



REGISTRATION for Enrollment

Name of the child			Nickname	Sex	Date of Birth
Last	Middle	First			
Full Address:				Telephone #:	
Chronic Physical Problems/Pertinent Developmental Information/ Special Accommodations Needed:					
If Child Attends This Center and Another School/ Program, Give Name of School/Program:					Grade
Previous Child Day Care Programs and Schools Attended:					

PARENT(S)/GUARDIAN(S)

Father:	Place Employed:	Business Phone:
Home Address:	E-Mail Address:	Home Phone: Cell Phone:
Mother:	Place Employed:	Business Phone:
Home Address:	E-Mail Address:	Home Phone: Cell Phone:
Person(s) or Agency Having Legal Custody of Child:		
Home Address:	Home Phone:	
Business Address:	Business Phone:	

EMERGENCY INFORMATION

Allergies or Intolerance to Food, Medication, etc., and Action to Take in an Emergency:	
Child's Physician:	Address/Telephone #:

TWO EMERGENCY CONTACTS IF PARENT(S) CAN NOT BE REACHED

1. Name: _____ Address: _____ Telephone #: _____	2. Name: _____ Address: _____ Telephone # : _____
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PERSON(S) AUTHORIZED TO PICK UP CHILD

Name: _____ Relationship to child: _____	Name: _____ Relationship to child: _____
Name: _____ Relationship to child: _____	Name: _____ Relationship to child: _____

Person(s) Not Authorized To Pick Up Child* _____

*Appropriate paperwork such as custody papers shall be attached if a parent is not allowed to pick up the child. Note: Section 22.1-4.3 of Code of Virginia states that unless a court order has been issued to the contrary, the noncustodial parent of a student enrolled in a public school or day care center must be included, upon the request of such noncustodial parent, as an emergency contact for events occurring during school or day care activities.



5000 Ridgedale Parkway
Richmond, VA 23234
Tel: (804) 275-5683; Fax: (804) 275-6429
www.thenobleacademy.com

Enrollment Agreement/Contract

This Enrollment Agreement, effective the _____ day of _____ 20____ is between The Noble Academy, Inc. ("School") a privately owned child care center, located at 5000 Ridgedale Parkway and _____ (Parent)

1. The Noble Academy, Inc.'s non-refundable registration fee of \$100 shall be paid annually in August or at the time of initial application.
2. Weekly tuition, per our current fees schedule, is due on or before the 1st work day of each week. A \$25.00 late fee shall be charged for any weekly tuition payments received after the third day of each week. If weekly tuition fees (including any applicable late fees) are not received at the center by 5 work days after the due date, the child will not be readmitted to the program. If payment is not made when due, interest shall accrue at 1.5% per month (18% per year) and the parent is responsible for all costs and fees associated with the collection process including but not limited to billing costs, collection costs, attorney's fees, which are deemed reasonable as 33 1/3% of the amount owed, and court costs as may be required to collect the amount owed.
3. A second child in the same family shall receive a 10% discount on the lower of the two tuitions.
4. Weekly tuition fees are non-refundable regardless of holidays, illness, vacation, inclement weather days or "Acts of God". The academy will make reasonable efforts to in inclement weather; however, the academy may choose to close at the School's discretion. Parents should call the school voice mail regarding closings or watch WRIC Channel 8.
5. This academy is closed on the following days
 - Labor Day ● Thanksgiving Day ● Day after Thanksgiving
 - Christmas Eve ● Christmas Day ● New Year's Day
 - Martin Luther King, Jr. Day (observed) ● Presidents' Day
 - Good Friday ● Memorial Day ● Independence Day

6. The academy will open at 6:30 a.m. and close at 6:00 p.m. A fee of \$5.00 will be charged for any child for the first 15 minutes and an additional \$5.00 per child per 5 minutes period thereafter. Fees for late pick-up are payable immediately: unless there had been an agreement between the executive director and the parent. Otherwise, if fee is not paid for late pick up the child will not be re-admitted into the program. Consistent lateness will be cause for the child's dismissal from the academy. A fee of \$30.00 will be charged for checks returned by the academy's bank.

7. At the time of enrollment, the child shall be scheduled for specific days and times. Additional days may be added for an additional fee; however, the academy's executive director must be contacted at least 2 hours in advance of any added day. Additional days are offered based on enrollment and may not always be available. The director must approve any other schedule changes in advance.

8. A non-refundable deposit of one week's tuition is required for applications received 30 to 60 days prior to the child's enrollment. If deposits are not paid, a place for the child cannot be guaranteed. Deposits are applied to weekly tuition fees. The center requires a two week written notice of withdrawal. If two weeks advance notice of withdrawal is not provided, the standard tuition fee shall be charged for that period.

9. The academy reserves the right to deny, cancel or suspend a child's enrollment at any time the center, in its sole discretion, deems such action to be in the best interest of the child or the center. In such event, any unused tuition will be refunded.

