



Kids in the City Academy Enrollment Form

School Year: 2025–2026

A non-refundable registration fee of \$50 per child is due with the application.

Office Use Only

Today's Date	Date Received	Reg. Fee	Payment Method (Circle One)
			<input type="checkbox"/> Zelle <input type="checkbox"/> Credit card Zelle Info: Kidsinthecityacademy@gmail.com

Child Information

Child's Name	Date of Birth	Gender (Circle One) M or F
Address	City / State / Zip	
Program Requested (Circle One) Toddler / 2 year old / 3 year old / 4 year old / VPK	Days (<input type="checkbox"/> Mon-Fri <input type="checkbox"/> Mon., Wed., Fri. <input type="checkbox"/> Tues., Thurs.)	
Schedule <input type="checkbox"/> Full Time 7 AM to 6 PM <input type="checkbox"/> VPK Morning Care 7 AM to 8:30 AM <input type="checkbox"/> VPK M-F WRAPAROUND 7 AM to 6 PM <input type="checkbox"/> VPK MWF WRAPAROUND 7 AM to 6 PM <input type="checkbox"/> VPK TR WRAPAROUND 7 AM to 6 PM	Custody <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Both <input type="checkbox"/> Stepfather <input type="checkbox"/> Stepmother <input type="checkbox"/> Other _____ <i>*Any custody papers must be on file at KITCA Center</i>	
Allergies / Conditions		

Family Information

Parent Name / Contact	Employer / Work #	Email
Mother:		
Father:		

Emergency Contacts

List individuals authorized to pick up your child. Provide relationship and phone number.

Name	Relationship	Phone Number



Medical Release

I authorize Kids in the City Academy to seek emergency medical care if I or my contacts cannot be reached.

Physician: _____ Phone: _____

Insurance: _____ Policy #: _____

Tuition & Enrollment Agreement

By signing, I agree to the following:

- ☐ Registration fee is annual and non-refundable.
- ☐ Tuition is due weekly (no credit for absences, holidays, or closures).
- ☐ Late fee: \$25 after Monday; returned check/declined card fee: \$50.
- ☐ Non-payment by Wednesday may result in disenrollment.
- ☐ Two weeks written notice required for withdrawal.
- ☐ School reserves right to dismiss a student at any time.
- ☐ I release and hold harmless Kids in the City Academy from liability related to participation.

Parent Contract

- ☐ Follow up on early intervention recommendations.
- ☐ Sign child in/out daily as required by law.
- ☐ Follow illness policy: pick up within 45 minutes if sick; 24h symptom-free before return.
- ☐ Complete Tuition Express form (online).
- ☐ Complete Child Care Food Program paperwork (online).
- ☐ Acknowledge DCF brochures (online).
- ☐ Acknowledge school's Expulsion/Suspension policy.
- ☐ Photo release: authorize or decline use for school promotion.
- ☐ I have read and agree to the Parent Handbook (online).

ProCare Parent Engagement App

I authorize Kids in the City Academy to share my child's photos, videos, and work through ProCare App.

I agree not to share other children's media outside the app.

Signatures

Parent/Guardian: _____ Date: _____

Director: _____ Date: _____