

New Student Registration Checklist



Student: _____

Forms Completed: _____

COPY FOR CHILD RECORDS, ORIGINAL TO OFFICE

Enrollment Agreement

_____ Signature of both parents or the parent/guardian with sole legal custody

Emergency Information Form

_____ Names and phone numbers of 2 people to be contacted in case of an emergency

_____ Names of people authorized to pick up child

_____ Name, address and phone number of medical doctor

_____ Signature and date

Emergency Transportation/Treatment Authorization

_____ 2 names, addresses and phone numbers

_____ Signature in either Permission or Refusal to Transport box

Photo Release/Roster Form

_____ Choices checked off Photo _____ Roster _____

Medical Forms (highlighted forms are only required for families receiving CYFD Child Care Assistance)

_____ Immunizations listed and form completed by physician	
_____ Physical examination form with signature and date	Expires: _____
_____ Dentist form signed, dated by dentist/physician	Expires: _____
_____ Name, address and phone number of dentist	
_____ School health record	



SUMMER CAMP ENROLLMENT AGREEMENT

This agreement is made by and between ABQ Children's Academy, Licensed Child Care Provider
and: _____

Parent/Guardian of: _____
Child's name

The following has been agreed upon between the two parties beginning: _____

I have read and agree to the full contents of the Parent's Handbook. I understand that disregarding these policies may result in termination of child's enrollment.

I understand that I must follow the termination policy as it is written in the Parent's Handbook.*

I agree to the monthly tuition rate of \$_____, to be paid by the 14th of every month for my child. Available arrival time at ABQ Children's Academy is 7:00 am, and pick-up time must be no later than 5:30 pm, Monday through Friday, except as posted for holidays and school breaks. Any time my child arrives before 8:00 am or stays after 3:00 pm will incur a charge at the rate of \$4.00 per hour added to the following month's bill. Any before- or after-care needs must be communicated to the director at enrollment or a week prior the student's needs. Any added time before or after indicated times will incur a charge at the rate of \$1.00 per minute. Students must only attend school on days that his/her guardian has signed them up for. Any additional day of attendance must be discussed with and agreed upon by the director ahead of time and will incur a charge for a drop-off day added to the following month's bill.

This agreement shall be in effect until such time that a parent/guardian has given termination notice in accordance to the Parent Handbook policy or negotiation of a new contract.

I agree to pay a non-refundable deposit of \$50.00 to hold a space until_____.

THIS AGREEMENT AND THE PARENT HANDBOOK WHOLLY STATE THE OBLIGATIONS OF THE PROVIDER; THERE ARE NO OTHER IMPLIED OBLIGATIONS. ANY AMENDMENTS TO THIS AGREEMENT MUST BE IN WRITING AND SIGNED BY BOTH PARTIES.

Authorized signature of Licensed Child Care Provider representative	Date
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BOTH PARENTS OR PARENT/GAURDIAN WITH SOLE CUSTODY OF THE CHILD MUST SIGN:

Parent/Guardian	
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Parent/Guardian	Date
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*To include late penalties from date due to date paid plus legal fees, if applicable.

Summer Camp Registration Form



Child's Name: _____

DOB _____

Parent/Guardian Name _____

Primary Phone Number _____

Phone Number Type Cell Home Work

Please select class placement:

- Toddler: 18-35 months
- Pre-K: 3-5 years
- School age: 6 years and older

Activities Available

- In-school visitors—all ages
- Field trips—school age (6+)
- Swimming—advanced (8+)

Attendance Options and Rates (please select one)

Toddler/Pre-K (18 months – 5 years)				
	5 days/week	3 days/week	2 days/week	Drop-in
Half-day 8:00 am – 12:00 pm	\$350/month	\$210/month	\$140/month	\$25/day
Full day 8:00 am – 4:00 pm	\$700/month	\$420/month	\$280/month	\$35/day
School age (6 years and older)				
	Half day		Full day	
	\$14/day		\$25/day	

Or select days your child will attend ABQ Children's Academy Camp (circle all that apply)

