



# Enrollment and Agreement Forms

Student Last Name		First Name		Middle Initial	Preferred Name		Sex (M/F)
Street Address (include apartment #, etc)			City	Zip Code	Telephone Number ( )		
Date of Birth	Place of Birth		Child's Age	Shirt Size	Native Language		
<b>Primary Contact Information</b> Father's Last Name				Father's First Name			
Street Address (include apartment #, etc)			City	Zip Code	Telephone Number ( )		
Father's Business Phone			Name of Company/Employer				
Father's Pager Number			Father's Cell Phone Number				
Mother's Last Name			Mother's First Name				
Street Address (include apartment #, etc)			City	Zip Code	Telephone Number ( )		
Mother's Business Phone			Name of Company/Employer				
Mother's Pager Number			Mother's Cell Phone Number				
Father's E-Mail Address			Mother's E-Mail Address				
Father's Occupation			Mother's Occupation				
Child Resides With: If there are custody restrictions, please describe here and present legal documents for the students' file.						Ethnic Origin	
List Brothers and Sisters		Sex	Birth Date	If Student, Name of School			
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<b>Emergency Contact Information (List names other than parents)</b>				Relationship to Child	Daytime Telephone Number		
1.				Relationship to Child	Daytime Telephone Number		
2.				Relationship to Child	Daytime Telephone Number		
3.				Relationship to Child	Daytime Telephone Number		
Doctor's Name				Doctor's Telephone Number ( )			
Dentist's Name				Dentist's Telephone Number ( )			
Please list medical problems, allergies, or food restrictions, if any.				Please list medications your child takes regularly.			
Records may be requested from prior school _____ # (____) _____. Name of school Phone							
Has student ever received any special education services? Yes No Type of Service:							

<b>Persons Authorized to Pick up Child Other Than Parent(s):May be asked for ID</b>	Telephone Number ( )
1.	Telephone Number ( )
2.	Telephone Number ( )
3.	Telephone Number ( )

**PARENT PERMISSION FOR FIELD TRIPS:**

Periodic fieldtrips may be taken in order to expand classroom learning. Parents/guardians will be notified in advance, with the details and any extra costs involved of each trip. An additional signed permission slip will be required for each trip. Telephone permission cannot be accepted.

We have permission to take your child \_\_\_\_\_ on these trips.

Parent/Guardian Signature

Witness Signature

Date

**PARENT PERMISSION FOR EMERGENCY EVACUATION:**

We regularly schedule and practice emergency drills as required by KDHE to maintain a safe environment for your child.

In the case of a real emergency we have permission to evacuate the premises with your child \_\_\_\_\_.

Parent/Guardian Signature

Witness Signature

Date

**PARENT AUTHORIZATION FOR MEDICAL TREATMENT OF A MINOR:**

I/We \_\_\_\_\_, and \_\_\_\_\_, do hereby state that I am/we are the parent(s) or legal guardian(s) of \_\_\_\_\_, a minor, age \_\_\_\_\_, born on \_\_\_\_\_, who resides with me/us at \_\_\_\_\_.

I/We, \_\_\_\_\_, and \_\_\_\_\_, do hereby authorize, for emergency purposes only, a designated employee of Honey Tree Academy LLC to transport the above minor by ambulance, and consent to any necessary examination, anesthetic, medical diagnosis, surgery or treatment, and/or hospital care to be rendered to the minor under the general supervision and the advice of any physician or surgeon licensed to practice medicine in the State of Kansas.

Date of last Tetanus/Diphtheria Booster \_\_\_\_\_ Allergies to food or drugs \_\_\_\_\_

Special medications or pertinent medical information \_\_\_\_\_

Insurance Co.	Policy Number	Primary Insured	Hospital Preference
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Parent/Guardian Signature for Authorization

Witness Signature

Date

Parent/Guardian Signature for Authorization

Witness Signature

Date

**PARENT PERMISSION FOR CONSENT AND RELEASE:**

On occasions, your child may be photographed while at Honey Tree & Branches Academy. These photographs may be used by Branches Academy for programming purposes, marketing, advertising, public television, newspapers, magazines, electronic, or digital communication.

I give Branches Academy the right and permission to copyright, publish, or use photographs of my child \_\_\_\_\_ for any lawful purposes.

Parent/Guardian's Signature

Witness Signature

Date

**GENERAL INFORMATION ABOUT YOUR CHILD:**

Please describe any previous preschool or group situations your child has had.

Describe your child's interactions with others.

List your child's favorite activities and interests.

Favorite foods

Foods your child does not like

Any known problems or concerns that we should be aware of?

How does your child react to various situations?

