



Enrollment Application/Admission Agreement

Child's Full Name: _____ Boy Girl

Date of Birth: _____ Admission Date: _____

Mailing Address: _____

School Last Attended: _____ Is your child fully potty trained? Yes No

Does your child have any special needs? If yes, please explain.

Is your child allergic to anything? If yes, please explain.

Parents Information:

Father **Stepfather** **Parent** **Legal Guardian**

Name: _____

Email Address: _____ Cell Number: _____

Occupation: _____ Employed by: _____

Mother **Stepmother** **Parent** **Legal Guardian**

Name: _____

Email Address: _____ Cell Number: _____

Occupation: _____ Employed by: _____

Marital Status: (Check One)

Married Living Together Separated Divorced Other

Brothers and Sisters:

Name: _____ Age: _____

Name: _____ Age: _____

Name: _____ Age: _____

1. My child will attend Butterflies Academy on a:

- _____ **Full Time** Basis (Monday to Friday 8:00 AM – 05:30 PM)
- _____ **Part Time** Basis
 - ❖ Full-Day (8:00 AM – 5:30 PM): Mon Tue Wed Thurs Fri
 - ❖ Part-Day (8:00 AM – 12:00 PM): Monday to Friday

Enrollment Agreement

Drop-In Attendance

I agree to inform the center at least 24 hours in advance with the date and time that my child will attend the program as a drop-in student. My child may attend only after approval from the director or teacher.

Schedule

My child will attend Butterflies Academy on the days and hours marked above. If there are any changes in my child's schedule, I agree to notify the preschool staff as soon as possible.

Arrival & Dismissal Times

I agree to drop off my child no later than 9:30 AM. If my child is not inside the classroom by 9:30 AM, he/she will be considered absent unless there is an exceptional circumstance.

If arriving after 9:30 AM, I will use the designated back entrance to drop off my child in order to avoid disrupting circle time.

I understand that parents are not permitted to pick up children between 12:45 PM and 3:00 PM due to nap time, in order to maintain a calm and restful environment for all students.

Tuition & Fees

I agree to pay the monthly tuition rate and any applicable fees as determined by Butterflies Academy. I understand that tuition is due on the 1st of each month and considered late if not received by that date. I further understand that tuition and fees are subject to annual increases at the discretion of Butterflies Academy, and I agree to these adjustments.

Late fees, returned check fees, supply fees, summer camp fees, and other charges may apply as outlined in the Parent Handbook.

Late Drop-Off & Pick-Up

I agree to pay late fees for early drop-off or late pick-up according to the current fee schedule provided by Butterflies Academy. Fees will be added to the following month's invoice.

Withdrawal Policy

I agree to provide a 30-day written notice before withdrawing my child. Failure to do so may result in forfeiture of all or part of any deposit or prepaid tuition.