Monday		Tuesday		Wednesday		Thursday		Friday	
All	<input type="checkbox"/> Half <input type="checkbox"/> Full	All	<input type="checkbox"/> Half <input type="checkbox"/> Full	All	<input type="checkbox"/> Half <input type="checkbox"/> Full	All	<input type="checkbox"/> Half <input type="checkbox"/> Full	All	<input type="checkbox"/> Half <input type="checkbox"/> Full
June 4	<input type="checkbox"/> Half <input type="checkbox"/> Full	June 5	<input type="checkbox"/> Half <input type="checkbox"/> Full	June 6	<input type="checkbox"/> Half <input type="checkbox"/> Full	June 7	<input type="checkbox"/> Half <input type="checkbox"/> Full	June 8	<input type="checkbox"/> Half <input type="checkbox"/> Full
June 11	<input type="checkbox"/> Half <input type="checkbox"/> Full	June 12	<input type="checkbox"/> Half <input type="checkbox"/> Full	June 13	<input type="checkbox"/> Half <input type="checkbox"/> Full	June 14	<input type="checkbox"/> Half <input type="checkbox"/> Full	June 15	<input type="checkbox"/> Half <input type="checkbox"/> Full
June 18	<input type="checkbox"/> Half <input type="checkbox"/> Full	June 19	<input type="checkbox"/> Half <input type="checkbox"/> Full	June 20	<input type="checkbox"/> Half <input type="checkbox"/> Full	June 21	<input type="checkbox"/> Half <input type="checkbox"/> Full	June 22	<input type="checkbox"/> Half <input type="checkbox"/> Full
June 25	<input type="checkbox"/> Half <input type="checkbox"/> Full	June 26	<input type="checkbox"/> Half <input type="checkbox"/> Full	June 27	<input type="checkbox"/> Half <input type="checkbox"/> Full	June 28	<input type="checkbox"/> Half <input type="checkbox"/> Full	June 29	<input type="checkbox"/> Half <input type="checkbox"/> Full
July 2	<input type="checkbox"/> Half <input type="checkbox"/> Full	July 3	<input type="checkbox"/> Half <input type="checkbox"/> Full	No Camp - July 4		July 5	<input type="checkbox"/> Half <input type="checkbox"/> Full	July 6	<input type="checkbox"/> Half <input type="checkbox"/> Full
July 9	<input type="checkbox"/> Half <input type="checkbox"/> Full	July 10	<input type="checkbox"/> Half <input type="checkbox"/> Full	July 11	<input type="checkbox"/> Half <input type="checkbox"/> Full	July 12	<input type="checkbox"/> Half <input type="checkbox"/> Full	July 13	<input type="checkbox"/> Half <input type="checkbox"/> Full
July 16	<input type="checkbox"/> Half <input type="checkbox"/> Full	July 17	<input type="checkbox"/> Half <input type="checkbox"/> Full	July 18	<input type="checkbox"/> Half <input type="checkbox"/> Full	July 19	<input type="checkbox"/> Half <input type="checkbox"/> Full	July 20	<input type="checkbox"/> Half <input type="checkbox"/> Full
July 23	<input type="checkbox"/> Half <input type="checkbox"/> Full	July 24	<input type="checkbox"/> Half <input type="checkbox"/> Full	July 25	<input type="checkbox"/> Half <input type="checkbox"/> Full	July 26	<input type="checkbox"/> Half <input type="checkbox"/> Full	July 27	<input type="checkbox"/> Half <input type="checkbox"/> Full

Extended Care

Extended care is available during Summer Camp for \$4.00/hour. Please select if your child will need:

<input type="checkbox"/> Before care (7:00-8:00 am)	<input type="checkbox"/> After care (4:00-5:30 pm)
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Extended care is available between Summer Camp and school (8:00 am – 5:30 pm) for \$4.00/hour. No special activities or educational programming will be provided.

Select the non-camp days your child will need care (circle all that apply)

Monday	Tuesday	Wednesday	Thursday	Friday
Memorial Day Closed			May 24	May 25
	May 29	May 30	May 31	June 1
July 30	July 31	August 1	August 2	August 3
August 6	August 7	August 8	August 9	August 10

I understand that I will be charged for the days indicated on this form. Any changes to the schedule must be presented to the Director in writing two weeks in advance in order for my billing statement to be adjusted. If changes are not submitted to the Director, payment will be required per the schedule outlined on this form. Any camp activity hosted off-site of ABQ Children’s Academy may have a participation fee, which must be paid before the time of the activity.

Parent/Guardian Signature _____ Date _____

Summer Camp



Please keep this schedule for your reference.

