

ACCOTINK ACADEMY PRESCHOOL 2020-2021 STUDENT REGISTRATION FORM

(Please fill or print information on each line- "n/a" when applicable)

STUDENT INFORMATION

Last Name, First Name (Provide name child goes by in parenthesis if applicable) Date of Birth: MM/DD/YYYY Male

Home Address City State Zip Primary Phone Female

Program Selection (9:00am-1:00pm)

_____ 2-Day (T,Th) _____ Jr. Kindergarten (M-F)

_____ 3-Day (M,W,F)

_____ 5-Day (M-F) _____ Kindergarten (M-F)

Additional Care Options:

_____ Before Care (8:00am-9:00am)

_____ Extended Day (1:00pm-2:00pm on all Registered Program Days)

_____ After-Care (InCourage Martial Arts- Additional Registration Required)

PARENT/GARDIAN INFORMATION

Primary Parental Contact

Last Name _____ First name _____ Relationship to child: _____

(1) _____ (2) _____ (e) _____
Primary Phone cell/home/business Secondary Phone cell/home/business email address:

Home Address City State Zip

Occupation/Address of Employment _____

Secondary Parental Contact

Last Name _____ First name _____ Relationship to child: _____

(1) _____ (2) _____ (e) _____
Primary Phone cell/home/business Secondary Phone cell/home/business email address:

Home Address City State Zip

Occupation/Address of Employment _____

EMERGENCY INFORMATION

Allergies or Intolerance to Food, Medication, etc:

Action to Take in an Emergency:

Child's Physician: _____ Phone Number _____
_____ () _____

Insurance Information: Company _____ Policy # _____

Please List **Two** People to Contact if Parents/Guardians Cannot Be Reached:

Name	Relationship to Child	Phone Number	Full Address	Language Spoken
1. _____				
2. _____				

Person(s) (other than those listed above) Authorized to Pick up Child:

Name	Relationship to Child	Phone Number	Full Address	Language Spoken
1. _____				
2. _____				
3. _____				

ADDITIONAL INFORMATION

Please list any Child Care, Schools or Programs in which your child will be concurrently enrolled:

Name	Phone Number	Address	Language Spoken
1. _____			

Please list any previous Child Care Programs or Schools Attended:

Name	Phone Number	Address	Language Spoken
1. _____			

AGREEMENTS

1. Accotink Academy Preschool agrees to notify the parent(s)/guardian(s) whenever the child becomes ill, and the parent(s)/guardian(s) will arrange to have the child picked up as soon as possible, if so requested by the center.
2. The parent(s)/guardian(s) authorize Accotink Academy Preschool to obtain immediate medical care if any emergency occurs when the parent(s)/guardian(s) cannot be located immediately. **
3. The parent(s)/guardians agree to inform the center within 24 hours, or the next business day, after his/her child or any member of the immediate household has developed a reportable communicable disease, as defined by the State Board of Health, except for life threatening diseases which must be reported immediately.

SIGNATURES

Parent(s) or Guardian(s)

Date

Administrator of Center

Date

Date of Enrollment: _____

Date Left Care: _____

** If there is an objection to seeking emergency medical care, a statement should be submitted by the parent(s) or guardian(s) that states the objection and the reason for the objection to be kept on file.

**OFFICE USE ONLY
IDENTITY VERIFICATION**

Proof of identity is required and a copy is not kept, please fill out the following.

Place of Birth	Birth Date	Birth Certificate Number	Date Issued
Other Form of Proof	#	Date Documentation Viewed	Person Viewing Documentation

Date of Notification of Local Law-Enforcement Agency (when required proof of identity is not provided):

Date

Proof of the child's identity and age may include a certified copy of the child's birth certificate, birth registration card, notification of birth (hospital, physician or midwife record), passport, copy of the placement agreement or other proof of the child's identity from a child placing agency (foster care and adoption agencies), record from a public school in Virginia, certification by a principal or his designee of a public school in the U. S. that a certified copy of the child's birth record was previously presented or copy of the entrustment agreement conferring temporary legal custody of a child to an independent foster parent. Viewing the child's proof of identity is not necessary when the child attends a public school in Virginia and the center assumes responsibility for the child directly from the school (i.e., after school program) or the center transfers responsibility of the child directly to the school (i.e., before school program). While programs are not required to keep the proof of the child's identity, documentation of viewing this information must be maintained for each child.

