



NORTHERN VIRGINIA ACADEMY CHILD ENROLLMENT FORM

SCHOOL _____

ENROLLMENT DATE _____

CHILD'S NAME _____

WITHDRAWAL DATE _____

NICKNAME _____ DATE OF BIRTH _____ SEX _____

PARENT/GUARDIAN INFORMATION

(If parent is not listed or has limited custody, or if guardian is not a parent, legal paperwork must be provided.)

Name _____ SSN _____

Relationship to Child _____ Has legal custody? Yes No

Home Address _____ City _____ State _____ Zip _____

Home Phone _____ Cell Phone _____ Work Phone _____

Employer _____ Email Address _____

Employer Address _____ City _____ State _____ Zip _____

PARENT/GUARDIAN INFORMATION

(If parent is not listed or has limited custody, or if guardian is not a parent, legal paperwork must be provided.)

Name _____ SSN _____

Relationship to Child _____ Has legal custody? Yes No

Home Address _____ City _____ State _____ Zip _____

Home Phone _____ Cell Phone _____ Work Phone _____

Employer _____ Email Address _____

Employer Address _____ City _____ State _____ Zip _____

EMERGENCY CONTACT INFORMATION

Persons to be contacted in case of illness, accident, or emergency if parents or guardians cannot be reached (minimum of 2 required)

Name _____ Phone _____ Relationship to Child _____

Address _____ City _____ State _____ Zip _____

Name _____ Phone _____ Relationship to Child _____

Address _____ City _____ State _____ Zip _____

PERSONS AUTHORIZED TO PICK UP CHILD

SCHOOLING

Please list any previous school and/or childcare center enrollment

Name of School/Center _____ City _____ State _____ Dates _____

Name of School/Center _____ City _____ State _____ Dates _____

Is your child attending another school concurrently with our program? Yes No

Name of School _____ Grade or Class Level _____

HEALTH

Child's Physician _____ Phone _____

Child's Dentist _____ Phone _____

Allergies and Intolerance to Foods, Medication or Other Substances _____

Action to Be Taken _____

Does your child have any chronic physical problems? Yes No Please specify _____

Type of Accommodations Needed _____

Does your child have any developmental or learning needs? Yes No Please specify _____

Type of Accommodations Needed _____

If special accommodations are needed, a current copy of the appropriate documentation/care plan (such as IHP, IEP or IFSP) is required.

Are any medications given regularly? Yes No Please list medications and reasons _____

AUTHORIZATION FOR EMERGENCY MEDICAL CARE

If I cannot be contacted in an emergency situation, I authorize the center's staff to obtain emergency medical treatment for my child.

Signature of Parent/Guardian _____ Date _____

FAMILY

Other family members (brothers, sisters, grandparents, etc.) living at home:

Name _____ Age _____ Relationship _____

Name _____ Age _____ Relationship _____

Name _____ Age _____ Relationship _____

Other family members living in the community:

Name _____ Age _____ Relationship _____

Name _____ Age _____ Relationship _____

Parent/Guardian's Occupation _____ Parent/Guardian's Occupation _____

HOLD HARMLESS

I, _____ (please print names), the parents/guardians of _____ agree to release and hold harmless Northern Virginia Academy of Early Learning, Inc. ("Northern Virginia Academy") and its employees, from any accident or harm that may occur should I retain the services of any Northern Virginia Academy employee for the care of my child(ren) outside the childcare center. I understand that Northern Virginia Academy does not condone or encourage its employees to care for children outside of the childcare center. If I retain the services of any Northern Virginia Academy employee in such capacity, Northern Virginia Academy has no responsibility and is held harmless from any incident which may occur.

Signature of Parent/Guardian _____ Date _____

Signature of Parent/Guardian _____ Date _____

IDENTITY VERIFICATION (For Office Use Only)

Form of Proof Birth Certificate Passport Placement Agreement Other: _____

Place of Birth _____ Birth Date _____

Birth Certificate/Document Number _____ Date Issued _____

Name of Person Viewing Documentation _____ Signature _____

PHOTO RELEASE

- I give permission for photos of my child to be used by Northern Virginia Academy for purposes to include, but not limited to, emails and newsletters, Northern Virginia Academy website, social media, ads, flyers, brochures, videos, other marketing purposes and the parent communication app.
- I do not wish for photos of my child to be taken and used for any of the above purposes.

Signature of Parent/Guardian

Date

Signature of Parent/Guardian

Date

FINANCIAL AGREEMENT

I, _____ (please print names), the parents/guardians of _____ agree to pay my child's tuition no later than Monday of the current week. If I have not paid by Wednesday of the current week, I understand that I will be charged a late fee. I also understand that if I do not pick my child up by the center's closing time, I will incur a late pick-up charge. I also agree to pay all costs and expenses including, without limitation, court costs, reasonable attorney fees and reasonable collection agency fees incurred by Northern Virginia Academy in connection with the collection of tuition and the enforcement of this agreement. I understand that Northern Virginia Academy and its authorized agents will use any personal contact information (home, work, cell and emergency contact numbers) provided to us on this document in an attempt to collect any outstanding balance on the account.

Signature of Parent/Guardian

Date

Signature of Parent/Guardian

Date

SCHOOL POLICIES

1. I understand that my child must not be left on school grounds without supervision. I agree to walk my child into the school each morning and release my child to a teacher before leaving my child.
2. I understand that all required forms must be completed and on file at the center before my child may attend.
3. I understand that no child may be released to anyone except parents/guardians without written permission. I understand that Northern Virginia Academy will release children to either parent unless legal paperwork stating otherwise is provided to the Director. I agree to give to the center a list of all persons authorized to pick up my child.
4. I understand that no medication will be administered without written permission from parents.
5. I agree to support and reinforce the school's rules and procedures that concern the health and safety of my child and other children.
6. I understand that the Director will notify me whenever my child becomes ill, and I agree to pick up my child or make arrangements to have my child picked up by an authorized individual within one hour of notification.
7. I understand that my child cannot attend the school if he/she has any illness that threatens the health of other children. I understand that Health Department regulations concerning periods of infection will be enforced. I understand that my child must be fever and symptom free for 24 hours before returning to school after an illness. I also understand that prescription medication must be administered to my child at home for 24 hours before he or she can return to school.
8. I understand that I am required to inform the center within 24 hours or the next business day if my child or any member of my immediate household has developed any reportable communicable disease, as defined by the State Board of Health, except for life threatening diseases which must be reported immediately.
9. I understand that childcare services may be terminated for any of the following reasons:
 - My child's tuition account becomes more than two weeks in arrears.
 - Failure to respond in a timely manner when contacted by the center to pick my child when he or she is sick.
 - Failure to adhere to the 24-hour illness recuperation period.
 - Failure to notify the center, in advance, if my school age child will not be attending after school care.
 - Failure to provide the center with up-to-date emergency contact information for my child.
 - Northern Virginia Academy does not receive parental support and help when a child is found to have a health, learning or behavioral problem. This includes failure to attend parent conferences, follow through with medical and/or educational specialists, or provide updated copies of appropriate documentation/care plan (such as IHP, IEP or IFSP).
 - My child's behavior threatens his or her own health and safety or threatens the health and safety of other children and staff.
 - Parents/guardians are no longer supportive of Northern Virginia Academy program and philosophy and become negative and uncooperative in their actions and opinion which may undermine the operation of the school.
 - A child wanders, runs away from or otherwise leaves his/her designated classroom or safe area.

I have read the policies in the Northern Virginia Academy Family Handbook and understand their application to me and my child.

Signature of Parent/Guardian

Date

Signature of Parent/Guardian

Date

Director's Signature

Date