

Enrollment Forms

Kids University



The Wise Choice...

11550 Wiles Road Coral Springs, FL 33076

Phone: (954) 341-3554

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KIDS UNIVERSITY PROGRAMS

TODDLER/PRESCHOOL

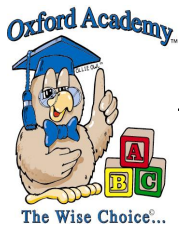
Toddlers and preschoolers are engaged in a full curriculum including pre-reading, pre-math, language, art, music, science, social studies, and technology. Our hands-on curriculum materials, equipment and technology are all age appropriate and designed to make learning a fun experience. The emotional, social, physical, creative and cognitive development of each child is emphasized through every aspect of Kids University. Our well equipped, fenced playgrounds offer a safe and stimulating recreational area.

SCHOOL AGE

After care programs are offered at many of our locations on a limited basis. Our After care programs meet the needs of children Kindergarten through Fifth Grade. We provide a quiet environment that allows students to complete their homework assignments as well as including materials and activities that are both challenging and fun. Transportation is available on a first come, first serve basis.

SUMMER CAMP PROGRAMS

Kids University offers Summer Camp at many of our locations on a limited basis. Summer Camp programs meet the needs of children Kindergarten – Fifth Grade. A fun and exciting schedule filled with weekly field trips including swim days, museums, live plays, movies, skating, bowling and many more activities to make the summer memorable. An information and enrollment package with program details is available each spring.



University Enrollment Form

Enrollment Date _____ Password: _____

Child's name _____
(Last) (First) (Middle)

Address _____

City _____ State _____ Zip _____

Home phone () _____ Sex: (F) (M) Birth Date _____

Child Lives With: Both Parents
 Mother Father
 Guardian _____

Mother/Guardian name _____ S.S. # _____

Address _____

Phone _____ Other Phone #'s _____

Driver's License # _____

Employer _____ Phone _____

Address _____

Father/Guardian name _____ S.S. # _____

Address _____

Phone _____ Other Phone #'s _____

Driver's License # _____

Employer _____ Phone _____

Address _____

Parent information _____ Married _____ Single _____ Divorced _____ Separated

Child's Physician _____ Phone _____

Address _____ City _____ ST _____ Zip _____

Child's Dentist _____ Phone () _____

Person(s) to be contacted in case of illness, accident, or emergency. If for some reason the parent or guardian cannot be reached, please indicate who is authorized to pick-up the child from Kids University.

Name _____ Phone _____ Relationship _____

Address _____ City _____ ST _____ Zip _____

Name _____ Phone _____ Relationship _____

Address _____ City _____ ST _____ Zip _____

Other persons authorized by the parents or guardian to pick-up the child from Kids University.

Name _____ Phone _____ Relationship _____
Address _____ City _____ State _____ Zip _____

Name _____ Phone _____ Relationship _____
Address _____ City _____ State _____ Zip _____

MY CHILD SHOULD NOT BE RELEASED TO _____

Primary language spoken at home: _____

SIBLINGS:

Name	Age
_____	_____
_____	_____
_____	_____
_____	_____

Previous School or childcare experience: _____

SPECIAL INSTRUCTIONS regarding eating habits, toilet training, allergies or other area of concern:

Primary hours of care _____, from _____ to _____

Days to attend: _____ Mon. _____ Tues. _____ Wed. _____ Thurs. _____ Fri.

Registration _____ Tuition _____ (weekly, bi-monthly, monthly)

Parent / Guardian Signature

Date

Director Signature

Date



Kids University Enrollment Agreement

I consent to the enrollment of my child _____ at Kids University.

I agree to pay an annual non-refundable registration fee of _____.

I agree to pay the weekly fee of _____ for preschool/child care services, with no discounts for absentees, illness, holidays or withdrawals.

I understand and agree that all tuition fees must be paid in advance of services rendered and that failure to comply could result in my child being dropped from enrollment.

I understand and agree to pay a \$20.00 late fee per week for tuition fees not paid by Tuesday, 9:00 A.M., unless prior arrangements have been made with the Director.

I understand and agree to pay a \$20.00 return check fee for any check returned and further understand and agree that this may result in future payments being made in cash or by money order.

I understand and agree that I am entitled to one (1) week vacation each year after six (6) months attendance. I understand and agree that I must give two (2) weeks prior written notice.

I understand and agree that I will pay \$1.00 per minute for every minute that I am late picking up my child after closing time.

I give my consent for my child to take part in field trips or excursions under proper supervision.

I give my consent for emergency medical care and/or transportation in the case of an accident or injury in the event that I cannot be reached immediately.

