### Thank you for choosing Kreative Kidz Children’s Center

To assist you in a smooth transition please use the following guide and check list to ensure you

have everything you need for your child’s start into the program.

### Step 1:

Once you have Reviewed Tuition Rates and Fees as well as Policy and Procedures please complete the following forms.

* Application
* Contract
* Child Pick Up List
* Photo Release
* Emergency Card
* Medical Forms (doctor signature required)

### Step 2:

Return Completed forms with security deposit of first two weeks’ tuition. Deposit is required to hold your space for the school program. You will need to decide your start date as well as the days your child will attend at this time. The deposit is non refundable.

### Step 3:

Contact the center at **301-598-5432** to schedule a tour with your child if you have not done so already.

### Step 4:

Below is a checklist of items to bring with your child on their first day. A personalized cubby will be provided for your child at this time. Please remember to label all their items with their full name.

**Checklist of items to bring**

* Seasonal change of clothes (underwear socks, shirt, pants etc..)
* diapers/wipes if applicable
* Jacket or sweater
* Blanket / Sheet for napping
* School/ inside shoes
* Water bottle

### ADDITIONAL ITEMS TO BRING IN SUMMER

* Bathing suit
* Towel
* Sun screen
* Sun glasses
* Water shoes
* **Non Prescription Authorization Form**
* **Water Play Permission Form**

# Agreement

I have read understood all of Kreative Kidz Children’s Center policies and procedures.

 *initial here*

Name of Parent/ Guardian with primary custody (with whom the child normally resides)

Full name of child(ren) I am enrolling at Kreative Kidz Children’s Center.

1.

2.

### Program (s) in which I am enrolling my child(ren) (check all that apply)

|  |  |
| --- | --- |
| **Preschool** | **School Age** |
| * 2/3-year-old program $1400
 | * School Age Before and After Care $800
 |
| * 2/3-year-old Part time program - $850
 | * School Age After OR Before Care $450
 |
| * 3/5-year-old program $1400
 | * School Age Summer Full Time $1000
 |
| * 3/5-year-old part time program - $850
 | * School Age Summer Part Time $750
 |

**Days my child will attend**

Monday through Friday

Other (specify)

**Hours my child will attend** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Start Date**

**Tuition due each week**

I understand that all weekly tuition is due regardless of closures, holidays, or absences of children.

**Non Refundable Security Deposit Paid** *(to be deducted from final tuition payment)*

*\*\*Equal to 2 weeks tuition\*\**

I understand that any changes, including but not limited to withdrawal, days or hours of attendance and program enrollment must be given in writing at least 30 days prior to the date at which the change will take place. Furthermore my non refundable deposit is a *prepayment for of funds which are to be applied to the last week of attendance once proper notice of withdrawal has been received.* Failure to provide this notice will result in the loss of my deposit being applied. By signing below I acknowledge my responsibility to are all tuition payments on time and in full.

* I am listed as an essential employee Full Name

(printed)

Signature Date

## Child Pick-Up List

I (parent or guardian), give consent to Kreative Kidz Children’s Center to release my child into the care of the persons on this list. I understand that it is my responsibility to keep this form up to date at all times. I understand that my child will not be released to any persons I have not added to this list and that no person under the age of sixteen will be allowed to pick up my child regardless of the circumstances. I understand that Kreative Kidz Children’s Center will require any persons they are not familiar with to present photo identification and that they make ask to see this ID more than once.

Finally, I understand Kreative Kidz Children’s Center reserves the right to not release my child to anyone other than a parent or guardian in any situation in which they feel my child may be in danger.

1. Name Relation to child Phone Number
2. Name Relation to child Phone Number
3. Name Relation to child Phone Number
4. Name Relation to child Phone Number
5. Name Relation to child Phone Number

Parent / Guardian Name Date: Child Name

Parent Guardian Signature Date:

# Photo Release

Choose One:

## Decline Permission

I (parent’s or guardian’s name) do NOT grant permission to Kreative Kidz

Children’s Center. Its representatives and employees to photograph or videotape my child

 (child’s name).

Or

## Grant Permission

I (parent’s or guardian’s name) herby grant permission to Kreative

Kidz Children’s Center., its representatives and employees to photograph or videotape my

child (child’s name).

I further grant permission to Kreative Kidz Children’s Center and sister centers to utilize photographs and recorded materials of my child in the following ways: (Please check all acceptable uses.)

* Display in Kreative Kidz Director’s or Teacher’s Scrapbooks electronic and or paper
* Display on Kreative Kidz Bulletin Boards located in halls and classrooms and in Classroom Newsletters (viewed by current and prospective clients)
* Display on Kreative Kidz Website (only first names will appear on website)
* Use in Kreative Kidz promotional and or marketing materials
* Use on Kreative Kidz Social Media Pages such as FB, Instagram

Signature Date