10. Children may not attend the center while ill, children who become ill at the academy must be picked up immediately (refer to health policy guidelines). If the child will be absent, the absence should be reported to the academy by 9 a.m.

11. In the event that Parents engage employees of the academy from time to time for outside child care services, (Outside Engagements), Parents agree that Outside Engagements are not related to The Noble Academy, Inc or its owners. With respect to Outside Engagements, Parents release and discharge the Academy, its owners, their present or former officers, employees, shareholders, affiliates, heirs, successors and signs, in their individual or corporate capacities (the "Owners' Release"), from all claims demands, liabilities, actions or cause of action whatsoever, whether know or unknown, which parents have, may have or claim to have at any time in the future against the Owners' Release based in whole or in part on or arising out of or related to any Outside Engagements.

I understand the terms of this agreement and agree to be bound by them; I have received and executed copy of this agreement and a copy of the parents' handbook, which includes the health policy referenced in paragraph 10.

Signature of the Parent or Guardian

Date

Signature of the Executive Director

Date

AGREEMENTS

The Noble Academy, Inc agrees to notify the parent(s)/guardian(s) whenever the child becomes ill and the parent(s)/guardian(s) will arrange to have the child picked up as soon as possible if so requested by the center.

The parent(s)/guardian(s) authorize The Noble Academy, Inc to obtain immediate medical care if any emergency occurs when parent(s)/guardian(s) cannot be located immediately. **

The parent(s)/guardian(s) agree to inform the center within 24 hours or the next business day after his/her child or any member of the immediate household has developed communicable disease, as defined by the State Board of Health, except for life threatening diseases which must be reported immediately.

SIGNATURES

Parent(s) or Guardian(s)

Date

Administrator of Center

Date

**OFFICIAL USE ONLY
IDENTIFY VERIFICATION**

Attached

Notification of Local Law-Enforcement Agency (when required proof of identity is not provided):

Date

63.2-1809 of the Code of Virginia states that the proof of identity, if reproduced or retained by the child day program shall be destroyed upon conclusion of requisite period of retention. The procedures for the disposal, physical on or other disposition of proof of identity containing social security numbers shall include all reasonable steps such documents by (i) shredding, (ii) erasing, (iii) otherwise modifying the social security numbers in those records them unreadable or indecipherable by any means. 252/11(06/05)



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The Virginia Department of Social Services requires that child care centers document any schools or childcare centers previously or currently attended.

Date: _____

Child's Name: _____

Previous Childcare Centers or Preschools attended:

1. _____
2. _____
3. _____

Current Elementary School attending (if applicable):

School: _____

Grade: _____

**Office Use Only
Identity Verification**

Place of Birth: _____

Birth Date: _____

Birth Certificate Number: _____

Date Issued: _____

Other Form of Proof: _____

Proof of child's identity may include a certified copy of the child's birth certificate, birth registration card, notification of birth passport, etc. Viewing a child's proof of identity is not necessary when the child attends a public school in Virginia and the center assumes direct responsibility for the child directly from the school. While programs are not required to keep proof of the child's identity, documentation of viewing this information must be maintained for each child.



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Password Form

It is part of our security policy to have a password that is given to anyone whom you designate as an authorized pick-up for your child. Your child will be released to this authorized person only if the following conditions have been met:

1. The Director must be notified in writing, either at the time of enrollment, or in advance of the pick-up, that you are authorizing someone other than yourself to pick-up your child. If you telephone the day care to authorize a pick-up, be prepared to receive a return phone call to verify the information.
2. At the time of notification, you will need to give us the authorized individual's full name and his/her approximate time of arrival so we can then notify staff.
3. The authorized individual must show two forms of identification (preferably one photo ID) and tell the supervising teacher the password you have designated below.
4. The authorized individual will be responsible for signing your child out of the building.

The password is an added measure of security for your family and will be kept with your child's emergency information.

Child's name: _____

Password: _____

Teacher: _____

Parent's signature: _____

Date: _____



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Policy and Photo Release

My signature below confirms my understanding of the agreement, school policies, my tuition obligation, my responsibility for the payment of fees, and confirms that I have received and read a copy of the parent handbook.

Parent/Guardian Signature

Date



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Medical and Transportation Waiver

The undersigned authorize The Noble Academy, Inc. and consent to any emergency diagnostic procedure or medical care for my child, Child's name _____ which is rendered under supervision of licensed physician on staff of _____ Hospital. Regardless of where the care is provided, the undersigned also authorize representatives of The Noble Academy, inc., to transport my child to receive care. This authorization is given in advance of any specific need for treatment to provide authority to The Noble Academy, Inc., to consent to any emergency care recommended by the physician.

The undersigned irrevocably release any claims, demands, actions or cause of action against The Noble Academy, Inc., respective representatives and employees, which arise from or relate to the transportation of my child and any medical care provided.

This authorization and waiver shall remain effective until I withdraw my child from The Noble Academy, Inc.

Parent/Guardian Signature: _____

Date: _____