I acknowledge that I have read and understand the Kids University Parent Handbook. I agree to comply with all the written policies and procedures of Kids University and will fulfill my responsibilities as a parent/guardian. I understand that failure to comply may result in the dismissal of my child.

Witness

Mother/Guardian Signature

Date

Father/Guardian Signature



Deposit Payment Agreement

I will pay Kids University a deposit for my child's/children's school tuition. I understand that making partial payments does not release me from my commitment to pay the deposit in full.

I am aware that the tuition deposit is held by Kids University for the purposes of paying my child's/children's final week of tuition. If I intend to withdraw my child/children from Kids University, I know that I submit, in writing, a notice of intent to withdraw. I also am aware that the notice of intent must be received at least two weeks prior to my declared date of withdrawal.

At the time I submit the notice for withdrawal, I will sign a withdrawal form the presence of the director, which states my reasons for withdrawing and the date of withdrawal.

I further understand that Kids University will conclude that my child/children is/are still enrolled in Kids University if no withdrawal form is signed and submitted. If my child/children are absent from the school for more than one week without oral or written contact, the Kids University will automatically withdraw the child/children from the school.

I understand that I will be obligated to pay all tuition fees accrued up t the time when Kids University withdraws my child. I also understand that my tuition deposit will not be returned and that the deposit will be used to pay any part of the tuition fees in the instance that Kids University involuntarily withdraws my child/children for extended absenteeism or failure to pay tuition in a manner that coincides with the enrollment agreement.

Kids University may also withdraw my child/children if it feels that my child/children is/are in danger to the other children in the school. Kids University will not refund my tuition deposit in the circumstance; I will still be responsible for tuition fees accrued until the time of the involuntary withdrawal.

I have read this deposit agreement. The administration has answered any questions that I may have regarding this agreement.

Parent/Guardian
(Responsible for paying tuition)

Print Name / Date

BROWARD COUNTY
SUPPLEMENTAL ENROLLMENT FORM

Child's Name _____

1. ARTICLE XIII,A,8,a Broward County rules requires that parents must receive a copy of the Child Care Facility Brochure, "KNOW YOUR CHILD' CARE CENTER". I have received a copy of the Child Care Facility Brochure.
2. ARTICLE XIII,A,8,a, Broward County rules require that parents be notified in writing of the disciplinary practice used by the child care facility.
3. AUTHORIZATION FOR EMERGENCY MEDICAL CARE in event of serious illness or accident and if parents cannot be reached.
4. This authorizes the facility to apply any non-medicated physical barrier such as diaper cream or sunscreen as supplied by the parent.
5. ALTERNATE NUTRITION PLAN AGREEMENT:

Indicate special dietary requirements:

I understand and approve the use of the Alternative Nutrition Plan. I agree to provide the following meals and/or snacks to meet my child's nutritional dietary needs:

(Mark 'P' for parent, or 'C' for center)

_____ breakfast _____ am snack _____ lunch _____ pm snack _____ dinner _____ evening snack _____ formula

I agree to provide the parent with a suggested meal pattern and to discuss any problems that might develop in the use of the Alternate Nutrition Plan.

 Signature of Owner/Director

 Date

 Signature of Parent or Guardian

 Date



KIDS UNIVERSITY

Authorization for Student Pick-Up

Please list at least one or two individuals authorized to pick-up your child. This form must be on file in the school office. If anyone else will be picking up your child, you must notify the school in writing, on or before the day in question. The school will not release a child to anyone who is not authorized on file. In the event of an emergency, we will implement the password system.

Student's Name _____ Date _____

Mother/Guardian _____ Yes _____ No

Father/Guardian _____ Yes _____ No

Please print or type

	Name	Telephone #	Relationship
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____

Special Instructions

Parent/Guardian Signature

Date

Director/Witness

Date



Kids University Discipline Policy

Very often a child's first recognition and first success in getting the attention of the significant adults in their life is through misbehavior. This can also be true in a classroom environment. Kids University emphasizes to its teachers the importance of recognizing the positive behavior of a child and reinforcing this positive behavior through praise and recognition.

Our goal is to create an environment that teaches each child to seek recognition through positive behavior and being engaged in the classroom with the teacher and the other children. We focus on promoting positive self-esteem, self discipline and emotional development. We assist in guiding each child toward good choices and decisions. The first aspect of Kids University's Discipline Policy is to identify, praise and reward positive behavior. To the extent that the classroom is not interrupted, we ignore negative behavior. This promotes a positive classroom environment and encourages the children to gain recognition through positive participation. When the behavior of a child disrupts the goals of the teacher and the classroom, Kids University will redirect the child towards a more positive behavior. In most cases, this is all that is necessary. If however, the behavior continues, it may be necessary to remove the child from the group to another area within the classroom. When the child returns to the group, the teacher will discuss the child's alternatives, forgive the child's activities and look for an opportunity to praise the child within the next five minutes.

