



Registration and Policy Agreement

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|-------------|-----------|
| School Year | 2016-2017 |
|-------------|-----------|

| Child Information | | | |
|-------------------|---------|-----------------|---------|
| Child's Name: | | Child's Name: | |
| Preferred Name: | | Preferred Name: | |
| Date of Birth: | Gender: | Date of Birth: | Gender: |

| Program Information | |
|--------------------------------|--------------------------------|
| _____ M-F (5 days) \$670/month | _____ M-F (5 days) \$670/month |
| _____ MWF (3 days) \$406/month | _____ MWF (3 days) \$406/month |
| _____ TTh (2 days) \$275/month | _____ TTh (2 days) \$275/month |

| Parent Information | |
|---|---|
| Mother's Name: | Father's Name: |
| Marital Status: | Marital Status: |
| Address: | Address: |
| Residential Subdivision: | Residential Subdivision: |
| Phone: Home _____ Cell _____ Work _____ | Phone: Home _____ Cell _____ Work _____ |
| Email Address: | Email Address: |
| Employer Name: | Employer Name: |
| Employer Address: | Employer Address: |
| Work Hours: | Work Hours: |

| Medical Information | |
|---------------------|-----------------------|
| Family Doctor: | Phone: |
| Address: | |
| Family Dentist: | Phone: |
| Address: | |
| Preferred Hospital: | Special Instructions: |
| Insurance Company: | Subscriber Name: |
| Policy No: | Card/Group No: |

| | |
|---|---|
| Food or Medical Allergies: | Food or Medical Allergies: |
| Special Diet: | Special Diet: |
| Medically Diagnosed Illnesses or Health Problems: | Medically Diagnosed Illnesses or Health Problems: |
| Other Information or Special Needs: | Other Information or Special Needs: |

| Emergency Contact Information (Other than Parents) | |
|--|---|
| Name #1: | Name #2: |
| Address: | Address: |
| Phone: Home _____ Cell _____ Work _____ | Phone: Home _____ Cell _____ Work _____ |
| Relationship to Child: | Relationship to Child: |

| Other Authorized Child Pick Up Contacts | |
|---|---|
| Name #1: | Name #2: |
| Address: | Address: |
| Phone: Home _____ Cell _____ Work _____ | Phone: Home _____ Cell _____ Work _____ |
| Relationship to Child: | Relationship to Child: |

PICKUP INSTRUCTIONS:

- It is legal for either parent to pick up their child, unless we have a copy of the court order restricting visitation.
Persons permitted to pick up child: Mother Yes ____ No ____ Father Yes ____ No ____
- Is there any court order restricting visitation of your child? If so, please list person/persons restricted from picking up your child.
Name _____ Relationship to Child _____
Name _____ Relationship to Child _____

| Child's Interests and Behaviors | |
|--|--|
| Sleeping/Nap Patterns: | Sleeping/Nap Patterns: |
| Child's Favorite Activities: | Child's Favorite Activities: |
| Behavior Habits (finger sucking, tantrums, outgoing, etc): | Behavior Habits (finger sucking, tantrums, outgoing, etc): |
| Does your child indicate bathroom needs? If so, what words does your child use? | Does your child indicate bathroom needs? If so, what words does your child use? |
| How do you discipline your child? | |
| Has your child attended any other preschool or day care program? If so, please give name, address, and dates attended. | Has your child attended any other preschool or day care program? If so, please give name, address, and dates attended. |

Transportation Plan

_____ will be dropped off each morning at PB & J Day School by _____

Child/Children's Names _____

List everyone who could be dropping off your child(ren)

_____ will be picked up each afternoon at PB & J Day School by _____

Child/Children's Names _____

List everyone who could be picking up your child(ren)

Tuition and Policy Information

Tuition and Fees:

- A nonrefundable registration fee of \$150 is due at the time of enrollment. A registration fee is due for every school year (August - May) that your child is re-enrolled at PB & J Day School.
- You agree to pay the Tuition and Supply Fees in effect for the program in which your child is enrolled, less any applicable discount as determined by the Directors. Supply Fees are nonrefundable. As your child changes programs, the tuition and fees may also change. The school may, from time to time, adjust the tuition and fee schedule and you agree to pay such adjusted tuition or fees as a condition of your child's continued enrollment.
- The use of auto draft through Tuition Express is mandatory. We do not accept credit or debit cards.
- Tuition is due the first of every month and is considered late after the 5th of the month. A \$15 late fee will be assessed on your account after the 5th of the month. If the 1st of the month falls on a holiday, tuition is due prior to the holiday. After the 15th of the month, your child's enrollment will be terminated until payment is received. If another child enrolls during this time, your child's slot will be forfeited. Accounts in arrears may be referred to a licensed collection agency. In the event your account is sent to collections, you will be responsible for the balance of your account and any reasonable collection and attorney fees associated with the collection of your account.
- Additional fees may arise for special events, field trips, or special programs. You will be notified in advance.
- Enrichment classes are paid in 8 week sessions unless otherwise stated. Payment for enrichment classes is due in advance of the class. No refunds will be issued for absences.
- No tuition reimbursement or credit will be given for a child's absence or snow day.
- PB & J Day School follows the Williamson County School Calendar. PB & J Day School is not in session on those days on which students in the Williamson County School System do not have school. The monthly tuition remains the same regardless of holidays or breaks.
- The directors of PB & J Day School will determine if school will be cancelled for snow. Safety is our utmost concern.
- PB & J Day School's school year begins in August on the same day as the Williamson County School System as long as that day falls on Monday through Wednesday.
- PB & J Day School offers summer camps in June and July.

