



After School Program Enrollment Form

For children from other schools, ages 6–10

Our after-school program gives children a safe place to finish the day with homework support, reading time, hands-on activities and outdoor play. Families arrange their own transportation from the child’s school to KinderAcademy.

Please complete and submit one form per student being enrolled in the After School Program.

Parent/Guardian 1 (Required)

Parent/Guardian Name *

Relationship to Child *

Home Address *

Email *

Cell Phone *

Child’s Name

First * Age _____

Last *

- Kindergarten
- Grade 1
- Grade 2
- Grade 3

Monthly Tuition Options

- 5 days: FT - \$15,000 monthly payment
- 4 days: FT - \$13,500 monthly payment
- 3 days: PT - \$12,000 monthly payment
- 2 days: PT - \$10,000 monthly payment
- 1 day: PT - \$6,000 monthly payment

Weekly Tuition Options

- 5 days per week (weekly rate of \$4,500)
- 4 days per week (weekly rate of \$4000)
- 3 days per week (weekly rate of \$3500)
- 2 days per week weekly rate of \$2800
- 1 day per week weekly rate of \$1600

Effective date for enrollment in After School Program*

• Please check the After School Program enrollment option desired for your child: *

- Week-to-Week enrollment (*renewed weekly; withdrawal must follow notice rules*)
- Month-to-Month enrollment (*renewed monthly; withdrawal must follow notice rules*)
- Full School Year enrollment (*September–June; withdrawal must follow notice rules*)
- Other: _____

Important Note for Weekly Enrollment

Weekly enrollment follows the same notice rule as monthly. Written notice by the 15th stops billing for the next month. Withdrawal after the 15th requires full payment of the next month.

Choosing weekly attendance does not remove monthly notice obligations.

Please check the days your child will attend:

<input type="radio"/> Monday	<input type="radio"/> Tuesday	<input type="radio"/> Wednesday	<input type="radio"/> Thursday	<input type="radio"/> Friday
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Your selected schedule holds your child's space for those days each week. Schedule changes require written notice and depend on availability.

Withdrawal Notice Requirement

Select one:

- I understand enrollment continues until written notice is given by the 15th of the month for withdrawal the following month, and that withdrawal after the 15th requires full payment of the next month.

Signature: _____ Date: _____

• Please note any known allergies:

Emergency Contact & Authorized Pick-Up Persons

Please list **at least one emergency contact** in addition to the parents/guardians listed above. These individuals may also be authorized to pick up your child.

Emergency Contact (Required)

- Authorized Person 1:

First Name _____ Last Name _____

- Phone Number 1: _____

- Authorized Person 2:

First Name _____ Last Name _____

- Phone Number 2: _____

Enrollment Requirements

To reserve a space, families pay:

Registration Fee: 3,000 per school year

Auxiliary Fee: 4,000 per school year

(both non-refundable and due at enrollment; auxiliary collected again at recommitment)

Required Documents Checklist

Please attach the following documents along with this completed application form:

- Birth Certificate**
- Immunization Record**
- Medical Form** (completed by a licensed healthcare provider)

• After-School Fee & Policy Statement

1. Tuition Payments

Tuition is due before the start of service.

- **Monthly plans:** payment is due by the 28th for the upcoming month.
- **Weekly plans:** payment is due each Friday for the upcoming week.

Tuition holds your child's space and is not adjusted for absences, holidays, emergency closures, or personal reasons.

The first payment is due when your child's placement is confirmed.

2. Late Payment & Suspension

If tuition is not received by the due date:

- **Monthly plans:** a 1,000 late fee per day begins on the second business day of the month.
- **Weekly plans:** a 1,000 late fee per day begins on the second business day after the missed **Friday payment.**

If tuition and late fees remain unpaid five business days after the due date, attendance is suspended on business day six and the space may be reassigned.

3. Refunds

Tuition is non-refundable.

To stop billing, written notice must be given by the 15th of the month for the following month.

Withdrawal after the 15th requires full payment of the next month.

4. Emergency Closures & Acts of God

If KinderAcademy closes or adjusts operations due to events outside the school’s control, tuition and fees remain payable in full. These events include hurricanes, floods, storms, pandemics, government orders, utility failures, and other conditions that make it unsafe or unlawful to operate.

There are no refunds, credits, or reductions for days missed during such events.

Any fee adjustments offered are goodwill measures only and do not set a policy or reduce future tuition.

5. Snacks

Snacks are sold separately. Families may send snacks from home or prepay a weekly snack balance.

6. Late Pickup

Pickup is by 6:00 PM.

A \$500 fee applies starting 6:15 PM, plus 250 per 15 minutes afterward.

7. Attendance & Behavior

Families must make plans for delays, emergency closures, or early dismissals.

Persistent unsafe or disruptive behavior may lead to suspension or removal from the program.

8. Communication

Families are responsible for reading notices sent through WhatsApp, email, or the KinderAcademy website.

9. Photos & Media

Families must notify the school in writing if they do not want their child photographed for school-related media.

10. Sign-Out

A parent or authorized adult must sign out the child each day.

Parent Agreement

By signing below, I confirm:

- I have read and understand the After-School Fee & Policy Statement.
- I will pay tuition and fees on time and understand suspension applies if my account remains unpaid.
- I understand tuition is not adjusted for absences or emergency closures.
- I agree to give written notice by the 15th if withdrawing for the next month.
- All information provided to KinderAcademy is accurate and up to date.

Student’s Name: _____

Parent’s Name: _____

Parent’s Signature: _____ Date: _____