## Enrollment Application

## International Learning Academy

3620 Jonesboro Road Fairburn, Georgia 30213 770-306-1234

## Door Code       Computer Code

|  |  |
| --- | --- |
| **Child Information** | **Payment Information** |
| Child’s Last Name:     .Middle Initial:       First Name:       SS#:       Date of Birth:       Public School:.      | Tuition paid in advance late fee applies day after payment due date[ ]  DFACS [ ] Private [ ]  Pre-K [ ] Summer Camp[ ]  Drop In[ ]  OtherPayment Type [ ] **Check** **[ ] Cash** **[ ] Credit Card** FREQUENCY**[ ] Day** **[ ] Wk Bi-wkly** **[ ] Monthly** |
| **Emergency Contact Information** | **Doctor’s Information** |
| Name      .Name      . | Dr. Name      . Tel #       Hospital      . |
| **Family Information** |
| MOTHER or guardian     Last:       First      Employer:      Work #       Work address       Home address:       Home #      Cell #      Email address      . | FATHER or guardianLast:       First      Employer:       Work #      . Work address      Home address Home #       Cell #      Email address.      |
| **OTHER PERSONS TO WHOM ILA IS AUTHORIZED TO RELEASE THIS CHILD**: Under no circumstances will ILA release the child to anyone not identified below or not otherwise known to staff without specific authorization from the parent or guardian. Additions or changes to the list of persons appearing below will be made on the appropriate form. The parent or guardian need to escort children in and out of the daycare center daily.Name:       Relationship: Address:        Phone:        - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - Name:       Relationship: Address:       Phone:       | **GENERAL AUTHORIZATION**. We hereby grant to ILA permission for the above named child to: **a** take part in all program activities including the use of all indoor and outdoor equipment. **b** be photographed or videotaped in connection with daily program activities only. **C.** leave the premises of ILA to take part in planned educational field trips or activities supervised by the staff of International Learning Academy provided that such trip, or activities will be separately announced to the parent or guardian in advance of the trip or activity and **d.** participate in water activities off of the ILA premises if attending field trips or special performances or programs. **E**. Child may be in the classroom with 3 or 4 year old if that child is not fully potty trained. F. Parents/guardians need to provide updated information to director.Parent or guardian      Date       |
| ILA reserves the right to not release children to persons suspected to be under the influence of controlled or illegal substances. Alcohol, drugs, or other illegal substances or prohibited on ILA premises. Firearms are dangerous materials or weapons are not permitted. Use of profanity is not allowed. Dangerous animals are not allowed. No Loud music. No Smoking on property. Proper attire is required belts must be worn to avoid extra large garments from not fitting properly. The bible is taught in its entirety. Time is allowed for after school students to complete homework; however ILA is not responsible for accuracy of assignments. ILA is not responsible for personal items. ILA does not discriminate because of race color creed or religion. Information on this application is true. |
| **Forms and Miscellaneous** |
| **[ ] Birth Certificate** **[ ] Allergies** **[ ] Special Needs**  **[ ] Pick Up Drop Off** **[ ]  Medication** **[ ] Behavioral Issues****3300 Expires** .       **3231 Expires**       **[ ] Free** **[ ] Reduced** **[ ]  Paid Referred by** . **Teacher**  |

International Learning Academy Policies

**\_\_AFTER SCHOOL CARE**: Parents/guardians are required to notify ILA by 11am **if you do not require transportation from school**. Afternoon pick-up is a time sensitive program and false trips to school is a costly endeavor anyone not notifying ILA in a timely matter will be charged a false trip charge (*see director for current charge*).

**\_\_\_Arrival** please arrive by 9 a.m. to keep kids on schedule.

**\_\_ALLERGIES:** All allergies must be accompanied by a doctor’s excuse. Especially an allergy to milk.

**\_\_BABYSITTING** ILA staff members are prohibited from babysitting or serving as a care-giver for a child that is enrolled at ILA in any setting other than on school grounds.

**\_\_BIRTHDAY PARTIES:**  Celebrating birthdays is a wonderful event and ILA wants to support families during this special time. Parents may be allowed to bring in food with director’s approval.

\_\_**Book fee** I agree to pay \_\_\_\_\_ for my child (ren) books.

**\_\_CLOTHING-**children of all ages are required to have at least one change of clothing in case of an accident or mishap at school. If an accident happens and your child does not have clothing your account may be charged to cover the cost of the school uniforms.

**\_\_Discipline Issues** ILA reserves the right to dismiss a child for unacceptable behavior without advance notice.

**\_\_EMERGENCY MEDICAL CARE**: All students must purchase an accident insurance policy at enrollment. Personal insurance plans are not accepted.

**\_\_ENROLLMENT FORMS:** ILArequires all enrollment documents such as birth certificates; food program forms; immunization records applications and other documents be completed within 3 days of registration. Immunization records form 3231 or 3300; social security card or #; birth certificate; and income eligibility form is required to have a completed application package.

