

2009/2010

Preschool Enrollment Application

Child's Information

Child's Name: _____	Date of Birth: _____	Age: _____
Child's Address: _____		
City: _____	State: _____	Zip: _____
Phone #: _____	Email: _____	
Sex: M F	Date of Enrollment: _____	Start Date: _____
Name of School/Center Child Previously Attended: _____		
Program Enrollment:		
Full Day Enrollment (\$140.00) M-F _____ (Extended Care is included with full day enrollment for \$140)		
Half Day Enrollment _____ M-F 9:00am-12:30pm (\$100.00)		

Parent's Information

Mother: _____		
Home Address: _____		
City: _____	State: _____	Zip: _____
Place Employed: _____	Business Phone: _____	
Home Phone: _____	Cell Phone: _____	
Father: _____		
Home Address: _____		
City: _____	State: _____	Zip: _____
Place Employed: _____	Business Phone: _____	
Home Phone: _____	Cell Phone: _____	
Person(s) or Agency that has legal Custody of Child: _____		
Phone #: _____		

Emergency Information

Allergies or Intolerance to Food, Medication or other Special Needs: _____	

Child's Physician: _____	Phone #: _____

Names & Address of Two People to Contact if Parents CANNOT be Reached

Name: _____	Phone #: _____
Address: _____	City: _____ State/Zip: _____
Name: _____	Phone #: _____
Address: _____	City: _____ State/Zip: _____
Person(s) Authorized to Pick Up Child: _____	
Person(s) NOT Authorized to Pick Up Child*: _____	
* Appropriate paperwork such as custody papers shall be attached if a parent is not allowed to pick up the child.	

Required Credit Card Number (An active credit card number is required to be on file at all times. Registration CANNOT be processed without this information.)	
Account #: _____	Exp. Date: _____
Signature: _____	Three Digit Code: _____

Agreements

1. WISC Kid's Club agrees to notify the parent/guardian whenever the child becomes ill and the parent/guardian will arrange to have the child picked up as soon as possible if so requested by the center.
2. The parent/guardian authorizes WISC Kid's Club to obtain immediate medical care if any emergency occurs when he/she cannot be located immediately.
3. The parent/guardian agrees to WISC Kid's Club's rules and regulations as described in the policy guidelines.
4. The parent/guardian agrees 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.
5. The parent/guardian acknowledges that once this completed application is turned in to Kids Club Preschool and processed, there will be a cancellation fee of \$260.00 should you withdraw your child from the program at any time and for any reason.

Signatures

Parent or Guardian _____
Date

Director _____
Date

Tuition Amount: _____ **Deposit Received:** _____ **Cash** _____ **CC** _____ **Check #** _____

Date Child Entered Kid's Club: _____ **Date Child Departed Kid's Club:** _____

Office Use Only – Identity Verification

Place of Birth: _____ **Birth Date:** _____

Birth Certificate Number: _____ **Date Issued:** _____

Director Signature: _____

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, a copy of the placement agreement or other proof of the child's identity from a child placing agency, record from a public school in Virginia, or 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. 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 proof of the child's identity, documentation of viewing this information must be maintained for each child.