

# PRIORITY REGISTRATION FORM 2016/2017

Planet Kids Academy ~ Madisonville ~

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

Today's Date: \_\_\_\_\_

Child's Birth Date: \_\_\_\_\_

Days of Attendance

Beginning August, 2016:

**Aug. 2016 – July, 2017**

3 days weekly: M T W TH F

4 days weekly: M T W TH F

5 days weekly: M T W TH F

Please indicate your preference and we will make every effort to accommodate you and your child/children.

<p style="text-align: center;"><b>Parent's Names</b></p> <p>_____</p> <p>_____</p>
<p style="text-align: center;"><b>Address with Zip Code</b></p> <p>_____</p> <p>_____</p>
<p style="text-align: center;"><b>Phone Numbers</b></p> <p><u>Home</u> _____</p> <p><u>Mom Cell</u> _____</p> <p><u>Dad Cell</u> _____</p> <p><u>Email Address</u> _____</p>

The non-refundable TOTAL registration fee for the 2016-2017 school year is **\$600.00**. Please note that of this amount, **\$100.00** is an Administrative Registration Fee that is used to "lock-in" your child's classroom placement from the time of registration until the first day of school, and, **\$500.00** is a one-time Supply Fee for consumable resources used by your child during our 12 month school year.

Open enrollment will begin on January 15<sup>th</sup> Registration will continue until our daily licensed capacity for each program is full. Registration is completed on a first – come basis. Therefore, if you are determined to have specific attendance days for your child(ren) you must register **early** to ensure your request for specific days be fulfilled.

Registration Fee Payment Options: Please check below the payment option that is preferred for your family.

\_\_\_\_\_ **Option 1** – I enclose the \$600.00 Registration Fee and any additional child's Registration Fee, with my Registration Form and submit these **before January 30<sup>th</sup>, 2016**.

\_\_\_\_\_ **Option 2** – I am enclosing the initial \$200.00 portion of the \$600.00 Registration Fee to secure my child's placement, and will agree to have the (2) additional registration fee payments of \$200.00 due on March 1<sup>st</sup> and April 1<sup>st</sup> deducted directly from the bank account indicated on the attached, completed "Direct Withdrawal" form. I understand that the direct withdrawal of these funds **will terminate** upon the final April 1<sup>st</sup> payment- withdrawal.

\_\_\_\_\_ **Option 3** – I am using a Credit Card to charge my \$600.00 Registration Fee. We accept Visa, Mastercard, and Discover Card.

\_\_\_\_\_  
Signature of Parent

A completed Registration will include:

1. A completed Registration Form
2. Payment of Registration Fee in full \$600.00 by 1/30/15 or \$200.00 (per child) with payments made on March 1<sup>st</sup>, and April 1<sup>st</sup>., or charged with a Credit Card.
3. An initialed and signed Admissions Agreement

***Any “Change Request” to any part of this enrollment form, once submitted, will be assessed a \$100.00 “Change Fee” in order to be completed.***

Please remember that you are registering your child for a **complete, 12-month, school year** in Planet Kids Academy programs. The school year begins in August and concludes at the end of July each school year.

Any parent who withdraws their child before the end of the school year will be subject to payment of an “Early Withdrawal Fee” as described in your parent “Admissions Agreement”. Please read this document thoroughly before initialing, signing and returning.

**Thank you for choosing to join us for another year of educational excellence – We always appreciate having you with us!**