

The Academy
Early Childhood Education, Inc.

REGISTRATION AND ENROLLMENT PROCESS

The following process will be necessary for you to take in order to register your child with The Academy .

1. Tour our wonderful facility.
2. Read, complete and sign all registration forms.
3. Read Parent Handbook.
4. Turn in registration forms.
5. Turn in tuition express form.
5. Your child is ready to start!

Registration form Check List

- _____ Child Information Sheet (to be filled out at time of registration)
- _____ Tuition Express (to be filled out at time of registration)
- _____ Student Registration
- _____ Program and Payment Agreement
- _____ Parent Policy Agreement
- _____ Release and Waiver
- _____ Field Trip Permission Slip
- _____ Authorization to view television and/or video movies
- _____ Authorization to apply sun screen and/or diaper ointment
- _____ Discipline Policy
- _____ Health Record
- _____ Immunization Card
- _____ Emergency Card
- _____ Van Safety Rules