



# Enrollment and Agreement Forms

Student Last Name		First Name		Middle Initial	Preferred Name		Sex (M/F)
Street Address (include apartment #, etc)			City		Zip Code	Telephone Number ( )	
Date of Birth	Place of Birth		Child's Age	Shirt Size	Native Language		
<b>Primary Contact Information</b> Father's Last Name				Father's First Name			
Street Address (include apartment #, etc)			City		Zip Code	Telephone Number ( )	
Father's Business Phone			Name of Company/Employer				
Father's Pager Number			Father's Cell Phone Number				
Mother's Last Name			Mother's First Name				
Street Address (include apartment #, etc)			City		Zip Code	Telephone Number ( )	
Mother's Business Phone			Name of Company/Employer				
Mother's Pager Number			Mother's Cell Phone Number				
Father's E-Mail Address			Mother's E-Mail Address				
Father's Occupation			Mother's Occupation				
Child Resides With: If there are custody restrictions, please describe here and present legal documents for the students' file.						Ethnic Origin	
List Brothers and Sisters		Sex	Birth Date	If Student, Name of School			
List Brothers and Sisters		Sex	Birth Date	If Student, Name of School			
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<b>Emergency Contact Information (List names other than parents)</b>				Relationship to Child	Daytime Telephone Number		
1.				Relationship to Child	Daytime Telephone Number		
2.				Relationship to Child	Daytime Telephone Number		
3.				Relationship to Child	Daytime Telephone Number		
Doctor's Name				Doctor's Telephone Number ( )			
Dentist's Name				Dentist's Telephone Number ( )			
Please list medical problems, allergies, or food restrictions, if any.				Please list medications your child takes regularly.			
Has student ever received any special education services? Yes No Type of Service:							

<b>Persons Authorized to Pick up Child Other Than Parent(s): May be asked for ID</b>		Telephone Number ( )
1.		Telephone Number ( )
2.		Telephone Number ( )
3.		Telephone Number ( )

**PARENT PERMISSION FOR FIELD TRIPS:**  
 Periodic fieldtrips may be taken in order to expand classroom learning. Parents/guardians will be notified in advance, with the details and any extra costs involved of each trip. An additional signed permission slip will be **required** for each trip. Telephone permission cannot be accepted.

We have permission to take your child \_\_\_\_\_ on these trips.

<b>Parent/Guardian Signature</b>	<b>Witness Signature</b>	<b>Date</b>
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**PARENT PERMISSION FOR EMERGENCY EVACUATION:**  
 We regularly schedule and practice emergency drills as required by KDHE to maintain a safe environment for your child.

In the case of a real emergency we have permission to evacuate the premises with your child \_\_\_\_\_.

<b>Parent/Guardian Signature</b>	<b>Witness Signature</b>	<b>Date</b>
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**PARENT AUTHORIZATION FOR MEDICAL TREATMENT OF A MINOR:**

I/We \_\_\_\_\_, and \_\_\_\_\_, do hereby state that I am/we are the parent(s) or legal guardian(s) of \_\_\_\_\_, a minor, age \_\_\_\_\_, born on \_\_\_\_\_, who resides with me/us at \_\_\_\_\_.

I/We, \_\_\_\_\_, and \_\_\_\_\_, do hereby authorize, for emergency purposes only, a designated employee of Honey Tree Academy LLC to transport the above minor by ambulance, and consent to any necessary examination, anesthetic, medical diagnosis, surgery or treatment, and/or hospital care to be rendered to the minor under the general supervision and the advice of any physician or surgeon licensed to practice medicine in the State of Kansas.

Date of last Tetnus/Diphtheria Booster \_\_\_\_\_ Allergies to food or drugs \_\_\_\_\_

Special medications or pertinent medical information \_\_\_\_\_

Insurance Co.	Policy Number	Primary Insured	Hospital Preference
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<b>Parent/Guardian Signature for Authorization</b>	<b>Witness Signature</b>	<b>Date</b>
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<b>Parent/Guardian Signature for Authorization</b>	<b>Witness Signature</b>	<b>Date</b>
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**PARENT PERMISSION FOR CONSENT AND RELEASE:**  
 On occasions, your child may be photographed while at Honey Tree Academy. These photographs may be used by Branches Academy for programming purposes, marketing, advertising, public television, newspapers, magazines, electronic, or digital communication.

I give Branches Academy the right and permission to copyright, publish, or use photographs of my child \_\_\_\_\_ for any lawful purposes.

<b>Parent/Guardian's Signature</b>	<b>Witness Signature</b>	<b>Date</b>
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**GENERAL INFORMATION ABOUT YOUR CHILD:**  
 Please describe any previous preschool or group situations your child has had.