Early Arrival/Late Pickup:

PB & J Day School hours are from 9:00am – 3:00pm. If you arrive before 8:45am, your child will go to before care and your account will be assessed a \$9.00 fee. Your child will be placed in after care for a fee of \$9.00 when your child is not picked up by 3:05pm. If there is not room in after care, your account will be assessed \$5.00 per minute late fee until your child is picked up.

Returned Checks Charge:

All returned checks will be assessed a fee of \$35.

Withdrawal Policy:

A 30 day Notice of Withdrawal is required in writing prior to the last day of attendance and must be submitted to one of the Directors. If a 30 day notice is not provided in advance, PB & J Day School will charge you for one month's tuition.

Authorizations and Other Terms

By signing this form and enrolling my child at PB & J Day School, I am acknowledging my understanding and acceptance of the following **Authorizations:**

1. I give PB & J Day School permission to give my child emergency care and first aid when necessary and for my child to be transported to an emergency medical facility. I also authorize ambulance/rescue squad attendants to administer such treatment as is medically necessary and I authorize the hospital/medical personnel to undertake examination and emergency treatment warranted.
2. I authorize PB & J Day School to transport my child to and from school, on field trips, on educational excursions, and on other school-sponsored activities as long as prior notice is given for each.
3. I authorize PB & J Day School to enforce their discipline policy in the event my child needs corrective action as described in the discipline policy.
4. I authorize PB & J Day School to administer Syrup of Ipecac to my child as directed by a physician or representative of a poison control center.
5. I authorize PB & J Day School to administer Children's Tylenol in the event of my child's incurring a high fever.
6. I authorize PB & J Day School to photograph/videotape my child and use the resulting photographs/videotapes for any lawful purposes including the use of marketing or publicity. I relinquish all rights, title, and interest in the photographs, negatives, and videotape film.
7. I authorize PB & J Day School to publish our names, our child's name, address, phone number, and birthday in the school directory.
8. I give PB & J Day School permission to apply sunscreen, insect repellent, diapering ointment, if applicable, antiseptic cream or ointment, topical analgesic, and/or petroleum jelly or hand cream for dry skin, to my child on an as-needed basis.
9. I understand my child will be around certain live animals during the school year. I have explained to my child the consequences of putting fingers and hands into any animal's cage. I understand there is risk involved in having animals in the school, and I release PB & J Day School, LLC from any and all liability related to injury caused by an animal.
10. I have read and understand the confidentiality policy of PB & J Day School, LLC and will abide by policies stated.

Other Terms:

1. The Parent Handbook is incorporated by reference to this agreement. I acknowledge that I have received and will abide by the policies in the Parent Handbook.
2. PB & J Day School reserves the right to alter the policies and program status at any time.
3. I understand that if there is a change in any information provided by me for this Agreement, I am obligated to update such information with the School Directors.
4. I understand that I must notify PB & J Day School in advance of any changes in my child's transportation plan or attendance schedules. PB & J Day School has permission to contact a stated authorized pick-up individual in any case that PB & J Day School has concern of the release of child(ren) to anyone whose behavior may place the child(ren) in immediate risk.
5. If my child becomes ill and the School calls me to pick up my child, I agree to make arrangements for my child to be picked up from the School as soon as possible.

6. PB & J Day School must have an updated medical statement and current immunization report on my child, on forms provided by the School. I agree to return these forms to the School prior to my child's first day of attendance.
7. I understand that it is my responsibility to maintain my own childcare financial records for tax purposes.
8. I consent to PB & J Day School communicating with me by telephone, email, or other means. This consent shall survive the termination of this agreement.
9. Tennessee Child Care Licensing regulations are available for my review in the Parent Resource Room at PB & J Day School.
10. I acknowledge that I have received a copy of the Tennessee Department of Human Services – Summary of Licensing Requirements for Child Care Centers. I understand that it is my responsibility to read over this information.
11. I acknowledge that I participated in a pre-enrollment tour prior to my child's first day of attendance.
Pre-enrollment Tour Date _____/_____/_____
12. I understand that if outside services are performed for me or on my behalf by a PB & J Day School employee, PB & J Day School is not responsible for any acts or omissions of that employee while providing such services to me.
13. I release and hold harmless PB & J Day School, LLC, its owners, employees, officers and agents of and from any and all liability, claims, demands, and causes of action whatsoever, arising out of or related to any loss, damage, or injury, that may be sustained by the child and/or the undersigned, while in or upon the premises upon which PB & J Day School, LLC is conducted, or any premises under the control and supervision of PB & J Day School, LLC, its owners, employees, officers or agents or in route to or from any of the said premises, or while at any premises or place when activities sponsored by or participated in by PB & J Day School, LLC, its owners, officers, employees, or agents.

I have read, understand, and accept all terms and conditions described in this Agreement. This is a legally binding contract between PB & J Day School, myself, and my child(ren).

Parent/Guardian:

Signature of Parent/Guardian

Date

Parent/Guardian:

Signature of Parent/Guardian

Date

Please check the box if you do not wish to receive information from PB & J Day School, including Newsletters and updates via email or otherwise.

Supplemental information required by state law will be provided by the School Directors if necessary.

Checklist

For enrollment to be complete, PB & J Day School must have the following items before your child's first day of attendance:

- Enrollment and Tuition Policy Agreement
- Child's Immunization Record
- Tuition Express Agreement and voided check
- Flu Vaccine Form

An email containing the necessary forms, program information, and class information will be sent to your email address.