

# ENROLLMENT FORM



Please select location below:

- 2342 S. Maize Rd Wichita, KS 67209\* 316-773-6300
- 216 N. Main Street \* Goddard, KS 67052 \* 316-550-6150
- 805 N. Socora \* Wichita, Ks 67212 \* 316-721-5998
- 1720 E. Walnut Grove \* Derby, Ks 67037 \* 316-295-2491
- 7915 E. Rockhill \* Wichita, Ks 67206 \* 316-425-0258
- 1855 S. Rock Rd Suite 119 \* Wichita, Ks 67207 \* 316-425-5083
- Downtown 530 E. Douglas \* Wichita, Ks 67206 \* 316-932-1310
- Uptown 534 E Douglas \* Wichita, Ks 67206 \* 316-932-1310

*\*Downtown Location Opening August 5, 2019*

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Enrollment Date: \_\_\_\_\_ Start Date: \_\_\_\_\_

Child's Name: \_\_\_\_\_ Nickname: \_\_\_\_\_

Previous Childcare Location: \_\_\_\_\_

Age: \_\_\_\_\_ DOB: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_

Mother / Guardian: \_\_\_\_\_

Occupation: \_\_\_\_\_ Employer: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Father / Guardian: \_\_\_\_\_

Occupation: \_\_\_\_\_ Employer: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Person with legal custody of child: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Relationship to Child: \_\_\_\_\_ Phone: \_\_\_\_\_

Additional information we should know: \_\_\_\_\_

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In order to ensure that new parents/guardians clearly understand the procedures and policies of Scribbles and Giggles Children’s Academy (SAGCA), we ask that you read the policies enclosed with the enrollment packet and initial the following important items.

\_\_\_ Parents / Guardians are responsible for payment of fees on time. A late fee of \$2.50 per day will be added to fees not paid by end of business Monday. A \$30.00 fee will be charged on returned checks or returned ACH withdrawals.

\_\_\_ I must walk my child(ren) in each day and make certain the teacher knows he / she is there.

\_\_\_ Keep children home with the following; those with fever, diarrhea or vomiting in the previous 24-hour period. Children too sick to participate in full program including, outside play need to be kept at home.

\_\_\_ All Children need two complete changes of clothing – replenished the day after soiled clothes are sent home.

\_\_\_ Parents need to inform the provider of changes in addresses, telephone numbers, employment, emergency information or any changes in family situations.

\_\_\_ Parents are expected to pick up children before closing time, 6:00 pm. Any pick-up after 6:10 will incur an overtime charge of \$1.00 per minute payable at time of pick-up.

\_\_\_ It is expected that your child be respectful of property, furnishings, and equipment. A certain amount of “wear and tear” is normal. If your child intentionally damages property, furnishings, and/or equipment through destructive behavior, you will be liable for 100% of the replacement costs.

\_\_\_ I understand that no toys or food are to be brought from home and that SAGCA is not responsible for loss of any item brought from home.

\_\_\_ The provider will be notified 2 weeks in advance before child is to be withdrawn. Parents are required to pay for those two weeks regardless of when the child leaves. A 2-week notice is also required for children going from full time to part time status.

\_\_\_ If after a reasonable period of time, it is found that a child is unable to adjust to SAGCA, the provider reserves the right to request withdrawal of child. The decision is left to the discretion of the Director.

\_\_\_ I agree to abide by these rules and regulations.

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
SAGCA, Inc. Authorized Signature

\_\_\_\_\_  
Date Signed