Summer Camp Overview			
Theme			Where We're Going
Week 1	6/4-6/8	Ocean	Aquarium
Week 2	6/11-6/15	Creative Expressions (Art)	Bowling
Week 3	6/18-6/22	Score! Sports Galore	Ninja Force gym
Week 4	6/25-6/29	Secret Life of Pets	Pet Store
Week 5	7/2-7/6	Stars and Stripes	Planetarium
Week 6	7/9-7/13	Culinary Creations (Cooking)	Dion's
Week 7	7/16-7/20	Camping and Bugs	Botanical Gardens (Sack Lunch)
Week 8	7/23-7/27	Story Books	Movie Theater

Weekly Schedule	
Mondays	STEM
Tuesdays	Field Trip
Wednesdays	Swimming
Thursdays	Bi-weekly in-school visitor
Fridays	In-school special lunch and movie



Student Registration Form

This form must be completed for all new students who are registering for ABQ Children's Academy

Please mark: <input type="checkbox"/> Half Day <input type="checkbox"/> Full Day <input type="checkbox"/> Before Care <input type="checkbox"/> After Care	Program: <input type="checkbox"/> Toddlers <input type="checkbox"/> Preschool <input type="checkbox"/> Pre-K
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STUDENT INFORMATION (Please print)

Before and After Care: \$4.00 Per Hour

<input type="checkbox"/> 5-day full day \$720.00	<input type="checkbox"/> 5-day half day \$350.00	Full day 8:00 am – 3:00 pm
<input type="checkbox"/> 3-day full day \$420.00	<input type="checkbox"/> 3-day half day \$210.00	Half day morning 8:00 am – 11:30 am
<input type="checkbox"/> 2-day full day \$280.00	<input type="checkbox"/> 2-day half day \$140.00	Half day afternoon 11:30 – 3:00 pm

Has the student named below ever attended school prior to ABQ Children's Academy? Yes No

If yes, name the last school attended _____

Student's First Name _____ Last Name _____

Date of Birth

YYYY	MM	DD
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 With whom does the child reside? Mother Both Father Other

Gender Male Female Other/Prefer not to disclose

Address _____
Street or Mailing Address City State Zip

Primary Phone Number _____

Quadrant of the city NW NE SW SE

PARENT/GUARDIAN INFORMATION (Please print)

1	<input type="checkbox"/> Mother	<input type="checkbox"/> Father	<input type="checkbox"/> Guardian
	<input type="checkbox"/> Stepmother	<input type="checkbox"/> Stepfather	<input type="checkbox"/> Other
<input type="checkbox"/> Sole Custody <input type="checkbox"/> Shared/Joint Custody <input type="checkbox"/> Access			
Is this person an EMERGENCY contact? <input type="checkbox"/> Yes <input type="checkbox"/> No			
<input type="checkbox"/> Ms. <input type="checkbox"/> Mr. <input type="checkbox"/> Miss <input type="checkbox"/> Mrs. <input type="checkbox"/> Dr.			
Last Name		First Name	
Address			
City		State	Zip Country
Home Phone Number		Work Phone Number	
Cell Phone Number		Fax Number	
Email			

2	<input type="checkbox"/> Mother	<input type="checkbox"/> Father	<input type="checkbox"/> Guardian
	<input type="checkbox"/> Stepmother	<input type="checkbox"/> Stepfather	<input type="checkbox"/> Other
<input type="checkbox"/> Sole Custody <input type="checkbox"/> Shared/Joint Custody <input type="checkbox"/> Access			
Is this person an EMERGENCY contact? <input type="checkbox"/> Yes <input type="checkbox"/> No			
<input type="checkbox"/> Ms. <input type="checkbox"/> Mr. <input type="checkbox"/> Miss <input type="checkbox"/> Mrs. <input type="checkbox"/> Dr.			
Last Name		First Name	
Address			
City		State	Zip Country
Home Phone Number		Work Phone Number	
Cell Phone Number		Fax Number	
Email			

3	<input type="checkbox"/> Mother	<input type="checkbox"/> Father	<input type="checkbox"/> Guardian
	<input type="checkbox"/> Stepmother	<input type="checkbox"/> Stepfather	<input type="checkbox"/> Other
<input type="checkbox"/> Sole Custody <input type="checkbox"/> Shared/Joint Custody <input type="checkbox"/> Access			
Is this person an EMERGENCY contact? <input type="checkbox"/> Yes <input type="checkbox"/> No			
<input type="checkbox"/> Ms. <input type="checkbox"/> Mr. <input type="checkbox"/> Miss <input type="checkbox"/> Mrs. <input type="checkbox"/> Dr.			
Last Name		First Name	
Address			
City	State	Zip	Country
Home Phone Number		Work Phone Number	
Cell Phone Number		Fax Number	
Email			