In some cases, a child might repeat the behavior that caused them to be placed in the quiet area. If this behavior is disruptive, the teacher may find it necessary to have the director speak to the child, redirect the child and set a specific goal and reward for improvement in the child's behavior.

Behavior that is chronic in nature will be brought to the attention of the parents so that the school and the parent can work together in creating a behavior modification program that can be used in school as well as the home. Sometimes changes in the home or in routine can affect your child's behavior. If there are circumstances that you are aware of that may effect your child please share this information with the director or teacher so that they can be sensitive to the needs of your child. Under some circumstances we may recommend that you seek support from the medical community.

At no time will there be any disciplinary action taken to enforce toilet training, eating or napping.

Kids University does not believe in or support the use of corporal punishment nor will it tolerate sarcasm, raised voices or derogatory remarks or comments to the children. Any Kids University teacher observed deviating from Kids University's Discipline Policy will be counseled and may be subject to dismissal.

Should the behavior of a child become a chronic problem, severe enough to endanger the welfare and safety of the other children and/or staff, the director will advise the parent that their child's enrollment at Kids University must be terminated. This action will be the last resort when all other attempts to correct this behavior have been attempted. This process will be proceeded by verbal and written communication to the parent and whenever possible one week notice of termination will be given.

CONFLICT RESOLUTION

As part of our emphasis in developing cognitive (thinking) and problem solving skills, we work with the children to resolve disagreements through their own efforts. Conflict resolution techniques give each child the ability to use their own intellect to solve disagreements within their peer group.

When conflict arises our teachers guide the children through the resolution process in the following manner:

- The facilitating adult should sit or squat down so that she/he is at eye level to the child/children
- Participants should make visual contact with each other and each person has a chance to talk with the other person after the conflict arises.
- One child speaks at a time. Placing an object in the person's hand that is speaking facilitates this. This will serve to remind the children that only the person holding the object may speak. This eliminates interruption and frustration and at the same time teaches the children to listen to the other person's point of view.
- Each person has the opportunity to tell his/her side of the story including feelings and what he/she wants the outcome to be. After one person has finished talking, the other person(s) repeats the process.
- Participants suggest possible solutions.

The facilitating adult may need to offer assistance, suggest wording, draw out feelings or offer possible solutions, but, have patience with the young people so that the work of resolving the conflict is theirs and they "own it".

Natural Consequence/Logical Consequence: This means that the children are allowed to experience and deal with the consequences of their actions.

- If a child is carrying a container with too much water in it, it may spill. This is a natural consequence.
- Spilled water must be wiped up. This is the logical consequence.

Controlling the Environment: When the natural consequence/logical consequence method has failed, controlling the environment may be implemented. This may mean removing the object that is causing the problem situation.

- If an area has not been put back in order after use, it may be restricted.
- Children will be told that this method of discipline is imminent. (The hat will be put away if we repeatedly find it on the ground; the blocks will be off limits if no one puts them back in order after using them, etc.)
- When the environment is controlled, it will be controlled only for a short period of time and only when a consequence has been previously discussed.

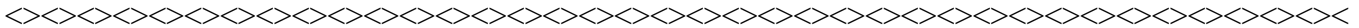
Kids University Receipt and Acknowledgement

Please sign and return:

I have received a copy of the Kids University Parent Handbook. I have read and understand the policies and procedures. I understand that failure to abide by these policies may result in my child's dismissal.

Date: _____

Parent/Guardian Signature : _____



I have received a copy of the Florida Department of Children and Families "Know your Child Care Center" and "Child Abuse and Neglect in Florida".

Date: _____

Parent/Guardian Signature: _____

I have received a written copy of the Kids University Discipline Policy.

Date: _____

Parent/Guardian Signature: _____

Director's Signature: _____

Date _____

Kids University

Emergency Medical and Transportation Authorization

I hereby give my consent and authorize Kids University to seek emergency treatment for my child.

I give my consent and authorization for any health facility or physician to provide necessary medical treatment to my child, _____ in the event of an emergency, at which time I cannot be reached. I give consent to transport by ambulance if the situation warrants it.

I will take full responsibility for payment of all medical services rendered due to an emergency situation.

