



2019-2020 ENROLLMENT PACKET

Read carefully, then complete and return the following:

APPLICATION FOR ADMISSION FORM

ENROLLMENT AGREEMENT

GENERAL RELEASE FORM

EMERGENCY, INFORMATION AND IMMUNIZATION RECORD CARD

IMMUNIZATIONS

- Attach a copy of your child's most recent immunization record. Please note, the Department of Health requires updated immunization records in order to be enrolled in any preschool program. Your child may not attend school until all immunizations are up to date and reported to NWLA.

ENROLLMENT FEE

- Make Check payable to New World Learning Academy
- Place your child's name in the memo area along with the words "Enrollment Fee" so the fee will be credited properly to your account.

Questions? – Please contact administration @ (480) 248-6125

THANK YOU FOR CHOOSING NEW WORLD LEARNING ACADEMY!



900 E. Pecos Rd. Suite 8
Chandler, AZ 85225
Phone: (480) 248-6125

admin@nwlacademy.com
www.nwlacademy.com

2019-2020 Application for Admission

Child Information

Registration/Re-Enrollment Date: _____

First Name: _____ M.I. _____ Last Name: _____

Name child prefers to be called: _____ Gender: Male Female Date of Birth: _____

Child's Address: _____
Street Address City State Zip

Other schools attended: _____

Parent/Guardian Information

Mother/Guardian First Name: _____ M.I. _____ Last Name: _____

Address: _____
Street Address City State Zip

Occupation: _____ Home Phone: () _____

Employed By: _____ Office Phone: () _____

Work Address: _____ Mobile Phone: () _____

Email: _____

Marital Status: Married Single Divorced Separated Widowed Other _____

Father/Guardian First Name: _____ M.I. _____ Last Name: _____

Address: _____
Street Address City State Zip

Occupation: _____ Home Phone: () _____

Employed By: _____ Office Phone: () _____

Work Address: _____ Mobile Phone: () _____

Email: _____

Marital Status: Married Single Divorced Separated Widowed Other _____

Child living with: Both Parents Mother Father Other _____

Class Directory: Your mobile phone and email address will be available to all parents for birthdays, carpools, etc.
 Approve Do Not Approve

Please list other siblings in the family, their ages and school child(ren) attends, if applicable:

Office Use Only

Date: _____ Check#/CC: _____ Amount: _____ Fee: _____ Class: _____ Immunization Agreement Release Handbook

Additional Information: _____

Tuition Responsibility: [] Both Parents [] Mother [] Father [] Other _____

List any existing medical conditions, medication and/or special attention your child may require:

Allergies: _____

Pediatrician's Name: _____ Phone: () _____

Address: _____

Do we have permission to contact your pediatrician in case of an emergency? [] Yes [] No

Emergency Contacts & Authorized Pickup Persons:

1. Name: _____ Phone: _____ Relationship: _____

2. Name: _____ Phone: _____ Relationship: _____

3. Name: _____ Phone: _____ Relationship: _____

Special Requests:

Does your child have any special requests or needs that we need to be aware of?

Additional Comments & Information:

Please list any characteristics to helpful information you feel your child's teacher or NWLA staff should know about your child.

What holidays do you celebrate?

We teach about all different cultures and holidays. We'd love to hear about what you celebrate so we can do our best to incorporate these in our students' learning!

How did you hear about us?

- | | |
|--|--|
| <input type="checkbox"/> Raising Arizona Kids Magazine | <input type="checkbox"/> San Tan Sun News Article |
| <input type="checkbox"/> Arizona Parenting Magazine | <input type="checkbox"/> East Valley Tribune Article |
| <input type="checkbox"/> Internet Search | <input type="checkbox"/> Other Newspaper Article |
| <input type="checkbox"/> US Family Guide | <input type="checkbox"/> NWLA Event |
| <input type="checkbox"/> Nextdoor.com | <input type="checkbox"/> Other Event |
| <input type="checkbox"/> Facebook | <input type="checkbox"/> Family/Friend _____ |
| <input type="checkbox"/> Instagram | |
| <input type="checkbox"/> Twitter | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Flyer | |

Thank You for choosing New World Learning Academy!

Initial **Child & Parent Readiness:** The child should be fully toilet trained and not in diapers or pull ups with no accidents throughout the school day. We understand accidents do happen however this should not be a daily occurrence. Parents must be ready to leave their child with confidence, ready and willing to follow the suggestions of their child's teacher and administration. This includes arriving on time, working with child on homework and limiting absences to necessities only.

Tuition Policy: New World Learning Academy has a 10-month academic year. Tuition is based on a full year's fee which has been divided into 10 equal monthly payments for your convenience. Payments are not considered by-the-month charges. Payments are due on the 1st of each month beginning July 1 and ending April 1. Tuition is non-refundable and non-transferable, nor is it pro-rated due to absences caused by illness, vacations, and withdrawal/dismissal or otherwise.

Tuition Payment Late Fees: Tuition payments are the full responsibility of the Parent(s)/Guardian. The Tuition Agreement must be signed by both parties and Parent(s)/Guardians will receive a signed copy of this agreement at the time of student acceptance. Any account where tuition payments are made after the 5th of the month will incur a \$25 late fee. There are no exceptions.