**With this enrollment form, I wish to enroll my child in the following:**

**ALL DAY ELEMENTARY:** 8:15 am – 3:45 pm

\_\_\_ Kinder \* \_\_\_ 1<sup>st</sup> \_\_\_ 2<sup>nd</sup> \_\_\_ 3<sup>rd</sup> \_\_\_ 4<sup>th</sup> \_\_\_ 5<sup>th</sup> \_\_\_ 6<sup>th</sup>  
\_\_\_ 7<sup>th</sup> \_\_\_ 8<sup>th</sup>

**ALL DAY KINDERGARTEN:**

\_\_\_ 5 Full Days - Kindergarten 8:15am – 3:45 pm

**HALF DAY KINDERGARTEN:**

\_\_\_ 5 Half Days - Kindergarten 8:15 am – 11:30 am

**BEFORE AFTER SCHOOL CARE:**

\_\_\_ 7:30 – 8:15 am

\_\_\_ 3:45 – 5:30 pm

**ENROLLMENT DATE:**

\_\_\_ - \_\_\_ - \_\_\_

**FIRST DATE OF ATTENDANCE:**

\_\_\_ - \_\_\_ - \_\_\_

**I live in the following school district:**

USD 266 \_\_\_

USD 265 \_\_\_

USD 259 \_\_\_

Other \_\_\_

My child has an IEP \_\_\_ (yes) \_\_\_ (no).

(If so, please provide us with a copy).

Referred by:

\_\_\_\_\_

**TUITION AND FEES:**

\_\_\_ School Year Nonrefundable Enrollment Fee - \$225

\_\_\_ Summer Nonrefundable Enrollment Fee - \$50

\_\_\_ Summer Activity Fee - \$150

**PART TIME WEEKLY FEES (SUMMER RATES ONLY):**

\_\_\_ 2 Half Days – TTH - \$80 Before and After School

\_\_\_ 3 Half Days – MWF - \$110 \_\_\_ \$20 additional weekly for TTH

\_\_\_ 5 Half Days – M-F - \$150 \_\_\_ \$30 additional weekly for MWF

\_\_\_ 2 Full Days – TTH - \$115 \_\_\_ \$50 additional weekly for M-F

\_\_\_ 3 Full Days – MWF - \$165

**ALL DAY KINDERGARTEN WEEKLY FEES:**

\_\_\_ 5 Full Days Kindergarten – Monday – Friday - \$195

**HALF DAY KINDERGARTEN WEEKLY FEES:**

\_\_\_ 5 Half Days - Monday- Friday - \$175

**ELEMENTARY WEEKLY FEES:**

\_\_\_ Grades 1<sup>st</sup> – 8<sup>th</sup> – Monday – Friday - \$180

\_\_\_ Grades 1<sup>st</sup> – 8<sup>th</sup> – Monday – Friday - \$175 (SUMMER RATES ONLY)

**BEFORE AND AFTER SCHOOL:**

\_\_\_ \$50 weekly (ENROLLED STUDENTS)

\_\_\_ \$50 weekly (NON-ENROLLED STUDENTS) Maize

**LUNCH:**

\_\_\_ -\$10 tuition reduction weekly Grades 1<sup>st</sup> -8<sup>th</sup> only, if your child brings their lunch everyday.

**INSERVICE DAYS (Space available basis, with Director approval).**

\_\_\_ \$20 for each additional half day \_\_\_ \$40 additional daily for full day

We will be closed one week during Winter Break and Spring Break. *Tuition is not due during the week of Winter Break or Spring Break.* "Enrichment" weeks will be offered, at an additional charge, for students that need fun activities to keep them busy during those weeks. You may sign up for these weeks at that time.

I certify that this information is true and correct. I have read and understand the policies and procedures outlined in the Parent Handbook, and agree to the policies. I understand that these policies may be revised during the school year, in the form of written parent communication. My non-refundable enrollment fee accompanies this agreement/enrollment form. I understand that my child may not begin attending Branches Academy until ALL paperwork has been completed and turned into the Academy Director, and ALL payments have been made.

**We require a school year formal written notice of withdrawal for the school year session and a 30-day written notice of withdrawal request for the summer session. This is a commitment for the entire school year.**

I further understand that I am enrolling my child in Branches Academy for the entire school year. If my child withdraws from Branches during the school year for any reason, I acknowledge that I remain responsible for tuition for the remainder of the school year. If my child enrolls in a summer session at Branches Academy, I agree to provide at least 30 day's written notice prior to withdrawing from the summer session and agree that I remain responsible for tuition during the 30-day summer session notice period. I agree that Branches may continue to invoice me each week for tuition payments (via ACH) for the remainder of the school year following withdrawal (or the 30-day summer session notice period).

**DEFAULT DAMAGES CONTRACT LANGUAGE:** This company reserves the right to charge interest on all unpaid balances up to 10% per annum prior to taking a civil judgment. If this debt is not a consumer debt as defined by the UCCC, then client agrees to pay attorney fees and all other costs of collection. If the debt is a consumer debt as defined by the UCCC, then consumer agrees to pay attorney fees in an amount not to exceed 15% of the total amount of the debt after default or as otherwise permitted or limited by the UCCC or other laws of the United States of the State of Kansas.

<b><u>Relationship to Student</u></b>	<b><u>Name</u></b>	<b><u>Signature</u></b>	<b><u>Date</u></b>

**Office Use Only:**  
 Enrollment Fee \_\_\_ Enrollment Form \_\_\_ Hospital Emergency Form \_\_\_ Health Assessment \_\_\_ Parent Handbook Form \_\_\_ COVID Form \_\_\_  
 First Week Fee \_\_\_ Income Eligibility Form \_\_\_ Brightwheel Form \_\_\_  
 Provider Name: Honey Tree & Branches Academy LLC Provider Signature: \_\_\_\_\_ Date: \_\_\_\_\_