4	<input type="checkbox"/> Mother	<input type="checkbox"/> Father	<input type="checkbox"/> Guardian
	<input type="checkbox"/> Stepmother	<input type="checkbox"/> Stepfather	<input type="checkbox"/> Other
<input type="checkbox"/> Sole Custody <input type="checkbox"/> Shared/Joint Custody <input type="checkbox"/> Access			
Is this person an EMERGENCY contact? <input type="checkbox"/> Yes <input type="checkbox"/> No			
<input type="checkbox"/> Ms. <input type="checkbox"/> Mr. <input type="checkbox"/> Miss <input type="checkbox"/> Mrs. <input type="checkbox"/> Dr.			
Last Name		First Name	
Address			
City	State	Zip	Country
Home Phone Number		Work Phone Number	
Cell Phone Number		Fax Number	
Email			

CUSTODY OR GUARDIANSHIP INFORMATION

Student PRIMARILY lives with _____
e.g., Mother, Father, Legal Guardian, Stepmother, Stepfather, other (please specify)

If a custody order or any other legal document governing the custody or guardianship of your child exists, a copy or the most recent custody document must be placed in the student record.

Name of most current legal document _____

Date _____ Attached copy
YYYY/MM/DD

DECLARATION

I, the undersigned, hereby represent that I have the legal authority to register the child. I declare the information that I have provided on this form is complete and accurate. I will notify the school of any changes to the information on this form. I understand that tuition is due on the first of every month and before/after care charges will be added to the following month's billing cycle. If tuition is not paid in a timely matter, the students will not be allowed to attend school until tuition is paid in full.

 Signature of Custodial Parent/Legal Guardian

 Registration Date (YYYY/MM/DD)

Emergency Contact Information



9924 Menaul Blvd NE
Albuquerque, NM 87112
(505)296-8656

Child's Full Name _____ Birth Date _____
Address where the child resides _____ City _____ State _____ Zip Code _____

With whom does the child reside? Mother Father Both Other _____

	Name	Employer	Cell phone number	Work phone number	Email
Mother					
Father					
Guardian (if applicable)					

In case of an Emergency please list four contacts to whom *ABQ Children's Academy* has permission to release your child. Persons other than immediate legal guardian must provide photo ID to pick up your child.

	Name	Cell Number	Second Best Number
Contact 1			
Contact 2			
Contact 3			
Contact 4			

If your child become ill and needs emergency medical help, does *ABQ Children's Academy* staff have permission to call emergency services to treat your child, understanding that financial responsibility will be placed to the legal guardian of the Child needing the emergency services? Yes No
Hospital Preference: _____

Allergies or Special needs (please write "None" if it does not apply to your child)	Description

Child's Physician's Name	Physician's address	Physician's phone number
Child's Dentist's Name	Dentist's address	Dentist's phone number

Signature: _____ Date: _____



CLASSROOM EMERGENCY CONTACT CARD

Student's Name _____

Please indicate who you would like to be called if your child is sick, injured or has any other need while at school.

First, call:

@

which is a work, home, cell number.

Name

Phone number

This person is the student's

mom, dad, aunt, older brother, etc.

Next, try:

@

which is a work, home, cell number.

Name

Phone number

This person is the student's

mom, dad, aunt, older brother, etc.

If you can't get either of these people, then try:

@

which is a work, home, cell number.

Name

Phone number

This person is the student's

mom, dad, aunt, older brother, etc.

PHOTO RELEASE FORM

Please be advised that your child may be photographed or video taped at various school-sponsored events. Please indicate if you would like your child's photo to appear in our school or class website and/or social media accounts (Shutterfly, Facebook, etc.).

Student's First and Last Name

_____ YES, I give permission for my child's photograph to be taken and posted at the school.

_____ YES, I give permission for my child's photograph and/or video to be taken and posted on ABQ Children's Academy website and/or social media accounts.

_____ NO, my child's photograph and/or video may not be posted in public view or online.

Signature

Date