



☐ **Palm Beach Gardens**  
 (A Montessori School)  
 8788 N Military Trail  
 Palm Beach Gardens, FL 33410

☐ **Wellington**  
 111 Professional Way  
 Wellington, FL 33414

☐ **West Palm Beach**  
 (Village Commons)  
 801 Village Blvd Suite 303-304  
 West Palm Beach, FL 33409

☐ **West Palm Beach**  
 (Sedona Commons Shopping Center)  
 8146 Okeechobee Blvd  
 West Palm Beach, FL 33411

☐ **Royal Palm Beach**  
 (Shoppes of Regal Centre)  
 1013 N State Road 7  
 Royal Palm Beach, FL 33414

☐ **Boynton Beach**  
 (Meadows Square)  
 3120 Hypoluxo Road  
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☐ **West Boynton Beach**  
 (Fountains of Boynton)  
 6661 Boynton Beach Blvd  
 Boynton Beach, FL 33437

## **ENROLLMENT FORM & CONTRACT AGREEMENT**

Date of Enrollment \_\_\_\_\_ Classroom Assignment: \_\_\_\_\_

Child's Name \_\_\_\_\_ Date of Birth \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Child Resides With \_\_\_\_\_

### **Parent/Guardian Information**

Mother's Name _____ SS# _____ Home Phone _____ Cell Phone _____ Cell Phone Provider for Texting _____ Employer _____ Work Phone _____ Driver's License # _____ E-Mail _____	Father's Name _____ SS# _____ Home Phone _____ Cell Phone _____ Cell Phone Provider for Texting _____ Employer _____ Work Phone _____ Driver's License # _____ E-Mail _____
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LEGAL CUSTODY: \_\_\_\_\_ Both Parents \_\_\_\_\_ Mother\* \_\_\_\_\_ Father\* \_\_\_\_\_ other\*

**\*Copy of custody papers must be on file at HAFH**

### **Pick-Up Authorization/Emergency Contacts**

Please list the names and phone numbers of those, besides the parents/guardian, whom are authorized to remove (pick up or in case of emergency) your child(ren) from Home Away From Home.

#### **LIST IN ORDER TO BE CALLED IN CASE OF EMERGENCY**

(1) Name _____	Relationship _____	Phone # _____
(2) Name _____	Relationship _____	Phone # _____
(3) Name _____	Relationship _____	Phone # _____
(4) Name _____	Relationship _____	Phone # _____

### **Medical Alert**

**Medical Conditions/Treatments** \_\_\_\_\_  
**Allergies (food, medication, environment)** \_\_\_\_\_  
**Indicate any Special Dietary Requirements** \_\_\_\_\_  
**Special Needs** \_\_\_\_\_



- |   |  |   |   |  |  |  |
|---|--|---|---|--|--|--|
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|---|--|---|---|--|--|--|

### **Emergency Medical Release**

This is to certify that I voluntarily furnished medical and insurance information on the above designated child to Home Away From Home. I hereby request that in the event that I, or the people I designate for an emergency, cannot be reached in a timely manner, that an official representative of Home Away From Home will seek first aid or emergency medical care for my child including transporting them to the nearest emergency facility available. I further give my consent to any emergency facility and physician to administer necessary medical treatment to my child if I am unable to be reached or the situation necessitates immediate treatment. I also understand that any medical expenses of the above designated child are the sole responsibility of the parents/guardian.

Physician \_\_\_\_\_ Insurance Company \_\_\_\_\_  
Physician's Phone \_\_\_\_\_ Group/Policy No \_\_\_\_\_

**PHOTO RELEASE:** I \_\_\_\_do/\_\_\_\_do not give permission for my child to be photographed at HAFH. I understand these pictures may be displayed at certain school wide events, decorations, advertising/website and promotional reasons.

**DIAPER CREAM/SUNSCREEN:** I \_\_\_\_do/\_\_\_\_do not give HAFH permission to apply diaper cream and or sunscreen on my child if necessary.

**ALTERNATE NUTRITION PLAN:** I agree to provide meals that meet my child's nutritional needs. HAFH has a No Sugar/No Peanut Policy. I agree that if my child does have a food allergy I will provide a doctor note and I will provide a meal replacement that meets the USDA guidelines on those specified days.

**DCF 175-24, "KNOW YOUR CHILD CARE FACILITY":** I acknowledge receipt of the DCF brochure.

**DCF 175-70, "THE FLU" A Parent's Guide:** I acknowledge receipt of the DCF Influenza brochure.

**DISCIPLINE/EXPULSION POLICY:** I acknowledge that I am aware and have received a written copy of the Discipline/Expulsion policy that is located in the parent manual.

