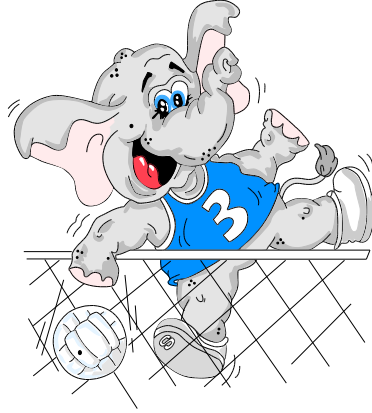




Developing healthy, joyful, respectful children.... One PLAY at a time!



## Guidelines & Policies 2018-2019 The “Give 7” Enrichment Program (ages 2-5)

**Arrival, Pickup & Attendance:** Class begins at 9:30 AM and we appreciate your prompt arrival. It is expected that children will be picked up promptly at 11:30 AM. In the event of a late pick-up, you will be charged at the regular Drop ‘N Play rate of \$12/hour. Parents wishing to authorize other adults to pick up their child(ren) will need to add them to the authorized pick up list at the front desk. Regular attendance is important for each child to make the most of his/her participation and growth in the program. Absences will be recorded for attendance purposes only. **No refunds and/or credits will be applied for missed days, regardless of the reason.** Make-up classes will be permitted only if space allows. If the program reaches capacity, make up classes will no longer be permitted. For this reason, we strongly encourage you to attend your regularly scheduled days.

**Health & Wellness:** For the health & wellness of all the children in the program, we require parents to keep children home who have a fever, vomiting, or diarrhea. Children should be free of symptoms for 24 hours before returning to class. Should a child fall ill while at the program, the parent/guardian will be contacted to pick up the child. Please make sure you include an alternative person to contact if you will not be available to retrieve your child during their enrichment session.

**Snacks:** Water and snack are served midway through each daily session. Please provide a clearly labeled snack and drink for your child. **Nut products are not permitted in our facility.** If you would like to provide a snack to celebrate your child’s birthday, please talk with the teacher ahead of time to make arrangements.

**School Closing:** In the winter, we will monitor weather conditions and make a decision as to whether the program will be in session or not in as timely a manner as possible. In the event that we are closed, we will send out notification via our email distribution list, Facebook, and it will be published on our website [www.LittleSport.net](http://www.LittleSport.net)  
Snow days are not made up, nor is any refund given for them.

Specializing in Classes, Parties & Play... Classes, Parties & Play... Classes, Parties & Play...

**Lunch & Play:** You are welcome to extend your day with an 11:30 – 12:30 lunch time option on an as-needed basis. The fee is \$7 and you must provide a clearly labeled, nut-free lunch. Payment is due at pickup on that day.

**Payment & Registration Arrangements:**

**Registration Prior to the School Year:** Half of the first month's tuition, plus a \$40 Registration Fee, and the completed registration form are due at time of registration. "Give 7" Enrichment Program Payments are non-refundable.

**Payment Schedule:** Monthly payments are due by the 1<sup>st</sup> of each month. Payments not received by the 8<sup>th</sup> day of the month will be subject to a late fee of \$10 and may result in loss of your child's spot in class.

**Discounts:** There is a **5% Sibling Discount** applicable if two or more siblings are enrolled at the same time. There is a **10% Auto Pay Discount** when you sign up for monthly automatic payments. Auto Pay requires that you keep a valid credit card on file with us that will be charged on the 1<sup>st</sup> of each month. Discounts are not applied to the Family registration fee.

**Cancellation Policy:** 4 weeks written notice is required to cancel participation in the program. You will be charged for classes scheduled for 4 weeks from the time of notice of cancellation, even if you are unable to attend. "Give 7" Enrichment Program Payments are non-refundable.

# The "Give 7" Enrichment Program

## REGISTRATION FORM 2018-2019

### Family Information:

Child's Name \_\_\_\_\_ DOB \_\_\_\_/\_\_\_\_/\_\_\_\_ Male or Female

Child's Primary Address \_\_\_\_\_

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

Home Phone \_\_\_\_\_

Parent 1: Name \_\_\_\_\_

Cell Phone \_\_\_\_\_ Email: \_\_\_\_\_

Parent 2: Name \_\_\_\_\_

Cell Phone \_\_\_\_\_ Email: \_\_\_\_\_

### Emergency Contact Information (Must be someone other than parent)

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

Is this person authorized to pick up? Yes / No

### Authorized Pick-up Persons:

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

### Registration Information:

Annual Registration Fee = \$40 / Family

Monthly Tuition – Due the 1<sup>st</sup> of each Month:

