Automated Payment Processing**  
**Safe – Convenient – Easy**

We are excited to offer the safety, convenience and ease of Tuition Express® – a payment processing system that allows secure, on-time tuition and fee payments to be made from either your bank account or credit card.

**ELECTRONIC FUNDS TRANSFER AUTHORIZATION FOR BANK ACCOUNT and CREDIT CARD**

I (we) hereby authorize **AristoCat Children's Academy** to initiate credit card charges to the below-referenced credit card account (Section A) OR, initial debit entries to my(our) Checking or Savings Account, indicated below (Section B). To properly affect the cancellation of this agreement, I (we) are required to give 10 days' written notice. Credit Union Members: Please contact your Credit Union to verify account and routing numbers for automatic payments. Check with the center for accepted credit card types.

**Complete ONE SECTION ONLY**

**Section A (Credit Card) Subject to a 4% fee for every transaction**

Cardholder Name		Phone #:	
Cardholder Address:		City:	State
			Zip
Account Number		Expiration Date	
Cardholder Signature		Date	

**Section B (Bank Account)**

Your Name		Phone #	
Address:		City:	State
			Zip
Bank or Credit Union Name			
Bank or Credit Union Address		City	State
			Zip
Routing Transit # (see sample below)		Account Number	

Checking

Savings is available, upon request.

**For Official Use Only**

Date Received

Employee Signature

John Sample Mary Sample 123 Nice Street Anytown, USA	BANK OF THE WEST 555-555-5555	00226
Pay to the order of: <b>Attach Voided Check Here</b> \$		
<b>Deposit slips not accepted</b>		Dollars

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