Name of physician: _____ Phone: _____

Allergies of Child: _____

Date of last DPT or Tetanus: _____

Name of Dentist: _____ Phone: _____

Insurance company covering child: _____

Policy #: _____ Expiration Date: _____

Signature of Parent/Guardian _____
Date

Sworn to and subscribed before me this ____ day of _____, 20____, by

Name of person acknowledging

My commission expires:

Signature of Notary Public, State of Florida

Personally known: _____

Produced ID: _____

Type: _____



Lights, Camera, Action Consent and Release

Occasionally, Kids University, Its affiliate company, and/or other local news media will take photographs of children participating in the various programs at Kids University. These photos and/or videotapes may be used from time to time in various forms of advertising media (brochures, magazines, orientation, training, public television or newspapers).

I give my permission for Kids University and/or its agents to use any photographs and/or videotapes including my child for any lawful media purpose without compensation.

PERMISSION GRANTED _____

PERMISSION DENIED _____

Mother/Guardian

Date

Father/Guardian

Date

Director

Date

IDEAS FOR MAKING THE FIRST DAYS GREAT!!!



The first day of school and those few that follow can be exciting and at the same time a little unsettling. Here are several suggestions that will assist you in making the first days at school a little easier and the adjustment for both the parent and child a happy one.

- Take your child to the center to visit before the first day. Meet the teachers, walk around and visit all of the classrooms and centers. Visit the playground. Look in the windows. Look out of the windows. Make it a fun and exploring visit.
- Discuss with your child any past experiences that might give your child an uneasy feeling about being away from home.
- Think about how you're feeling. Your child can feel your anxiety. Think positive. Separation anxiety is a natural feeling, but it passes with time.
- For some children, change is easy, going to school is happy and full of discovery. For other children, the change is difficult and frightening. Until the first day, there is no way to be absolutely sure of how your child will react. Sometimes, days later, the child becomes aware of the new situation and reacts. The way you react will play an important part in easing the separation. Be supportive. Talk about what you will be doing at work. Talk about the toys and games they will have to play with. Talk about the teacher and friends they will meet.
- On the first morning and afternoon it is wise to arrive early so you have time and do not feel rushed. Take your child into the center. Depending on your child's age, introduce them. Help them remember the things you saw when you first visited the school. Find their cubby and place the things you brought from home in the cubby. Now it is time to think about leaving. Give the teacher a sign that you are leaving. **BE HONEST.** Tell your child that you must leave. Let your child know what time you will be back to pick him/her up. Give your child a hug and kiss. Tell your child goodbye and leave without hesitation.
- When you leave, your child's teacher will engage them in an activity. This will help eliminate any anxiety they may be feeling. In most cases, the sorrow of separation ends with the fun and enjoyment that begins with the discovery of new playmates. In very rare cases it may be necessary to contact you in the event that your child is having extreme difficulty adjusting to the new environment.
- We welcome your call. Call if you are concerned or just need reassurance.
- Make the first few days as consistent as possible.
- When you return to pick up your child spend a few minutes to review and share the events of the day with your child. Talk to the teacher. Have your child take you around the school and share the day's activities.

- When you arrive and when you leave, be sure to sign your child in and out daily at the computer station provided in the reception area. If you should have difficulty with this procedure please ask for assistance. The director or a staff person will gladly assist you.
- At home, if after discussing your child's first day, you have any questions or concerns please feel free to share them with the center director or your child's teacher.

It is common for the parent and the child to have mixed feelings about the separation.

A sense of security will occur as your child becomes acquainted with the teachers and students and friendships develop.

SOME SUGGESTIONS FOR PARENTS REGARDING TOILET TRAINING

1. Buy the child some fancy training pants. Put them in the child's dresser and tell him they are for when he is ready to use the potty. Do not mention the training pants again, or use them as a bribe.
2. Buy one of the several children's books related to toilet training. Read the book to the child nightly.
3. Buy the child's toilet seat attachment for your regular toilet. These are more sanitary than the standard children's toilets that sit on the floor. Also, it is easier for the child to make a transition to an adult sized toilet such as when he or she needs to use a public restroom.
4. Seat the child on the toilet during diaper changes and before and after bath time.
5. After the child has shown readiness for toilet training and has used the toilet on a regular basis, spend a weekend with the child in training pants.
6. Never become angry or make the child feel shameful if he/she has "an accident".
7. Dress the child in clothing that is easy for him/her to assist in dressing and undressing. Slacks or shorts with elastic waists are best. Avoid buckles, belts, snaps, buttons, etc.
8. After the child has had a successful weekend in training pants (no more than 2 accidents a day), send him/her to school in training pants, along with three complete changes of clothing labeled in Ziplock bags.
9. Remember, it is better to wait until the child will have success rather than fluctuate between diapers and training pants. **Suggest**, don't **coerce**, the child into using the toilet.