Tuition & Class Placement: Class placement is based on multiple criteria including ability, school readiness and age. Children must be at least 3 years old by September 1st. Age exceptions into any class are based on testing results, school readiness and are at the discretion of the Director. Please contact administration for further details. Below are the class options for ages 3-6.

Tuition is based on the full year's fee which has been divided into 10 equal monthly payments for your convenience. See below for payment options and due dates. Dates are strictly enforced.

	Full Time Monday – Friday 9:00-3:00 Annual Tuition \$8,150	Part Time Monday – Friday 9:00 – 12:00 Annual Tuition \$5,330	KINDERGARTEN* Monday - Friday 9:00-3:00 Annual Tuition \$8,150
July 1st	[] 1 payment of \$7,498 (8% discount)	[] 1 payment of \$4,904 (8% discount)	[] 1 payment of \$7,498 (8% discount)
1. July 1st 2. December 1st	[] 2 payments of \$3,912 (4% discount)	[] 2 payments of \$2,558 (4% discount)	[] 2 payments of \$3,912 (4% discount)
Beginning July 1st	[] 10 payments of \$815	[] 10 payments of \$533	[] 10 payments of \$815

*A minimum of 6 students is required for this class to proceed. Students are immediately placed on a waiting list and will be notified if Kindergarten will proceed for the 2019-2020 school year.

Initial **Fees:** A \$250 fee must accompany the Application for Admission and will hold your child's placement until July 1st at which time the first tuition payment is due. The fee includes covers Registration, Special Activities and testing. All fees are non-negotiable, non-refundable and non-transferrable. Also required is a one-time \$150 STEM Supply Fee (\$75 for Half Day). This is due with first month's tuition. A \$25 late fee is assessed for all payments received after the 5th of the month.

Late Pick-Up Fee: New World Learning Academy is open from 9:00-3:00. Doors Open for Drop-off at 8:50. Beginning at 3:10 (12:10 PT), \$1.00 per minute for each additional minute is billed until your child is picked up. This is strictly enforced. We realize events occur that are out of your control and therefore we allow 2 exceptions to this fee. You are required to call the front office to report the reason for being late and your ETA. If we are unable to reach you or your emergency contacts, child abandonment will be reported to the Chandler Police Department.

Returned Checks: A charge of \$25.00 will be assessed on any returned checks.

Payment Options: Cash, Check or Credit Card. Please note, a 3.4% processing fee will be added to all debit/credit card payments.

Late Drop off Acknowledgement: I understand that all students are due at school no later than 9:00am. I understand habitual late attendance or absenteeism is a detriment to my child's learning and I will do my best to have my child attend school regularly and on time. I understand I am responsible for contacting the front office prior to 9am if my child will be late or will not attend for the day.

Sibling Discount: A 10% tuition discount is given for younger siblings. The registration and STEM fees are not included in the discount.

The Enrollment Agreement outlines payment options, fees and any discounts offered.
We reserve the right to refuse enrollment if testing results, age, potty-training, school readiness, etc. standards are not met.

General Release Form

Child's Name: _____ Date of Birth: _____

Enrollment Forms: Both the Application Form and Enrollment Agreement, along with the **\$250** enrollment fee must be completed and submitted before the child's placement is secured at New World Learning Academy. The Emergency Form must accompany the child on the first day of class or have been submitted prior to the first day. **NO CHILD** will be admitted without this card on the school premises, completed and signed. A copy of your child's immunization record must accompany the Emergency Form. **The copy of proof of immunization must be submitted at time of enrollment or within 15 days of the admission of your child.**

1. New World Learning Academy may use photographs, reproductions, and/or sound recordings of my child(ren) for the purpose of school programs, advertising (both in print and online), and miscellaneous curriculum uses.
2. I hereby release, indemnify and hold harmless New World Learning Academy and its staff from any loss or damage to toys, clothes or any other personal articles.
3. I hereby warrant New World Learning Academy that I am entitled to legal custody and possession of my child(ren) and, accordingly, am authorized to place my child(ren) in your care and custody and am further authorized to sign this release form. If proof of custody is required, I agree to provide the school office with appropriate court papers to keep on file.
4. On admission of my child(ren) to New World Learning Academy I agree to observe the policies and regulations as set forth by the school. **I have read and agree, with the philosophies, policies including tuition & fees, and curriculum as outlined in the school handbook which I have received a copy from the office or have downloaded.**
5. I am aware that New World Learning Academy liability insurance policy covers only the students formally enrolled and no other children using the facility. Therefore, if for any reason I bring to school children other than those enrolled and in the event that they should sustain injuries on said premises, I hereby release and absolve the school completely and totally from all blame for any and all subsequent consequences thereof, if any. The above also pertains to any animals brought onto the premises. I also understand that by bringing other children to the school, I will do so only with the administrator's permission.
6. Parents sometimes have a need to contact other parents. The administrator may release authorized contact information unless the office has been notified in writing that contact information is not to be distributed among New World Learning Academy enrolled families. Parents agree to use this information for school associations only.
7. Upon enrolling their child at New World Learning Academy, parents are aware and agree, that part of the Practical Life and other areas of the environment in our classrooms involve activities such as using pencils, scissors, science and computer lab equipment etc. Parents agree to allow their child to fully participate in these activities.
8. The 2019-2020 Parent Handbook provides a plethora of information as it pertains to your child's success at NWLA as well as important policies and procedures. Parent(s) agrees to review all policies and procedures in the Parent Handbook and will support these standards as stated. A printed copy is available in the front office.
9. New World Learning Academy accepts students with special needs on a case by case basis. After enrollment, observation of the child in the classroom along with conferencing with faculty and parents will help ascertain if the child's placement continues to be appropriate for him/her and classmates.
10. New World Learning Academy does not provide transportation.
11. New World Learning Academy carries the appropriate liability insurance as mandated by the Arizona Department of Health Services/Office of Child Daycare Licensure.

