



Enrollment Agreement

Enrollment Information

Site Name / Number

Completion of this Agreement is required for enrollment. This information is necessary for Champions® programs to comply with state child care licensing regulations and to enable us to better understand your child and meet his or her needs.

CHILD INFORMATION			
Child's First Name	Child's Last Name	Home Phone Number	Date of Birth
Home Address		City	State
Zip Code		Email Address (Sponsor)	
Names of other siblings attending this program			

TUITION		SCHEDULE	
Registration Fee	\$	Student Status:	Start Date
Tuition	\$	<input type="checkbox"/> Returning <input type="checkbox"/> New Student	Champions® Before School
3rd Party Co-Pay	\$	Primary Sponsor	Champions® After School
Discount Type		Secondary Sponsor	Kindergarten Full Day
Discount (\$ or %)	\$/%	Subsidy / 3rd Party Sponsor	Kindergarten Half Day (AM or PM)
Net Tuition	\$		Preschool Full Day
Late Check Fee	\$10.00		Preschool Half Day (AM or PM)
Late Pickup Fee (per every 15 minutes)	\$10.00		Champions® Break Full Day
			Champions® Break Half Day (AM or PM)
			Drop In

CONTRACTED TERMS

A. Scheduled Attendance – Tuition will be charged at the contracted rate regardless of attendance. Schedule changes must be made by Wednesdays for the upcoming week.

B. Attendance – All sites will be closed for the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day after Thanksgiving and Christmas. The contracted tuition rate is charged for weeks in which closings occur.

C. Early Dismissal, Late Start and No-School Days and Breaks – There will be an additional charge per day on all early-release days and late-start days (half days of school, weather delays, etc.), as set forth in the site's tuition and fee schedule. There will be a special daily tuition rate for in-service days and breaks. You must reserve a slot for your child. On these days, site programs will be open based on need and school district policies. You will be notified in advance if your site is providing care.

D. Tax Information – It is your responsibility to maintain your own child care financial records for tax purposes.

E. Registration Fee – A nonrefundable school year registration fee is due at time of enrollment and the beginning of every school year and every summer thereafter. If your child has withdrawn from the program and subsequently re-enrolls, a new registration fee is due at that time. Each student is allowed 3 schedule changes per school year/per summer; changes after the 3rd are charged a \$20.00 fee for each change thereafter.

F. Fee Schedule – You agree to pay the published tuition and fee schedule in effect for the program in which your child is enrolled. As your child changes schedules or programs, the tuition and fees may also change. Champions may, from time to time, adjust the tuition and fee schedule and you agree to pay such adjusted tuition or fee as a condition of your child's continued enrollment. You will be given appropriate written notification of any changes in tuition and fees. **Tuition fees are not subject to pro-ration for illness, holidays, or emergency closure of the site.** If the hours your child attends change in any way, you will notify the site immediately so appropriate staffing may be arranged. If tuition is not paid in advance, a late pay fee will be charged. The terms of this Agreement, including the fees, are subject to change in whole or in part by Champions with two weeks' notice, except that this Agreement may be terminated by Champions at any time.

G. Field Trips – Your child may have the opportunity to participate in a special program or field trip. This may result in an additional fee due before the day of the event and may require completion of a specific permission slip.

H. Payments – You authorize Champions to initiate electronic debits to your payment account for each payment presented by you to Champions for payment. If any ACH payment is returned unpaid, you acknowledge that Champions will attempt to collect on the returned payment electronically up to two additional times. You authorize Champions to electronically debit your account for the amount of any returned item and a returned item fee in the maximum amount allowed by State law. Additionally, upon notice, either written or electronic, from Champions, you authorize Champions to initiate one-time debits to your stored payment account for any amounts owed that become past due. These authorizations will remain in full force and effect until Champions has received written notification from you of the termination of your authorizations.

I. Payments – Payments from customers with outstanding insufficient, uncollected or otherwise ineligible ACH payments must be submitted using a different payment account until the balance is rectified. Accounts containing returned ACH payments are subject to immediate termination of service; however upon payment of applicable tuition and registration fees Champions may choose to reinstate your child's enrollment. Champions is unable to accept cash payments.

J. Weekly Tuition – Weekly tuition payments are due in advance, by Wednesday of each week, for the following week. A late fee will be charged if payment has not been received by the close of business on the first day of attendance.

K. Refund – If you withdraw your child(ren) from the program before the prepaid tuition or fees can be legitimately earned, Champions will issue a prepayment refund for services not rendered, as long as you have provided two weeks prior notice of withdrawal. Refunds will be returned to the electronic payments account from which the funds were originally paid. In the case it is not possible to return funds electronically to that payment account, you will be responsible for a check processing fee and payment will be paid by check. Funds paid by electronic check or ACH cannot be refunded for 15 business days to allow for any potential returned payments to be posted to the customer's account. A waiting period of 24 hours is required for all credit and debit card transactions. Any fees specifically identified in your contract as non-refundable will not be refunded (e.g., registration and education fees). All outstanding receivables and returned checks must be paid prior to issuing a refund.

