

# KINGDOM CHILDCARE AND LEARNING CENTER INTERVIEW FORM



PARENT NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

PHONE #: \_\_\_\_\_

CHILD'S NAME: \_\_\_\_\_ M / F AGE: \_\_\_\_\_

START DATE REQUESTED: \_\_\_\_\_

DAYS NEEDED: SU M T W TH F SA

HOURS NEEDED: \_\_\_\_\_

HOW DID YOU HEAR ABOUT THIS DAYCARE? \_\_\_\_\_

HAS CHILD BEEN IN A PREVIOUS DAYCARE? YES / NO

IF YES, REASON FOR LEAVING \_\_\_\_\_

DOES CHILD LIVE WITH: MOM / DAD / BOTH

CIRCLE ALL WORDS THAT DESCRIBE YOUR CHILD'S PERSONALITY:

SERIOUS / HAPPY / QUIET / MOODY / POLITE / FOLLOWER / ARTISTIC / INDEPENDENT / PLAYS ALONE  
COMPASSIONATE / ENERGETIC / OUTGOING / PATIENT / ENTHUSIASTIC / HONEST / TALKATIVE / EMOTIONAL  
LEADER / SHY / ANGER OUTBURSTS / FRIENDLY / ACTIVE / PERFECTIONIST / LOUD / THINKER / AFFECTIONATE  
INTENSE / ADVENTUROUS / LAID BACK / EAGER

DESCRIBE A TYPICAL DAY'S SCHEDULE: \_\_\_\_\_  
\_\_\_\_\_

DOES YOUR CHILD NAP? YES / NO

IF YES, WHAT IS THE TYPICAL NAPTIME: \_\_\_\_\_

HOW DO YOU GET THEM TO SLEEP? \_\_\_\_\_

WHAT ARE SOME OF YOUR CHILD'S FAVORITE TOYS? \_\_\_\_\_  
\_\_\_\_\_

HOW DO YOU DISCIPLINE AT HOME? \_\_\_\_\_

DO YOU USE A REWARD SYSTEM? \_\_\_\_\_

IS YOUR CHILD A GOOD EATER? YES / NO ANY KNOWN ALLERGIES? YES / NO

IF YES, WHAT ARE THEY? \_\_\_\_\_

ANY KNOWN HEALTH PROBLEMS: \_\_\_\_\_

ANY REASON TO RESTRICT ACTIVITIES: \_\_\_\_\_

ANYTHING ELSE I SOULD KNOW ABOUT YOUR CHILD: \_\_\_\_\_  
\_\_\_\_\_



# Kingdom Childcare and Learning Center

## Tuition Agreement

### 1. Enrollment / Tuition

I am enrolling my child(ren) \_\_\_\_\_ in Kingdom Childcare and Learning Center.

My child will be attending as follows:

Monday	Full Time___	Part time___	Drop off_____	Pick up_____
Tuesday	Full Time___	Part time___	Drop off_____	Pick up_____
Wednesday	Full Time___	Part time___	Drop off_____	Pick up_____
Thursday	Full Time___	Part time___	Drop off_____	Pick up_____
Friday	Full Time___	Part time___	Drop off_____	Pick up_____

All changes must be approved by the Director prior to taking effect. Changes in the schedule may affect tuition. I agree to pay \$\_\_\_\_\_ the Friday **before** my child attends each week. My child will be immediately withdrawn from the program should I be two weeks delinquent with my payment. I must pay in full before my child will be permitted to return to class. My child's position in the class will not be reserved.

### 2. Payment / Fees

I understand that there is a non-refundable registration fee of \$75 due at the time of enrollment. If my child is withdrawn from the school for a period of six months or more I understand that I will be required to re-register and pay the \$75 registration fee. I also understand that there is a re-enrollment fee of \$35 due each September. Kingdom Childcare and Learning Center will not be responsible for cash

payments made without a receipt. If tuition is not paid by drop off on Monday, I agree to pay a late fee of \$15. I understand that if my child remains at the Center past the designated pick up time I will be charged and agree to pay \$10 for every 15 minutes. I understand that I will be charged a \$50 processing fee for any check that is returned from the bank. If two checks are returned I agree to pay all future tuition in cash or money order.

### 3. Services Provided

Care is provided for children ages 2 months through 6 years. Two snacks are included for children. We ask that you send your child with a bagged lunch. We also ask that you provide jar food, milk, cereal, etc. for infants.

#### **4. Holidays / Refunds**

I understand that Kingdom Childcare and Learning Center will be closed on the following holidays:

New Year's Day      Independence Day      Thanksgiving      Christmas  
Teacher In Service

I understand that there will be **No Refunds** for days missed due to illness or snow. Full tuition is due each week my child is enrolled.

#### **5. Withdrawal / Dismissal**

I understand that I must notify the Director in writing two weeks prior to withdrawing my child from the center. If I fail to provide notice I am responsible for additional two weeks tuition. If my child cannot adjust to the center's program they will be withdrawn following two weeks notification and this agreement will be terminated.

#### **6. Reporting Problems and Irregularities**

I understand that any problems or irregularities noticed at the center will be reported at once to the classroom teacher or Director.

#### **7. Release of Children**

I understand that my child will not be released to any person should the center staff suspect that person to be under the influence of drugs or alcohol. I further understand that my child must be in a proper seat restraint for their age and weight. I also understand that without a court order my child may be released to the parent / custodian whether or not they are listed on the application with approval of local authorities.

#### **8. Return of Required Forms and Papers**

I understand that all required paper work must be returned by the due date or I may be required to keep my child home until all forms are submitted. All tuition is due for the time my child was kept at home if I wish to return my child to the center. If all tuition is not paid my child will be permanently withdrawn. It is my responsibility to ensure that my child's health assessment is kept current each year with a physical and my emergency contact is updated every six months along with a periodic review every six months of my tuition agreement.

#### **9. Responsibility of Child's Belongings**

I agree that Kingdom Childcare and Learning Center is not responsible for my child's belongings should I fail to pick them up within ten days after my child's last day of enrollment. I understand that these belongings will be

donated to a charity if they are not picked up within the ten-day period.

11. It will be your responsibility to see that your child's contract is kept current and attendance is recorded. Any underpayment due to attendance failure or contract lapse will be your responsibility.

**\*\*This agreement is subject to change with two week's notice.**

## Tuition Agreement

I have read and agree to abide by Kingdom Childcare's tuition agreement. Further, I agree to pay the daily rate of \$45 or weekly rate as it applies to my child's room due to program underpayment.

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_