Mother/Guardian Signature: _____ Date: _____

Father/Guardian Signature: _____ Date: _____



Arizona Department of Health Services
Bureau of Child Care Licensing
Emergency, Information and Immunization Record Card

Child's Name:	Date Enrolled:	Updated:
Home Address (#, Street, City, State, Zip Code):		Date Disenrolled:
Home Phone:	Date of Birth:	Sex: <input type="checkbox"/> male <input type="checkbox"/> female

Parent or Guardian Name:	Home Address (#, Street, City, State, Zip Code):
Cell Phone (optional):	Contact Telephone Number:

Parent or Guardian Name:	Home Address (#, Street, City, State, Zip Code):
Cell Phone (optional):	Contact Telephone Number:

I authorize the following individuals to collect my child from the facility in case of emergency or if I cannot be contacted: (Pursuant to R9-5-304.B, at least two contact persons are required.)

Name:	Contact Telephone Number:
Name:	Contact Telephone Number:
Name:	Contact Telephone Number:
Name:	Contact Telephone Number:

If Medical care is necessary, call: *A Health Care Provider is a physician, physician assistant or registered nurse practitioner.

Health Care Provider*	Name:	Phone:
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In case of injury or sudden illness, I request that this individual be called first:	
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The following individual(s) may NOT remove my child from the facility:

Name(s):

Custody papers have been provided and are on file at the facility. yes no

Telephone Authorization Code (optional): _____

Immunization Information

(A licensee shall attach an enrolled child's written immunization record or exemption affidavit to the enrolled child's Emergency, Information and Immunization Record card.)

For information regarding current immunization requirements go to: www.azdhs.gov/phs/immun/index.htm or contact the Arizona Immunization Program Office at (602)364-3630.

One of these items must accompany the EIIR card at all times:

<input type="checkbox"/>	Copy of current official documented immunization record attached
<input type="checkbox"/>	Religious Beliefs exemption form signed by parent/guardian attached
<input type="checkbox"/>	Medical Exemption form signed by physician and parent/guardian attached
<input type="checkbox"/>	Signed Laboratory Proof of Immunity form attached

Notification of immunizations needed sent to Parent(s) or Guardian(s):	mo /day/ yr	mo /day/ yr	mo /day /yr
Updated immunizations received and attached:	mo /day/ yr	mo /day/ yr	mo /day /yr

Medical Information

<p>Is child allergic to food or other substances? <input type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>If yes, describe symptoms, name foods or substances to be avoided, and the procedure to follow if reaction occurs.</p>
<p>Is child usually susceptible to infections and if so, what precautions need to be taken? <input type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>If yes, list precautions:</p>
<p>Is child subject to convulsions and what should be our procedure if one occurs? <input type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>If yes, specify procedure:</p>
<p>Is there any physical condition that we should be aware of and what precautions should be taken (heart trouble, foot problem, hearing impairment, hernia, etc.)? <input type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>If yes, list precautions:</p>
<p>Additional comments:</p>
<p>Other special instructions:</p>

This **Emergency Information and Immunization Record Card** is accurate and complete, front and back, and was provided by:

Parent/Guardian PRINTED Name:	SIGNED Name:	DATE:



2019 - 2020 School Year

August						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August

- 8 Meet the Teacher
- 13 First Day of School

January						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September

- 2 Labor Day **NO SCHOOL**

September						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October

- 4-14 Fall Break **NO SCHOOL**
- 25 Conferences **NO SCHOOL**

February						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

November

- 11 Veteran's Day **NO SCHOOL**
- 27-28 Thanksgiving **NO SCHOOL**

October						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

December

- 20-31 Winter Break **NO SCHOOL**

March						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January

- 1-5 Winter Break **NO SCHOOL**
- 20 Dr. MLK Jr. **NO SCHOOL**

November						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

February

- 17 President's Day **NO SCHOOL**

April						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

March

- 7 **FREE STEM FESTIVAL**
- 6-16 Spring Break **NO SCHOOL**

December						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April

- 10 Spring Holiday **NO SCHOOL**
- 24 Conferences **NO SCHOOL**

May						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24/31	25	26	27	28	29	30

May

- 21 Last Day of School 1/2 Day

Weekly Summer Camps

Begin June 1st