

# Quentin Road Christian Preschool

60 Quentin Road • Lake Zurich, IL 60047 • (847) 438-4494



## Family Information *(Please print)*

Primary Parent					
Name		Address		City, State, Zip	
( )					
Home Phone	Drivers License Number	Relationship	Employer		
( )	( )	( )			
Work Phone (Include extension if necessary)	Cell Phone	Beeper Number	E-mail Address		
Parent/Guardian #2					
Name		Address		City, State, Zip	
( )					
Home Phone	Drivers License Number	Relationship	Employer		
( )	( )	( )			
Work Phone (Include extension if necessary)	Cell Phone	Beeper Number	E-mail Address		
Parents' Marital Status		Custody Notes (Who has custody? Sole or Joint?)			
Emergency Contact (Other than Parents)				( )	
Name		Relationship to child		Phone	
				Authorized to Pick Up Child	
				Yes No	
Emergency Contact (Other than Parents)				( )	
Name		Relationship to child		Phone	
				Authorized to Pick Up Child	
				Yes No	

## Child Information

Name (First, Middle Initial, Last)		Address		City, State, Zip	
( )					
Home Phone	Sex	Age	Birthdate		
Doctor's Name		( )		Is your child taking any medication?	
Doctor's Phone					
Allergies/Medical Notes					
Has your child been tested for or diagnosed with any special needs?					
Previous Preschool			Reason for withdrawal		
Days child is to attend (circle)		Time	Start Date	Scheduling Notes/Requests	
M T W Th F		From _____	Until _____		

## Authorization

In case of a medical emergency, I understand that my child will be transported to the hospital by the local emergency unit for treatment if the local emergency resource (police, rescue squad, etc.) deems it necessary. The child will be transported at the expense of the parents/guardian. It is understood that in some medical situations the staff will need to contact the local emergency resource before the parent, child's physician and/or other adult acting on the parent's behalf. I hereby give permission to the QUENTIN ROAD CHRISTIAN PRESCHOOL to take whatever emergency measures (first aid, disaster, etc.) are deemed necessary for the protection and care of my child while under the supervision of the school.

Primary Parent Signature \_\_\_\_\_ Date \_\_\_\_\_ Parent/Guardian #2 Signature \_\_\_\_\_ Date \_\_\_\_\_

### For Office Use Only

Date Received \_\_\_\_\_ Paid \_\_\_\_\_ Check \_\_\_\_\_ Class \_\_\_\_\_ Notes \_\_\_\_\_

# QUENTIN ROAD CHRISTIAN PRESCHOOL

## Enrollment Agreement

This Enrollment Agreement (“Agreement”), entered between Quentin Road Christian Preschool (the “School”), and \_\_\_\_\_ of \_\_\_\_\_ (“Child”) (Parents/Guardians) (Minor Child)

is made as of \_\_\_\_\_ as follows:  
(Date)

### I. SCHOOL’S AGREEMENT.

School agrees to provide preschool services on the following terms and conditions (“Terms and Conditions”), and upon those terms outlined in the “Handbook of Policies” tendered to Parent(s) or legal Guardian (collectively “Parents”), on this date. The terms and Conditions and Policies of the School may be modified as the School deems necessary to complete the Mission of the School, without prior notice to Parent(s).

### II. TERMS AND CONDITIONS:

#### A. Hours of Operation.

1. The Quentin Road Christian Preschool will be open from 6:30 A.M. to 6:00 P.M. for children ages 3 yrs. to 12 yrs.
2. The School will be closed for the following holidays: New Year’s Eve, New Year’s Day, Good Friday, Memorial Day, 4th of July, Labor Day, Thanksgiving Day, day after Thanksgiving, Christmas Eve, and Christmas Day. If the holiday is on the weekend, the day observed will be selected at the school’s discretion. A full week’s tuition will be charged during these weeks.
3. Timeliness for arrival and pick-up of children is essential. If a child is picked up after 6:00 P.M., the following fees will apply: \$10:00 per child for the first 15 minute period and additional \$10.00 per child for each additional 15 minute period. A child who is consistently picked up late may be asked to withdraw at the School’s sole discretion.

#### B. Drop-off and Pick-up, Absences and Emergencies.

4. Parents are expected to bring their child into the building and see that the child is under supervision before leaving the premises. Parents must enter the building to pick up their child. Parents may designate other persons to pick up their child by filling out a form in the office. Children will not be released to anyone not previously authorized in writing to pick up the child.
5. Parents will be called to pick up their children who become ill. Children absent from the center with a communicable illness may not return without a signed statement from a physician indicating that the child is no longer contagious. Tuition will still be charged for school days missed due to illness.
6. The Quentin Road Christian Preschool must have a two week written notice for any vacation days. Each family receives one week vacation for which no tuition is charged per continuous enrollment of 6 months. Children who are removed for vacations in excess of one week must still pay weekly tuition to maintain enrollment.
7. Medication will be administered only with a written permission slip by the Parents. Prescriptions must be current and not out of date and countersigned by the Parents.

#### C. Dress, Supplies, Meals and Snacks.

8. Each child must bring a change of clothing in a backpack each day to be used for emergencies. All items belonging to your child should have their name on it. The School is not responsible for lost clothing. Children should wear washable clothing in which they will be comfortable.
9. Parents are asked to see that children do not bring personal belongings (toys, blankets, stuffed animals, etc...) to the School. The School is not responsible for any articles brought from home.
10. Children may not bring food, candy, or gum, etc. A light breakfast, a hot lunch and a mid-morning and mid-afternoon snack are provided. Food exceptions cannot be made for individual children except for documented medical reasons.