Section 63.2-1809 of the Code of Virginia states that the proof of identity, if reproduced or retained by the child day program or both, shall be destroyed upon the conclusion of the requisite period of retention. The procedures for the disposal, physical destruction or other disposition of the proof of identity containing social security numbers shall include all reasonable steps to destroy such documents by (i) shredding, (ii) erasing, or (iii) otherwise modifying the social security numbers in those records to make them unreadable or indecipherable by any means.

REGISTRATION PROCEDURE 2020-2021:

1. **In House Registration-** On Wednesday, February 5th, 2020 we will open registration to the families of students currently enrolled in Accotink Academy Preschool. Registration will take place in the preschool office and will begin at 11:00am. Families of Accotink Alumni may register new students on Friday, February 7th, 2020.

2. **Open Registration-** On Wednesday, February 12th, 2020 we will open registration to the public.
 - 8:00am- Parents may enter the building through the glass doors and proceed toward the right. Registration and information tables will be set up outside the preschool office. Registration must take place in person, and programs will fill on a first come, first served basis.
 - We will register children as quickly as possible- this process is expedited by families presenting fully completed paperwork and all necessary forms.
 - Please ensure you have the following materials and completed information:
 1. Student Registration Form- This form must be completed in its entirety. Each line on the enrollment form MUST have information or “N/A” (not applicable) filling a blank space for licensing compliance.
 2. Family Information Sheet- This form has a front and back. Please ensure that both sides are completed and all blank spaces have the required information or “n/a”.
 3. Enrollment Agreement- This form is two pages, front and back. Please read carefully and sign and date this form.
 4. Tuition Schedule- Please read, sign and date this form
 5. Registration Fee- Fees are based on the individual programs. Checks should be made payable to “Accotink Academy”.
 6. Birth Certificate- Official birth record or certified copy is required for all new student registration.

Additional Registration Information:

- Transportation Information: All information for bus transportation will be available at the transportation registration table. If you need bus transportation for your child next year (or are interested in learning more) please stop by this table during registration time.
- Summer Camp Information: Registration for summer camp will be ongoing from February through May. Please contact Mrs. Nicki Buell for additional information: 703-451-5797.
- Before and Aftercare options are available- please see the attached flyer of additional care options for further clarification.

Please ensure that you have all the following materials prior to Registration:

- Completed Student Registration Form
- Completed Family Information Form
- Enrollment Agreement (Signed and dated)
- Copy of Birth Certificate (first time enrollment for child)
- Registration Fee (Checks made out to Accotink Academy)

All forms must be completed (front and back where necessary), signed and dated by the child's parent(s) or guardian(s). Please print or type all information on these forms. All forms and materials must be presented in person at the time of registration. Please do not email any forms to the school office.

Please note that you will need to bring your child's birth certificate (or copy) at the time of registration. This is necessary for all students enrolling for the first time in any Accotink Academy program. We must document proof of the child's age to complete registration. (Students currently enrolled in Accotink Academy do not need to provide proof of age for continuous enrollment.)