Describe your child's interactions with others.

List your child's favorite activities and interests.

Favorite foods	Foods your child does not like		
How does your child react to various situations?			
Any known problems or concerns that we should be aware of?			
<p><b><u>With this enrollment form, I wish to enroll my child in the following:</u></b></p> <p><b><u>ALL DAY ELEMENTARY:</u></b> 8:15 am – 3:45 pm  _____ Kinder * _____ 1<sup>st</sup> _____ 2<sup>nd</sup> _____ 3<sup>rd</sup> _____ 4<sup>th</sup> _____ 5<sup>th</sup></p> <p><b><u>ALL DAY KINDERGARTEN:</u></b>  _____ 5 Full Days Kindergarten 8:15am – 3:45 pm</p> <p><b><u>HALF DAY KINDERGARTEN*:</u></b>  _____ 5 Half Day Kindergarten 8:15 am – 11:30 am (no lunch)  _____ 5 Half Day Kindergarten 8:15 am – Noon (+ lunch)</p> <p><b><u>HALF DAY KINDERGARTEN (Maize students):</u></b>  For Maize Kindergarten Students  _____ Morning 8:15– 12:15 (lunch + bus pickup)</p> <p><b><u>BEFORE AFTER SCHOOL CARE:</u></b>  _____ 7:30 – 8:15 am  _____ 3:45 – 5:30 pm</p> <p><b><u>ENROLLMENT DATE:</u></b>  _____ - _____</p> <p><b><u>FIRST DATE OF ATTENDANCE:</u></b>  _____ - _____</p> <p>Referred by:  _____</p>	<p><b><u>TUITION AND FEES:</u></b></p> <p>_____ School Year Nonrefundable Enrollment Fee - \$200  _____ Summer Nonrefundable Enrollment Fee - \$50  _____ <b>Summer Activity Fee - \$150</b></p> <p><b><u>PART TIME WEEKLY FEES(Summer):</u></b>  _____ 2 Half Days – TTH - \$60  _____ 3 Half Days – MWF - \$90  _____ 2 Full Days – TTH - \$90  _____ 3 Full Days – MWF - \$130</p> <p><b><u>ALL DAY KINDERGARTEN WEEKLY FEES:</u></b>  _____ 5 Full Days Kindergarten – Monday – Friday - \$185</p> <p><b><u>HALF DAY KINDERGARTEN WEEKLY FEES:</u></b>  _____ 5 Half Days - Monday- Friday - \$120 (no lunch)  _____ 5 Half Days- Monday-Friday - \$140 (+ lunch)</p> <p><b><u>ELEMENTARY WEEKLY FEES:</u></b>  _____ 5 Full Days Grades 1<sup>st</sup> – 5<sup>th</sup> – Monday – Friday - \$165</p> <p><b><u>BEFORE AND AFTER SCHOOL:</u></b>  _____ \$25 weekly (ENROLLED STUDENTS)  _____ \$55 weekly (NON-ENROLLED STUDENTS) Maize</p> <p><b><u>LUNCH:</u></b>  _____ -\$10 tuition reduction Grades 1<sup>st</sup> -5<sup>th</sup> only  There is a weekly tuition reduction at BRANCHES  <u>if your child brings their lunch everyday.</u></p> <p><b><u>INSERVICE DAYS (Space available basis for supplemental kindergarten):</u></b>  <u>You will need to obtain verification from the Director of availability for the time your child is not normally in attendance when their other school is not in session.</u>  _____ \$20 for each additional half day _____ \$40 additional daily for full day</p>		
<p><b>I certify that this information is true and correct. I have read and understand the policies and procedures outlined in the Parent Handbook, and agree to the policies. I understand that these policies may be revised during the school year, in the form of written parent communication. My non-refundable enrollment fee accompanies this agreement/enrollment form. I understand that my child may not begin attending Branches Academy until ALL paperwork has been completed and turned into the Academy Director, and ALL payments have been made.</b></p>			
<b><u>Relationship to Student</u></b>	<b><u>Name</u></b>	<b><u>Signature</u></b>	<b><u>Date</u></b>
<p><b><u>Office Use Only:</u></b></p> <p>Enrollment Fee _____ Enrollment Form _____ Parent Handbook Form _____ Health Assessment _____ First Week Fee _____ Hospital Emergency Form _____</p>			

- We will be closed one week during Spring Break and Winter Break. Tuition is not due during the week of Winter Break or Spring Break. ‘Spring Training’ and ‘Winter Wonderland’ weeks will be offered, at an additional charge, for students that need fun activities to keep them busy during those weeks. You may sign up for these weeks at that time.