



Sustainable Living in Early Childhood

### Enrollment Form

Mother's Name: \_\_\_\_\_

Child's Name: \_\_\_\_\_

Father's Name: \_\_\_\_\_

Child's D.O.B.: \_\_\_\_\_

School Name: \_\_\_\_\_

(must be 2 years old by first class)

Child's Classroom/Teacher \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Allergies? Please explain:

Special needs? Please explain:

Check # Enclosed: \_\_\_\_\_ (please leave form and payment at school office)

**Class Day/Time:** \_\_\_\_\_ / \_\_\_\_\_

**Session Length:** \_\_ weeks

**Cost:** \$10 x session length = \$ \_\_\_\_\_

**NOWCHILD.ORG**

**CONTACT US**

**408.710.3133**

**[jessica@NOWCHILD.ORG](mailto:jessica@NOWCHILD.ORG)**

*(See Reverse)*

## **PAYMENTS and POLICIES**

### **Payments**

- Payments are due directly to **NOW CHILD** 7 calendar days prior to the first class meeting. If payment is not made at this time, your child's spot will not be reserved.
- Only personal checks are accepted at this time. Please make checks payable to **NOW CHILD**.
- Each school office has a **NOW CHILD** payment folder, in which parents leave their payments and enrollment forms. A designated **NOW CHILD** staff member will pick the payments up on a weekly basis, including one week prior to the first class meeting of each session.
- There will be a \$25 fee for any returned checks.

### **Late Registration**

- If a student registers after the first day of class, there will be no charge for any missed classes. All remaining classes will cost \$10 each.
- If a student registers late, no late fee will apply, but the child will not start class until the payment is paid in full.

### **Refunds/Class Cancellation**

- Refunds will only be given within 7 calendar days of the first class. A \$10 administrative fee will apply. No refunds will be given for early withdrawal or classes missed due to student absence.
- If a class is cancelled due to teacher absence, a make-up class will be arranged or a refund will be issued.
- A minimum of 3 students is needed for each session or it is subject to cancellation.

### **Photo Policy**

- By enrolling your child in **NOW CHILD**, you understand that your child's photo may be taken and shared on the **NOW CHILD** website, blog, and/or e-newsletter. These media outlets are public, therefore **NOW CHILD** takes great care to delete children's faces from the photographs.
- In some cases, photographs showing children's faces may be emailed to individual parents directly. Photos that show children's faces are only distributed amongst parents from your child's class.

### **Student Dismissal Policy**

- **NOW CHILD** reserves the right to refuse service to any student. Reasons may include, but are not limited to, lack of adequate resources to meet the student's individual needs, disruptive or dangerous behavior, or destruction of property.
- If a child is temporarily dismissed from class (one full or partial class meeting), there will be no refund for that class. If a child is permanently dismissed from class, a dismissal refund of 30% of the missed classes will be issued (EX: If your child misses 4 classes, you will receive a refund of \$12).

### **Changes to Planned Curriculum**

- **NOW CHILD** reserves the right to change the planned lessons, based on the needs of the students, changes in weather, or other circumstances.
- During inclement weather, classes are held indoors and therefore the curriculum may vary slightly.

### **Parent Pick-Up Policy**

- **NOW CHILD** staff members are NOT permitted to allow children to leave class with any individual other than school staff. If you pick your child up directly from **NOW CHILD**, you will be required to accompany the **NOW CHILD** staff member to your child's classroom, where you will then sign out with your child's teacher.

*I have read and understand the **NOW CHILD** Payments and Policies.*

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_