



Childs

Photo



Jewell's Gems Academy Enrollment and Fee Policy Agreement

Date of Registration _____ Date of Admission _____

Parent / Guardian Information

Mother's Name: _____

Marital Status: _____

Home Address: _____
City & State: _____

Mailing Address: _____
City & State: _____

Telephone:

Cell Phone: _____

Work Phone: _____

Home Phone: _____

Email Address: _____

Driver's License Number: _____

State Issued: _____

Social Security Number: _____

Employer's Name: _____

Employer's Address: _____
City & State: _____

Father's Name: _____

Marital Status: _____

Home Address: _____
City & State: _____

Mailing Address: _____
City & State: _____

Telephone:

Cell Phone: _____

Work Phone: _____

Home Phone: _____

Email Address: _____

Driver's License Number: _____

State Issued: _____

Social Security Number: _____

Employer's Name: _____

Employer's Address: _____
City & State: _____

Child Information

Childs Name: _____

2nd Childs Name: _____

Nickname: _____

Nickname: _____

Gender: _____ **Date of Birth:** ____/____/____

Gender: _____ **Date of Birth:** ____/____/____

Comment: _____

Comment: _____

Medical Information

Pediatrician Name: _____

Food Allergies: Yes: _____ **No:** _____

Address: _____

If yes please give details: _____

City & State: _____

Phone Number: _____

Hospital of choice: _____

Medicine/ Drug Allergies: Yes: _____ **No:** _____

Address: _____

If yes please give details: _____

City & State: _____

E.R. Phone#: _____

Insurance Carrier: _____

Medically Diagnosed Illnesses: _____

Other Information / Special Needs: _____

Emergency Contact Information Other Than Parents

#1 Name: _____

#2 Name: _____

Address: _____

Address: _____

City & Address: _____

City & Address: _____

Telephone:

Telephone:

Cell #: _____

Cell #: _____

Home #: _____

Home #: _____

Work #: _____

Work #: _____

Relationship to Child: _____

Relationship to Child: _____

Designated Child Pick-Up / Transportation Contact

#1 Name: _____

Address: _____

City & Address: _____

Telephone:

Cell #: _____

Home #: _____

Work #: _____

Relationship to Child: _____

#1 Name: _____

Address: _____

City & Address: _____

Telephone:

Cell #: _____

Home #: _____

Work #: _____

Relationship to Child: _____

Tuition Agreement

- A. This application will be submitted with an \$80.00 non-refundable registration fee.
- B. In order for application to be fully submitted an advanced payment of **ONE WEEK** tuition must be paid prior to acceptance into Jewell's Gems Academy. If the advanced payment is not submitted the application will no longer be considered and the available spot will be given to the next appropriate family on the waiting list. The application will have to be re-submitted and the \$80.00 registration fee would have to be paid again.
- C. An \$80.00 yearly registration fee must be paid every calendar year for the start date of each individual child.
- D. You are responsible for paying the appropriate fees due for your child's designated program. As your child's designated program changes the fees may be subject to change. You are responsible for the designated program fees until you receive written notification from the Director.
- E. Tuition payments are due in advance prior to attendance on the first day of the week. If your child is out for illness or any other reason full tuition is still due on the first day of the week. Unless authorized prior to the start of the first day of the week. Payments can be made at the front office or online.
- F. Payments are immediately updated when payments are made. If payment has not been received and no notification with front office you will be contacted to make payment or will need to pick up your child
- G. For safety of all staff and children Jewell's Gems Academy will **NOT** accept cash payments.
- H. Your child/children's account must stay two weeks ahead. Falling in arrears may result in disenrollment of your child from Jewell's Gems Academy.
- I. Failure to maintain up to date payments on your account may result in disenrollment of your child. Accounts in arrears will be referred to a professional collection agency.
- J. No tuition reimbursement or credit will be given for a child's absence, except for pre-approved vacations. If your child attends any portion of the week, during a pre-approved vacation full tuition is due.
- K. Returned checks or ACH payments will be charged a \$35.00.

_____ (initial)

Late Pick-Up/ Photography/ Emergency/ Illness Policies

Late Pick-Up Policy

Jewell's Gems Academy closes at 7pm pick up after 7pm will result in a charge of \$1.00 per minute. The total must be paid at time of pick-up.

Photography Release

I give Jewell's Gems Academy my permission to photograph/videotape my child and use the resulting photographs/videotape 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.

Emergency Care

I authorize Jewell's Gems Academy to give my child/children emergency care and first aid when needed.

I give Jewell's Gems Academy my permission to transport my child to an emergency department if medically necessary.

Illness Policy

If my child becomes ill during their day at Jewell's Gems Academy and I am contacted I will make immediate arrangements to have my child picked-up within a 90 minute period. The health and safety of the children and staff is one of the most important goals of Jewell's Gems Academy.

I will follow the rules and regulations concerning the sick child guidelines as stated in the Jewell's Gems Academy Parent Handbook.

If my child is out due to illness my child will not be readmitted without documentation from my child's physician.

I will maintain updated immunization and medical records as required by the Tennessee Department of Health. Not maintaining updated immunization records may result in my child being dis-enrolled from Jewell's Gems Academy.

_____ (initial)

Additional Policies

Other Terms

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.

I have visited the child care facility prior to enrolling my child.

The School reserves the right to alter the policies and program status at any time.

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 Director.

I understand that it is my responsibility to maintain my own childcare financial records for tax purposes.

I understand that I must notify Jewell's Gems Academy in advance of any changes in my child's transportation or attendance schedules.

The 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.

State Child Care Licensing regulations are on file at the School and are available for my review upon my request. I have received and reviewed a summary of the licensing requirements

Jewell's Gems Academy strongly discourages its employees from providing any childcare services that are not part of the childcare program offered by Jewell's Gems Academy to its customers. I understand that if such outside services are performed for me or on my behalf by a Jewell's Gems Academy employee, Jewell's Gems Academy does not authorize such services and will not be responsible for any acts or omissions of that employee while providing such services.

_____ (initial)

I have read, understand, and accept all terms and conditions described in this Agreement. This is a legally binding contract between Jewell's Gems Academy, myself, and my child(ren).

Sponsor*:

(Signature of Parent / Guardian)

Date

Sponsor*:

(Signature of Parent / Guardian)

Date

*** Some tuition accounts are paid by more than one household. In the event that an account is in arrears or shared payment or an account is in dispute, all sponsors on the account will be responsible of the account, including late fees.**