



Future Stars Preschool Academy

Enrollment Form

Future Stars Preschool Academy

2746 NE 14th Street
Ocala, Florida 34470
(352) 877-2100

Start Date: ____/____/____

Child's Information:

Name: _____
Last First

Date of Birth: ____/____/____ Nickname: _____

Address: _____
Street Apt.

City State Zip Code

Family Information:

Legal Custody: Both Parents Mother Father Guardian: _____

Mother → Name: _____
Last First

Birth Date: ____/____/____ SSN: ____-____-____
MM DD YYYY

Father → Name: _____
Last First

Birth Date: ____/____/____ SSN: ____-____-____
MM DD YYYY

Contact Information

	Mother	Father	Other:
Home Phone			
Work Phone			
Cellular			
E-Mail			

Additional Contact:

In case of illness, accident, or emergency, if for some reason, parents/guardians cannot be reached, please indicate who should be notified by the center.

Name: _____ Phone: _____

Relationship: _____ Authorized to Pick-Up? Yes No

Release Information

You may want to authorize other persons to sign out your child from Future Stars Preschool Academy.

Person #1→ Name: _____

Relationship: _____ Phone: _____

Person #2→ Name: _____

Relationship: _____ Phone: _____

Financial Agreement

I/We the parent(s) of _____ understand and agree to abide by the following financial terms and procedures:

- a) Tuition payment is due in advance on the **Monday** for that week
- b) Any checks returned by the bank will have a \$36.00 charge assessed. Two consecutive returned checks will revoke check-writing privileges. Any further payments **must be paid in cash.**
- c) Tuition payments made after Tuesday are considered late and a fee of **\$10.00** will be assessed and an additional **\$2.00** per day there after
- d) Our hours of operation are Monday through Friday from 6:00am to 6:30pm. A late pick up fee of \$1.00 per minute after 6:30 will be assessed and must be paid at the time of pick up. While a phone call informing the center that you will be late is greatly appreciated, it will not be a reason to waive the late pick up fee.

- e) No drop offs are permitted **after 9:00 a.m.** unless pre-approved by the director.
- f) Tuition may be paid in advance for more than one week.
- g) No tuition reimbursements or credits will be given for a child's absence, except for pre-approved vacation. One free vacation week is given after six months of consecutive enrollment.
- h) Tuition will be charged until a child is formally withdrawn from Future Stars Preschool Academy.
- i) Registration fees are non-refundable.
- j) All delinquent accounts or returned checks will be submitted to the credit bureau and collection agency.
- k) If you wish to withdraw your child from Future Stars Preschool Academy, we kindly ask that you inform us two weeks prior of your child's last week of school so we can be sure everything is sent home with your child on his/her last day at the center.
- l) Children **cannot** be in school care for **longer than ten (10) hours per day**. Any children who exceed ten hours **will be charged \$5.00 per hour** thereafter.
- m) Any families contracted through the Early Learning Coalition of Marion County cannot exceed more than three (3) absences per month. Any absences greater than 3 per month must be accompanied with a doctor's note or the daily fee as per the coalition will be charged to your account.

Doctor Information

Child's Physician:

Name: _____ Phone: _____

Specialty: _____ Cell: _____

Address: _____
Street

_____ City _____ State _____ Zip Code

Allergies

Known Allergies: Not Known

Medical Emergency and Transportation Authorization

In the even of serious illness of accident, and if the parents cannot be reached, Future Stars Preschool Academy shall have written instruction from parents/guardian regarding the

arrangement of immediate treatment and transportation. This a requirement of the Marion County Ordinance.

“I hereby give my consent and authorize Future Stars Preschool Academy to seek emergency treatment for my child _____.”

“I give my consent and authorization for any health facility or Physician to provide necessary medical treatment to my child, _____ in the event of an emergency, at which time I cannot be reached. I give consent to transport by ambulance if the situation warrants it.”

“I will take full responsibility for payment of all medical services which might be rendered due to emergency situation.”

Signature of Parent/Guardian

Date

Influenza Virus Brochure

I have received and read he brochure, “Influenza Virus, The Flu, and a Guide to Parents”

Signature of Parent/Guardian

Date

Know Your Childcare Facility Brochure

I have received and read the Department of Children and Families’ “Know Your Childcare Facility”

Signature of Parent/Guardian

Date

Illness Policy

We at Future Stars Preschool Academy are not physicians and do not in any way mean to diagnose a child’s illness, but we do have a duty to protect the whole group from the spread of infection and disease. If your child is sent home early due to illness, your child must be symptom free for 24 hours before returning to the center unless accompanied by a doctor’s note which states that he/she is not contagious and can return to normal activities.

Signature of Parent/Guardian

Date

Discipline and Behavior Policy

I have read the discipline and behavior policy at Future Stars Preschool Academy I understand that Future Stars Preschool Academy reserves the right to discontinue services for behaviors which are disruptive to the operation of the school or pose a safety risk and

that the school can refer parents to programs who can assist in the screen and assessment in areas of concern.

Signature of Parent/Guardian

Date

Alternate Nutrition Plan

I understand that the center will provide a healthy breakfast, lunch and afternoon snack for my child and that I must provide and additional snacks if I choose.

Signature of Parent/Guardian

Date

Activity and Field Trip Authorization

“I hereby give my consent and authorize my son/daughter to participate in Future Stars Preschool Academy activities and field trips. I understand that information of these events will be posted in the parent information center.”

“My son/daughter has my permission to attend all camp-related field trips through such modes of transportation as Future Stars Preschool Academy determine to be safe and appropriate.”

Signature of Parent/Guardian

Date

Photo & Video Consent

Periodically, Future Stars Preschool Academy will take photographs of children participating in various activities at the center. These photographs and/or videotapes may be used in matters related to classroom activities, parent displays, teacher workshops, center publications and occasionally in various forms of advertising media (brochures, magazines, orientation, training, website or newspapers, etc). These images or videos are for the sole use of the center and the parents in the form described in this consent agreement. Under no circumstance they shall be released to third parties.

“I grant or deny my permission for Future Stars Preschool Academy and/or it’s representatives to use any photographs and/or videotapes including my child for any lawful media purpose without compensation, according with the following directions.”

For internal use of Future Stars Preschool Academy, in matters as classroom activities,
Grant Deny boards, parent communication, newsletter or yearbooks.

With my prior written consent, in mass media coverage as public television,
Grant Deny newspapers, magazines and advertisement.

Uniforms

My child must wear his/her uniform shirt daily and any bottoms and closed toed shoes. If my child does not have a shirt a shirt will be provided and the cost will be added to my account and I will pay for it.

Signature of Parent/ Guardian

Date

Release of Records

Future Stars Preschool Academy will not release any student/parent records if a family has an outstanding balance with the school. As per the Department of Children and Families, Future Stars Preschool Academy must retain your child's records on site.

Signature of Parent/Guardian

Date

Fire Alarm

Future Stars Preschool Academy would like to inform you that if your child pulls the fire alarm that you will be held responsible for the \$75 fee from the fire department.

Signature of Parent/Guardian

Date