**D. Daily Schedule.**

- 11. Each preschool child that stays all day will have an afternoon rest period/nap from 1:00 to 3:00 P.M.
- 12. Children will be encouraged to play outside in the play yard daily, except during inclement weather.

**E. Visitation.**

- 13. Parents are welcome to visit the school at any time. Please let us know beforehand so we can plan accordingly. Only persons authorized by the Parents will be allowed to visit.

**F. Termination of Enrollment.**

- 14. Should the management of Quentin Road Christian Preschool determine that the Child cannot adjust to the School’s program, after written notice to the Parent, the Child will be withdrawn from the School, and this agreement will be terminated.

**III. PARENT(S) AGREEMENT:**

- 15. I agree to pay, in advance, each week’s tuition fees in accordance with the Rate Schedule, with no deduction for absence or holidays. “In advance” means payment by the opening of school on the 1st day of the week my child attends for which payment is made. If tuition is not paid in advance, a weekly late fee will be added to my child’s tuition.
- 16. I agree to pay an initial registration fee at the time of enrollment and an annual registration fee with the re-enrollment package. (Registration fees are not refundable.)
- 17. I agree to pay a \$20.00 fee for a returned check. The School will then have the option to refuse any future check.
- 18. I agree to pay fees for late pick-up in accordance with this Agreement.
- 19. In case of my withdrawal of my child from the School, I agree to give the School a two week written notice. If this notice is not given, I agree to pay two week’s additional tuition.
- 20. In the event of an emergency, the School has my permission to administer first aid or obtain emergency medical treatment for my child. I agree to pay all dentist/ doctor expenses incurred due to an emergency involving my child.
- 21. I agree to pay my financial obligations to the School on the dates due, as described herein, and I understand that the School may terminate this enrollment of my child if payment is not received when due. The School may, at its sole discretion, arrange for payments on a past due account, but such an accommodation shall not waive any rights it has to terminate enrollment or seek collection of a past due account.
- 22. I agree that photographs and/or videos for television of my child may be used for publicity of Quentin Road Christian Preschool programs without compensation to me or my child, and I consent to such photographs and videotaping.
- 23. I have received, read, and agree to be bound by the Terms and Conditions and by the policies, including the discipline policies, outlined in the Handbook of Policies.
- 24. I understand that the Quentin Road Christian Preschool is a ministry of the Quentin Road Bible Baptist Church. I also understand that the doctrines of the Quentin Road Bible Baptist Church will be taught.

This Agreement is of no force and effect unless countersigned by the School.

\_\_\_\_\_  
Mother/Guardian’s Signature      Date

\_\_\_\_\_  
Father/Guardian’s Signature      Date

QUENTIN ROAD CHRISTIAN PRESCHOOL

By. \_\_\_\_\_  
Authorized Agent

**PARENTAL AUTHORIZATION FOR ACTIVITIES;  
WAIVER, RELEASE AND INDEMNIFICATION OF ALL CLAIMS**

CHILD'S NAME \_\_\_\_\_

PARENT/GUARDIAN'S NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

HOME PHONE#: (\_\_\_\_\_) \_\_\_\_\_ BUSINESS PHONE#:(\_\_\_\_\_) \_\_\_\_\_

Please read this form carefully and be aware that in signing this you will be waiving and releasing all claims for injuries your child might sustain arising out of the ministries or programs of Quentin Road Bible Baptist Church, Christian School, and Preschool ("Church/School").

This Authorization, Waiver, Release and indemnification of all claims is executed by the undersigned in consideration of Quentin Road Bible Baptist Church and Quentin Road Christian School and Preschool allowing my child to participate in the hereinafter described activities, and for other good and valuable consideration, the sufficiency of which is hereby acknowledged.

**A. Authorization**

I authorize my child to participate in all of the following activities: swimming, horseback riding, basketball, baseball, other sports, and all other related activities to the programs and ministries at the Church/School ("Activities").

**B. Waiver, Release and Indemnification**

**Acknowledgement of Risks of Injury.** As a participant in this Church/School, I recognize and acknowledge that there are certain risks of physical injury and I agree to assume the full risk of any and all injuries, and all damages or loss which my child, or my family may sustain as a result of my child's participation in the Activities.

**Waiver of Claim for Injury.** I agree to waive and relinquish all claims I may have against the Quentin Road Bible Baptist Church and Christian School and Preschool and all their employees as a result of my child's participation in the Activities.

**Release from Liability.** I do hereby fully release and discharge the Quentin Road Bible Baptist Church and Christian School and Preschool, its employees and or agents from any and all claims from injuries, including death, damages or loss which may accrue to my child on account of my child's participation in Activities.

**Indemnity and Defense.** I further agree to indemnify and hold harmless and defend the Quentin Road Bible Baptist Church and Christian School and Preschool and its employees from any and all claims resulting from injuries, including death, damages and losses sustained by my child and arising out of, connected with, or in any way associated with the Activities.

I HAVE READ AND FULLY UNDERSTAND THE ABOVE AUTHORIZATION, WAIVER, RELEASE AND INDEMNIFICATION AND INTEND TO BE LEGALLY BOUND BY SAME.

\_\_\_\_\_  
Father/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mother/Guardian

\_\_\_\_\_  
Date