AGE REQUIREMENTS BY PROGRAM:

- 2-Day Program: the child must turn three (3) by January 31st, 2021 and be fully toilet trained
- 3-Day Program: the child must turn three (3) by December 31st, 2020 and be fully toilet trained
- 5-Day Program: the child must turn four (4) by January 31st, 2021 and be fully toilet trained
- Junior Kindergarten Program: the child must turn five (5) by December 31st, 2020
- Kindergarten Program: the child must meet the requirement of Fairfax county and turn five (5) by September 30th, 2020

We are always happy to help, if you should need any more information, please do not hesitate to call our office- 703-451-5797

FAMILY INFORMATION FORM

(This form will remain Confidential - For Office Files Only)

We, at Accotink Academy Preschool, ask you to provide the following information so that we can get to know your child and family as quickly as possible, and so that we can understand your child and his/her needs. All information you provide will be kept strictly confidential and will be used only as necessary in caring for your child.

Child's Full Name: _____	Age: _____ yrs _____ mths
Sex: _____ Birthplace: _____	Birthdate: _____
Child Resides With: <input type="checkbox"/> Mother/ <input type="checkbox"/> Father/ <input type="checkbox"/> Both <input type="checkbox"/> Legal Guardian/Other	
Primary Phone Number: _____ Family Religion: _____	
Mother's Full Name: _____	
email: _____	
Home Address _____	
Primary Phone Number: _____ Secondary Phone Number _____	
Marital Status: <input type="checkbox"/> Married/ <input type="checkbox"/> Single/ <input type="checkbox"/> Separated/ <input type="checkbox"/> Divorced	
Employer: _____ Working Hours: _____	
Work Address: _____	
Father's Full Name: _____	
email: _____	
Home Address _____	
Primary Phone Number: _____ Secondary Phone Number _____	
Marital Status: <input type="checkbox"/> Married/ <input type="checkbox"/> Single/ <input type="checkbox"/> Separated/ <input type="checkbox"/> Divorced	
Employer: _____ Working Hours: _____	
Work Address: _____	

Are the parents separated? Yes/ No Are the parents divorced? Yes/ No
 If yes, when did the separation/ divorce occur? _____
 Please describe custody arrangements _____

Please describe the child's relationship with the non-custodial parent: _____

Is your child adopted? Yes/ No If yes, does your child know? Yes/ No

Members of the household where the child resides: (Mark "***" beside members of the household who have a significant role in caring for the child.)			
Name:	Relationship to Child:	Sex:	Age:

Other significant people who help care for the child (Grandmother, Nanny, Neighbor, etc).			
Name:	Relationship to Child:	Sex:	Language:

Family Pets: _____ Language(s) spoken at home: _____

Please name any **previous** schools/day care centers your child attended. _____

If child attends Accotink Academy Preschool and another school/program, give name of any additional schools/programs. _____

Is your child receiving services from specialists such as speech, hearing, psychologist, etc.? Yes / No. If yes, please explain in detail _____

Does your child have any special needs? Yes/ No. If yes, please explain in detail. _____

Describe all physical conditions or illnesses which could affect the child's participation in Accotink Academy's programs or to receiving proper medical treatment (diabetes, epilepsy, poor blood clotting, etc.) _____

It is understood by all parties that student records will be kept confidential unless written permission is given by student's parent(s).

Signature of Parent(s) or Guardian.

Parent/Guardian

Date

ACCOTINK ACADEMY PRESCHOOL

ENROLLMENT AGREEMENT

TO THE PARENT: Please read this Agreement carefully. If you do not understand any provision, feel free to ask the Directors. This Agreement, its attachments, and the Parent Handbook establish your legal rights and responsibilities, and those of the Preschool, regarding your child's participation in the Preschool. Throughout this Agreement and attachments, the terms "you" and "parent" refer to the parent(s) or legal guardian(s) of the child enrolled in the Preschool, and the terms "Preschool" and "we" refer to the Accotink Academy Preschool and the staff members. The term "school day" means a day when the Preschool is open and operating.

I _____, hereby agree to enroll my child, _____,
(parent(s) or guardian(s) (child's full name)
in the Accotink Academy Preschool, and the Preschool agrees to accept your child's enrollment, under the terms and conditions as stated below.