1 Day/Week: **\$100** (\$25/class)      2 Days/Week: **\$192** (\$24/class)      3 Days/Week: **\$264** (\$22/class)

4 Days/Week: **\$328** (\$20.50/class)      5 Days/Week: **\$380** (\$19/class)

**Please Indicate** which days you would like your child to attend.

Monday \_\_\_\_\_ Tuesday \_\_\_\_\_ Wednesday \_\_\_\_\_ Thursday \_\_\_\_\_ Friday \_\_\_\_\_

### Discounts:

- **Sibling Discount: 5% Off each child's tuition**
- **Auto Pay Discount: 10% - Enroll in automatic payments & receive 10% off your monthly tuition – must maintain a valid credit card on file with LittleSPORT.**

**Health and Social History:**

Has your child been diagnosed or treated for any of the following? (Check all that apply)

\_\_\_\_\_ Allergies \_\_\_\_\_ Asthma \_\_\_\_\_ Seizures \_\_\_\_\_ ADD/ADHD \_\_\_\_\_ Nut Allergy \_\_\_\_\_ Other

Please Explain: \_\_\_\_\_

My Child Requires: \_\_\_\_\_ Epi Pen \_\_\_\_\_ Inhaler \_\_\_\_\_ Special Snack

Family Physician: \_\_\_\_\_ Phone: \_\_\_\_\_

Medical Insurance Carrier: \_\_\_\_\_ Policy #: \_\_\_\_\_

Does your child have any special needs? \_\_\_\_\_

\_\_\_\_\_

Is your child potty-trained? \_\_\_\_\_

Has your child been to a drop-off program before? \_\_\_\_\_

What would you like your child to work on this year at the Enrichment Program? \_\_\_\_\_

\_\_\_\_\_

The registration fee **must** accompany this registration form and is **non-refundable**. 50% of the first month's tuition (September tuition) **must** accompany this form to reserve a spot. Monthly tuition fees are payable the 1<sup>st</sup> of the month. Four (4) week cancellation notice required. Waiting List spots will be filled on a first-come, first-serve basis. Make checks payable to **Little SPORT**. \_\_\_\_\_ (initials)

I agree that my child shall be in good health and free of communicable diseases on the days he/she participates in the program. \_\_\_\_\_ (initials)

I agree to continue to pay tuition if my child is absent from the program due to illness, vacation or any other reasons, unless he/she is formally withdrawn from the program. **No refunds or credits will be given**. Make-up classes will be permitted only if space allows. If the program reaches capacity, make-up classes will no longer be permitted. We strongly encourage you to attend your regularly scheduled days. \_\_\_\_\_ (initials)

I give permission for LittleSPORT to use any photos and/or videos taken of my child(ren) during the program for marketing purposes. \_\_\_\_\_ (initials)

I have received and read the Enrichment Program Guidelines.

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

Date \_\_\_\_\_



In order to participate in various activities at Little SPORT, the undersigned, on his/her own behalf, on the behalf of minors listed in this the Enrichment Registration Packet, on behalf of other unlisted minors that may attend under guardianship in the future, and on behalf of any heirs and successors, acknowledges and agrees as follows:

1. The undersigned assumes all risks, known and unknown, associated with participation in activities at Little SPORT and waives all claims for damage to person or property arising from participation. This release and waiver covers risks of death, injury and property loss whether arising from (i) negligence or carelessness on the part of the persons or entities being released, or (ii) other participants, or (iii) defective equipment;
2. The undersigned certifies that he/she and minors in guardianship are physically fit and able to participate in the activities at Little SPORT, and agrees to comply with the rules and conditions of participation expressed or posted at Little SPORT;
3. The undersigned on his/her behalf and on behalf of any heirs and successors releases, holds harmless any authorized entity doing business at LittleSport as to any and all risks as stated in 1) above, or other consequences.

**Parent/Guardian Acknowledgement--** The undersigned parent or guardian acknowledges that he/she is, in fact, acting in such capacity and agrees to hold harmless and indemnify all of the parties referred to above of all liability, loss, cost, claim or damage which may result due to any lack of the undersigned to act in such a capacity, and releases all parties on behalf of the minor(s) listed herein.

**Parent/Guardian Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

# **Give-7 Enrichment Program**

## **Important Dates 2018-2019**

**First Day of Classes – Tuesday, Sept 4<sup>th</sup> 2018**

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**Thanksgiving Break – No Classes – Monday, Nov. 19<sup>th</sup> – Friday, Nov. 23<sup>rd</sup>**

**Classes Resume Monday, Nov. 26<sup>th</sup>**

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**Winter Break – No Classes – Monday, Dec. 24<sup>th</sup> – Tuesday, Jan. 1<sup>st</sup>**

**Classes Resume Wednesday, Jan. 2<sup>nd</sup> 2019**

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**Spring Break – No Classes – Monday, April 22<sup>nd</sup> – Friday, April 26<sup>th</sup>**

**Classes Resume Monday, April 29<sup>th</sup>**

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**Last Day of Classes – May 24<sup>th</sup> 2019**