**\_\_FEES:** Registration; book fees apply to children 2 years and up.

**\_\_Field Trips** Each child is required to have a booster seat for the school bus. Students are required to e uniform.

**\_\_FOOD:** No outside food is allowed in the school.

**\_\_GRIEVANCE POLICY:** If there is a concern or issue that arises please notify director.

**\_\_\_Hair beads** Not allowed in childcare center chocking hazard.

**\_\_HOLIDAYS:** ILA will post a holiday and school closing. Full tuition is due to maintain current enrollment. Re-enrollment fee will be assessed upon returning to school.

**\_\_Insurance** Accident insurance is required annually. See director for current fee.

**\_\_LATE PAYMENTS**: All payments are payable in advance. A late payment fee will be assessed the next business day on any past due accounts. DO NOT leave payments with teachers or other staff members use the drop box.

**\_\_LATE PICK-UP**: After closing there will be a charge of \_\_\_ added to your account. *See director for current fee.*  Department of Family and Children’s Services requires all daycare centers to report children that have not been picked up in a timely manner.

**\_\_LIABILITY:** I understand that International Learning Academy, its staff, and management cannot be held liable for any loss of or damage to clothing, toys, or other personal articles brought to the center. Nor will International Learning Academy be held liable for any claims, damages, or other liabilities, illnesses, or injuries to or damage caused by my child, which are not a result of gross negligence.

**\_\_MEALS:** ILA provides 3 meals daily breakfast; lunch and PM snack students > 1 years of age must arrive during meal service times to be served.

**\_\_MEDICATIONS:** Not administer

**\_\_NON-COMPETE** clause that no staff member shall operate a similar business after being employed by International learning Academy for three years.

**\_\_POLICIES & PROCEDURES**: I have read and agree to the terms of this agreement as outlined above, and have received a written copy of the Center's Policies and Procedures.

**\_\_RE-ENROLLMENT FEE**: $100 re-enrollment fee due at enrollment. If a child is withdrawn or breaks weekly tuition you will need to pay the re-enrollment fee.

**\_\_REFUNDS**: ILA does not refund tuition payments or other fees.

**\_\_REGISTRATION**: An annual nonrefundable Registration Fee see director for current rates.

**\_\_RELEASE**: I grant permission for my child to be photographed or videotaped in connection with daily class activities for the purposes of education, program assessment and marketing.

**\_\_RETURNED CHECKS**: A fee will be charged for each returned check. It is a crime to write bad checks.

**\_\_School Property ILA** will require parent/guardian to be financially responsible for damage to School property.

**\_\_Sick children: If your child is ill they may cause further spread of the illness PLEASE DO NOT bring a sick child to the center. The student may return to school with a doctor’s note.** Children may not attend ILA if the child has had a fever of 100 within the past 24 hours has been diagnosed with a communicable disease: Vomiting; diarrhea; Gastrointestinal illnesses; Ear infections; Meningitis; Skin infections; Mouth or throat infections; Respiratory illness;

**\_\_SIGNING IN & OUT DAILY**: Each parent is required to sign in & out daily. If your child is not checked in & out daily you may be subject to a charge of $5 per occurrence.

**\_\_SUPPLIES: Infants-**Large pack of diapers; 1 box Kleenex; wipes: 3 sets of clothes; 1 box of XL zip lock bags to put soiled clothes; bottles.

**Toddlers:** Large pack of pull-ups; 1 box Kleenex; wipes: 2 set of clothes; 1 box of XL zip lock bags to put soiled clothes; **NO CUPS OR PAIFIERS**.

**Preschoolers:** 1 box Kleenex; wipes: 2 sets of clothes; 1 box of XL zip lock bags to put soiled clothes**.**

**PUT CHILD’S NAME ON ALL ITEMS ON EACH DIAPER AND CLOTHING ITEM**

**\_\_TUITION**: I agree to pay the **tuition in advance installments**. I understand that payment is required whether my child attends each day or not, regardless of reasons for absence (vacations, illness, holidays center is closed etc. or length of absence). I understand that I am obligated for full payment of tuition until services are terminated with **a two-week written notice**. **Cash cannot be left in the drop box**, **ILA accepts no responsibility for cash payments if it is lost or stolen.**

**\_\_Uniforms are required for students \_\_\_ years and older.**

**\_\_UPDATED INFORMATION**: Current contact information is required in case of an emergency. Delinquent charge may be assessed to families not providing current information to ILA staff.

**\_\_WITHDRAWAL**: If a child is to be withdrawn, parents are **REQUIRED TO GIVE A TWO-WEEK WRITTEN NOTICE**. International Learning Academy reserves the right to terminate the care of children at any time for any reason.

**THANK YOU**: We at ILA appreciate your business. We know that you are entrusting us with your pride and joy. We are striving everyday to improve and become more parent and family friendly. **Please, if you have a concern, comment or question do not hesitate to contact management to discuss the matter.**