1. PROGRAM AND HOURS OF ATTENDANCE:

Beginning _____, 20____, your child will be enrolled in the following Preschool schedule:
(Month) (year)

- 2-Day Class - Tuesday and Thursday 9:00 AM- 1:00 PM
- 3-Day Class - Monday, Wednesday, Friday 9:00 AM- 1:00 PM
- 5-Day Class - Monday through Friday 9:00 AM- 1:00 PM
- Junior Kindergarten – Monday through Friday 9:00 AM- 1:00 PM
- Kindergarten – Monday through Friday 9:00 AM- 1:00 PM
- **Extended Day/After Care– Above Registered Days 1:00 PM- 2:00PM*
- **Before School Care– Above Registered Days 8:00 AM- 9:00AM*
(*Optional, additional program offerings)

2. PAYMENT:

Registration fee: A non-refundable registration fee is due and payable on the day this agreement is made (date of enrollment).

Tuition: The monthly tuition payment is determined by the total tuition for the academic year divided into ten installments. The first installment of tuition for all students is due by June 1st of the current calendar year, or immediately upon enrollment if registration is after June 1st. The first installment of tuition is non-refundable for all kindergarten students. For students registered in all other programs, the first installment of tuition is 50% refundable with written notice before July 1st, and non-refundable after July 1st.

-OVER-

A late fee of up to 10% of the unpaid balance will be assessed after the fifth of the month.

The tuition payment schedule is as follows:

	Preschool Programs (2-Day, 3-Day, 5-Day, Jr. Kinder)	Kindergarten Program
1 st Install	Payment due into School office by June 1 st	June 1 st
2 nd Install	September 5 th	July 1 st
3 rd Install	October 5 th	September 5 th
4 th Install	November 5 th	October 5 th
5 th Install	December 5 th	November 5 th
6 th Install	January 5 th	December 5 th
7 th Install	February 5 th	January 5 th
8 th Install	March 5 th	February 5 th
9 th Install	April 5 th	March 5 th
10 th Install	May 5 th	April 5 th

Activity Fee: An activity fee is charged each year per student. This fee, which covers field trips, consumable books, the Spring Recital, and the Fall Festival, is collected in October or upon enrollment, if registration is after October 15th.

Payment Policies: The payment of tuition may be made by cash, check or money order. However, if any payment by check is returned unpaid, a service charge of \$25.00 will be charged. Thereafter, the Preschool has the right to require cash or money order for payment.

Termination for non- Payment: Failure to make payments of tuition for two consecutive months will result in removal of the child from school.

Holiday and Snow Closings: You will be supplied with a yearly calendar which will detail the days the Preschool will be closed for national holidays as well as student holidays. The Preschool follows the cancellation policy of the Fairfax County Public School system. If the public schools cancel classes, open late or close early due to snow or inclement weather conditions, the Preschool will do the same. There will be no refund or credit against the monthly tuition fee for any such closing. In the event of any early closing due to inclement weather, you agree to make arrangements to pick up your child promptly.

Withdrawal by Parent: You must give the Preschool written notice at least thirty (30) days before withdrawing your child from the Preschool to receive a rebate in tuition if one is owed. Tuition refunds will be calculated based on number of days left in the school year after 30 day notice period, and prorated according to program per diem.

Late Pick-Up Penalties: If your child is picked up after the scheduled time, you will owe a late fee of \$5.00 for each five-minute period, or portion thereof, after the scheduled time. This late pick-up fee is due immediately at the time of pick-up or before the child comes to school the next time. If your child is picked up over 30 minutes late, or you fail to pay the late fee, your child will not be admitted to school the following school day.

Absences: No refund or deduction may be made from regular tuition or bus transportation fees because of absence due to illness, holidays, vacations, school closings due to weather, or for any other reason. The preschool will make every effort to make-up school days missed due to excessive inclement weather.

