

Parkview Pre-K
&
ParkviewPrep Academy

107 A Miracle Ave.
Avon Park, FL 33825
Ph. (863) 453-8687
License # 236995

Registration Packet & Requirements

To guarantee your child's registration at Parkview Pre-K/Prep Academy, the following must be completed:

- ____ Complete and sign *Enrollment Application*(pages 1-3).
- ____ Read and sign the following forms:
 - *Parent Contract for Services*(pages4-5)
 - *Photo/Video Permission*(page 6)
 - *Nutrition Plan Agreement*(page 7)
- ____ Pay annual registration/supply fee of \$80.00. The weekly tuition fees are due every Friday prior to the week of service.
- ____ Pay curriculum fees if applicable, please see below:
 - \$300.00 – 6th grade, 7th grade, & 8th grade students
 - \$250.00 - 3rd grade, 4th grade, & 5th grade students
 - \$250.00 - 1st grade & 2nd grade students
 - \$125.00 - Kindergarten students
 - \$75.00 – 4yr. old & 5 yr. olds Pre-K students (which applies to all children turning 4 years old on or before December 31st of the upcoming school year).
- ____ Bring the School Physical Examination Form (yellow) from your child's doctor. The form must be current, within one year of enrollment date.
- ____ Bring your child's Florida Certification of Immunization (blue shot record) from your child's doctor. The form must be current and signed by the doctor or assistant. Check the expiration date on the the form.
- ____ Bring a copy of your child's birth certificate.
- ____ Read *Know Your Child Care Center* attachment.
- ____ Read *Parent Handbook*.

APPLICATION FOR ENROLLMENT

Section 65C-22.006(2), F.A.C. requires a current physical examination (Form 3040) and Immunization record (Form 680 or 681) within 30 days of enrollment.

Section 402.3125(5), F.S., requires that parents receive a copy of the Child Care Facility Brochure, "KNOW YOUR CHILD CARE FACILITY." This is part of your registration packet.

Section 65C-22.006(4)(c)2., F.A.C., requires that parents are notified in writing of the disciplinary practices used by the child care facility. This information is found in the parent handbook.

By signing below, you verify that you have received the above information and read the parent handbook; and that all information on this enrollment form is complete and accurate.

_____ Date _____
Signature of Parent/Guardian

Parent Contract for Services

This is a contract between _____
Name of Parent/Guardian(s)

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and Parkview Pre-K, LLC/Parkview Prep Academy, Inc. for

the childcare of _____.
 Name of Child

Fees:

The parent/guardian(s) agrees to pay a(n):

- **Weekly fee of \$_____ for a (full-time / part-time) student. This fee is for the hours of _____ to _____ on the following days:**

Circle applicable days: Mon. – Tues. – Wed. – Thurs. – Fri.

All payments are due prior to service, on the Friday *preceding* the week childcare and classes are provided and must be paid whether the student is present or absent. Fees for full-time students guarantee their place in the classroom.

- Annual registration fee of \$80.00 on or before the first day child attends school or before May 31st preceding the fall session.
- Annual curriculum fee (as listed below) are due on or before the first day child attends school or before May 31st preceding the fall session.
 - **\$250.00 - 3rd grade, 4th grade, & 5th grade students**
 - **\$150.00 - 1st grade & 2nd grade students**
 - **\$75.00 - Kindergarten students**
 - **\$25.00 – 4yr. old & 5 yr. olds Pre-K students (which applies to all children turning 4 years old on or before December 31st of the upcoming school year).**

**A \$10.00 discount per week is provided for families with siblings attending ourschool.

**A \$10.00 discount per week is provided for families living in Parkview Estates.

**A \$25.00 service charge will be assessed for each returned check.

**Parkview Pre-K, LLC/Parkview Prep Academy Inc reserves the right to periodically evaluate and adjust any and/or all fees as necessary to provide quality childcare and/or education.

**Parkview Pre-K, LLC/Parkview Prep Academy, Inc reserves the right to terminate services at anytime thatthe directors deem it necessary. Written notice will be provided with regard to termination ofservices.

Accounts:

It is the responsibility of the parent/guardian(s) to keep their account current. Non-payment of fees will result in withdrawal of your child from our program unless prior arrangements have been made through one of the directors. Re-enrollment at a later date will not be an option.

Vacation/Teacher Training:

Each student may receive one vacation week per year and one sick week per year in which payment is not required, upon completion of the required form provided by the center. **If these two weeks are not used, the weekly rate is due.**The 2012-2013 school year session will be from August 13th to June 7th. Parkview Pre-K, LLC/Parkview Prep Academy, Inc will be closed on all major holidays, as well as certain weeks during the months of June and August of each year for teacher training and building maintenance. Fifty percent of the daily/weekly tuition is due for all holiday school breaks in which the school is closed (except for summer break). Written reminders of all days closed will be provided. The parent/guardian(s) will need to make other childcare arrangements for those days.

Absences:

If a student is absent from the center and the vacation week and sick week have already been used, **full payment is still required.** (See Parent Handbook for more details).

Hours of Operation:

The parent/guardian(s) agrees that the child will not be brought to the center before 7:00am and will not be picked up later than 4:30pm, unless prior arrangements have been made. Pick up later than 4:30pm will result in a late pick-up fee of \$5.00 per minute starting at 4:35pm and every minute thereafter the child is at the center.

I/WE AGREE TO ABIDE BY THE PARENT CONTRACT FOR SERVICES AND THE PARENT HANDBOOK OF PARKVIEW PRE-K, LLC/PARKVIEW PREP ACADEMY, INC. THE CENTER’S POLICIES REGARDING PAYMENT OF FEES HAS BEEN EXPLAINED TO ME, AND I UNDERSTAND THAT I WILL BE ASKED TO WITHDRAW MY CHILD(REN) IF I DO NOT FOLLOW PROCEDURES LISTED &REMIT PAYMENT AS STATED IN THIS POLICY.

Signature of Parent/Guardian: _____ Date: _____

Signature of Parent/Guardian: _____ Date: _____

Signature of Center Director: _____ Date: _____

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Photo/Video
Permission

I give the staff of Parkview Pre-K, LLC/Parkview Prep Academy, Inc permission to take photos ofand video my child to be used in child care programs, publications, and display areas.I also understand that my child will be under video surveillance while in the Parkview Pre-K, LLC/Parkview Prep Academy, Inc facilities.

Child's Name _____ Date _____

Parent/Guardian Signature _____

Discipline Policy

I fully understand and agree to the discipline policies of Parkview Pre-K, LLC/Parkview Prep Academy, Inc.

Child's Name _____ Date _____

Parent/Guardian Signature _____

Alternate Nutrition Plan Agreement

Name of Child _____

Indicate Special Dietary Requirements _____

I understand and approve the use of the Alternate Nutrition Plan. I agree to provide the following meals and/or snacks to meet my child's nutritional and dietary needs:

(Mark **P** for Parent provides, or **C** for Center provides)

Breakfast N/A AM Snack C Noon Meal P PM Snack C

Dinner N/A Evening Snack N/A Formula P

_____ Date _____

Parent's Signature

I agree to provide the parent with a suggested meal pattern and menus and discuss any problems which develop in the use of the Alternate Nutrition Plan.

_____ Date _____

Signature of Owner/Operator