**BITING HURTS:** I acknowledge receipt of the Biting Hurts Information sheet.

### **ABOUT MY CHILD**

Name and age(s) of sibling(s): \_\_\_\_\_

Is your child toilet trained? Yes \_\_\_\_ No \_\_\_\_

Does your child have any emotional or behavior issues \_\_\_\_\_

Please list any additional information about your child that you think would be helpful to our teachers (playing, eating, sleeping, fears, likes, dislikes) \_\_\_\_\_

Has your child ever been enrolled in another school? Yes \_\_\_\_ No \_\_\_\_

If yes, where? \_\_\_\_\_ What is the reason you are no longer enrolled at the previous school \_\_\_\_\_



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**Please indicate the program you prefer:**

**\*FREE VPK\*** Must be 4 by Sept 1<sup>st</sup> and have a "FL State Voucher"

**Schedule Desired: Some locations may offer part time programs when positions are available.**

- ☐ Monday-Friday Full Time  
☐ Monday-Friday Part Time  
☐ 3 Days (Mon, Wed, Fri) (Only if available)  
☐ 2 Days (Tues, Thurs) (Only if available)  
☐ VPK - Choose Program \_\_\_\_\_

**How did you hear about us** \_\_\_\_\_?

### **HOME AWAY FROM HOME PARENT AGREEMENT/CONTRACT**

- I hereby agree to comply with the rules, regulations and policies of Home Away From Home Learning Center III, Corp., Home Away From Home Wellington Learning Center, Inc., Home Away From Home Preschool WPB, Inc., Home Away From Home Royal Palm Beach Learning Center, Inc., Home Away From Home Boynton Learning Center, Inc. "Home Away From Home" or "HAFH" as indicated in the Parent Guide/Handbook. I agree that HAFH has the right to terminate my child at any time during his enrollment.
- I understand that I must provide a physical exam and immunization record before child's start date. Your child's physician will provide the proper forms required by the State of Florida.
- I agree to pay a non-refundable registration fee of \$ \_\_\_\_\_. I understand that if a registration fee is waived, a non-refundable week of tuition will be paid in place of the promotional registration fee. I understand that a re-registration fee is due every year thereafter.
- I agree to pay a weekly tuition fee of \$ \_\_\_\_\_ to be paid in advance every Friday and no later than Monday. If a payment has not been received by Monday, I understand an automatic late fee of \$10.00 will be paid every day after. I also understand that if the full balance is not received within three days, my child will not be able to return to school. I understand that my account will be considered not satisfied and will be sent to collections along with an additional (2) weeks withdrawal fee from the program added to the balance due.
- Families that are contracted through the Early Learning Coalition (Family Central) or any other State Funded program are required to pay the portion of their tuition that the funded program does not cover. If your subsidy care is terminated for any reason you are responsible for the full tuition that Home Away From Home charges.
- HAFH has a strict "NO ADMITTANCE" Tuesday policy. If tuition is not paid by Tuesday morning or next business day, your child will not be allowed in school unless full payment is received.
- I agree that if I pick up my child after his or hers scheduled program time, a late fee of \$15 is calculated for any part of the first 5 minutes (1-5minutes late) and an additional \$1.00 for any part thereafter. Repeated failure to pick up your child on time can result in enrollment termination.
- I agree that no credit or makeup days will be granted for absences, illnesses, vacations, emergencies/weather related emergencies or holiday closings. Full tuition is always due "No Exceptions" will be made. HAFH will grant one free week for vacation after one consecutive year of enrollment at HAFH. (Child must not be present during this weeks' vacation).
- I understand that program times have been put in place. Your child is considered late after 9:00am. Repetitive tardiness will not be accepted. If your child is attending HAFH's full time program, they must arrive at school by 8:30 am especially VPK learners and no later than 9am, unless excused in advance. Please call to inform us if you will be late. If your child is excused, we ask that you allow us to escort your child back to his/her classroom at your arrival to avoid any disruptions to the daily lessons. If you arrive past 9 am, without prior notice, your child may not be allowed to stay. As a courtesy HAFH allows you 3



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tardy (you must still call or advise admin) on the third tardy we will not allow for the child to be left at school. Excessive tardiness can result in dismissal from school and/or disenrollment.

10. I agree to notify the center in writing two weeks in advance, if I choose to withdraw my child for any reason or pay the (2) weeks difference.
11. I agree not to bring my child to school if he/she is showing any signs of illness. I understand that if my child is showing signs of illness, I must have set arrangements for a quick pick up. I agree to keep my child out of school no less than 24 hours after and also provide HAFH with a doctor's note authorizing child to return to school free of illness.
12. I understand HAFH has a NO MEDICATION ADMINISTERED POLICY. HAFH does not administer any medication/treatments. Parents may make arrangements to have someone come administer necessary medications during school hours.
13. I understand HAFH has a strict mandatory uniform policy for ages (1 year old and older) and must be followed every day.
14. I understand HAFH has a discipline/expulsion policy outlined in the parent guide/handbook/manual.
15. I understand HAFH has the right to change policies, prices and procedures with proper notice.
16. I agree to pay all the costs and expenses incurred by the center, including court costs and reasonable attorney fees, if it becomes necessary to take action and enforce this agreement.
17. **PARENT HANDBOOK:** I agree to all of the above-mentioned policies as well as those set forth in Home Away From Home's Parent Handbook/Guide of which I have received a copy.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness/Administrator Signature

\_\_\_\_\_  
Date