3. **FIELD TRIP PARTICIPATION:** The Preschool's regular program includes neighborhood field trips and other off campus activities which involve transportation of children in vehicles owned by the Preschool and driven by Preschool employees, or commercially owned and operated vehicles which are rented from a local company. Field trip permission forms will be sent home in advance of all off campus outings. By signing and returning permission forms, you grant permission for your child to participate in pre-arranged field trips and be transported in Preschool owned vehicles driven by Preschool staff or commercially owned and operated vehicles rented from a local company, and agree to hold harmless the school and its agents.

4. **PHOTOGRAPHS:** Individual and group photographs are taken during the school year by a portrait company for purchase by parents. Photographs are also periodically taken in the classroom for various learning purposes and for occasional display within the school and on social media. By signing this agreement, you give permission to have photographs taken for school use and for occasional social media release. Care and caution are always exercised to protect your child's identity- names and photographs will never be connected outside of the classroom setting. To opt-out of photographs, please request an opt-out form from the preschool office.

5. **PERSONAL & HEALTH INFORMATION:** The staff of Accotink Academy will be the only persons able to access your child's health records and your personal family information.
 - A. The school agrees to notify the parent(s)/guardian(s) whenever the child becomes ill and the parent(s)/guardian(s) arrange to have the child picked up as soon as possible if so requested by the school.

 - B. The parent(s)/guardian(s) authorize the school to obtain immediate medical care if any emergency occurs when the parent(s)/guardian(s) cannot be located immediately.

 - C. The parent(s)/guardian(s) agree to inform the school within 24 hours or the next business day after his child or any member of the immediate household has developed a reportable communicable disease, as defined by the State Board of Health, except for life threatening diseases which must be reported immediately.

Certification that All Information is Correct: The following attachments are a part of this Agreement. By signing, you certify that you have accurately completed/submitted all forms listed below by the first day your child attends the Preschool. You also certify that you will read the Parent Handbook that will be presented to you before the first day of school for your child. You agree to notify the Preschool if there is any change in the information you have supplied on the forms listed below.

1. Enrollment Form
2. Family Information Form
3. Tuition Agreement
4. Birth Certificate
5. Medical Care and Emergency Contact Information
6. School Entrance Health Form

Parent/Guardian Name (Print) Date

Parent/Guardian Signature Date

School Administrator Date

Date Child Enrolled: _____ Date Child Left School: _____
1/2020

ACCOTINK ACADEMY PRESCHOOL

TUITION SCHEDULE FOR SCHOOL YEAR 2020-2021

TUITION: Total yearly tuition per program is calculated by number of scheduled school days in each school year, multiplied by the per diem cost of the program. The yearly tuition total is payable in full or can be divided into 10 equal monthly installments, payable June through May. Cost and payment schedule varies by program.

Tuition cost and fees per program:

	Registration Fee	Total Tuition	Activity Fee	Extended Day Tuition
2-Day Program	\$100	\$2950	\$65	\$536
3-Day Program	\$100	\$3950	\$65	\$816
5-Day Program	\$110	\$5500	\$65	\$1256
Jr. Kindergarten	\$110	\$5750	\$65	\$1256
Kindergarten	\$150	\$6200	\$85	\$1256
Before Care-Daily 8:00-9:00a	Included	\$10/day	N/A	

Payments may be made in 10 equal installments via cash or check and must be received in the school office according to the follow schedule:

	Preschool Programs (2-Day, 3-Day, 5-Day, Jr. Kindergarten)	Kindergarten Program
1 st Installment Due	June 1 st	June 1 st
2 nd Installment Due	September 5 th	July 1 st
3 rd Installment Due	October 5 th	September 5 th
4 th Installment Due	November 5 th	October 5 th
5 th Installment Due	December 5 th	November 5 th
6 th Installment Due	January 5 th	December 5 th
7 th Installment Due	February 5 th	January 5 th
8 th Installment Due	March 5 th	February 5 th
9 th Installment Due	April 5 th	March 5 th
10 th Installment Due	May 5 th	April 5 th