L. Late Pick-Up Fee – A late pick-up fee will be charged for each incremental period of 15 minutes when your child is left beyond the site's operating hours, beyond the first 15 minutes, and is charged directly to your account. No cash will be accepted for this late pick-up fee. The late pickup fee does not constitute an agreement to provide after hours services, nor will the late pick-up fee be applied toward tuition. Chronic lateness at closing time may be grounds for termination of service.

M. Arrears – Accounts in arrears may result in immediate termination of service; however, upon payment, enrollment may be reinstated with applicable paid tuition and registration fee. Accounts in arrears may be referred to a collection agency. In the event an account is sent to collections, you will be responsible for the balance of your account and any reasonable collection and attorney fees and costs associated with the collection of the account. In the event that an account is in arrears or shared payment of an account is in dispute any part of the arrears payment not paid will be the responsibility of the primary sponsor.

N. Withdrawal Policy – Two weeks' notice of disenrollment is required. Families who withdraw and later re-enroll will be charged a re-enrollment fee in accordance with the site's current tuition and fee schedule.

O. Responsible Party – You are responsible for payment on any and all tuition, fees and other charges not paid by any third-party agency, to the extent allowed by law.

P. Enrollment Not Guaranteed – Champions reserves the right to disenroll any child who presents a risk to the health or safety of other children or staff; or any child whose needs cannot be met in our program.

Q. Special Medical Condition/Other – Champions' practice is to enroll children in compliance with the Americans with Disabilities Act, its implementing regulations, and any other applicable federal, state or local laws pertaining to the provision of services to persons with Disabilities.

R. Manual Enrollment – A manual enrollment fee of \$25 will be charged to sponsors who decide to enroll their students via the Enrollment Agreement paper form instead of using Online Account Management. This fee covers the original set-up and creation of the sponsor's account and the enrollment of the student(s). All payments and schedule changes are still the responsibility of the sponsor and must be processed through Online Account Management.

Enrollment Agreement

Contacts and Medical History

Child's Name _____

PRIMARY CONTACT AND RELEASE PERSON

Is parent/guardian a Champions employee? Yes No If yes, employment date _____ Name _____

Parent/Guardian #1	Relationship to child	Home phone	Cell phone
Home address	Home e-mail address		Driver's license number/state
Employer and address	Work e-mail address	Work hours	Work phone/ext

Parent/Guardian Identification Information (2 items required) Question 1 _____ Answer 1 _____
 Question 2 _____ Answer 2 _____
 Note: Personal questions will be used to verify parent/guardian identity if a pick up authorization is called into the site.

EMERGENCY CONTACT AND RELEASE PERSONS *Include three additional contacts*

If possible, please notify the site if an Emergency Release Person will pick up your child on a given day. For the safety of your child, we will request all authorized pick up people with whom staff are not familiar to provide Government issued photo ID at time of pick up.

Name #1	Relationship to child	Home phone	Cell phone
Home address	Home e-mail address		Gov Issue Photo ID Type
Employer and address	Work e-mail address	Work hours	Work phone/ext
Name #2	Relationship to child	Home phone	Cell phone
Home address	Home e-mail address		Gov Issue Photo ID Type
Employer and address	Work e-mail address	Work hours	Work phone/ext
Name #3	Relationship to child	Home phone	Cell phone
Home address	Home e-mail address		Gov Issue Photo ID Type
Employer and address	Work e-mail address	Work hours	Work phone/ext

The persons designated in this section will be contacted by Champions and are authorized to pick up your child if there is a medical or other emergency and you cannot be reached. Parent/Guardian must complete any state-specific emergency release forms required by individual state child care licensing regulations. In addition, release person must be 18 years of age or older.

Site staff will release your child only to you or to those persons you have listed above. Emergencies may prevent you from picking up your child; therefore, include those individuals whom you would authorize in such events. If you want a person who is not identified above to pick up your child, you must notify site staff in advance, in writing. **Your child will not be released without prior authorization.** In the event you call a pick up authorization into the site the Parent/Guardian Identification Information questions will be used to verify your identity and to authorize the release of your child.

CHILD'S MEDICAL INFORMATION

- Special medical conditions _____
- Chronic illnesses _____
- History of serious injuries or hospitalizations of which we should be aware _____
- Diabetes Yes No
 If your child has diabetes, please notify the Site Director. An Authorization Form for Children with Diabetes must be completed at enrollment.
- Medication that will be administered regularly at the site _____
- Special dietary needs _____
- Physical restrictions _____
- Is your child able to fully participate in all of the activities offered by Champions? Yes No Explain: _____
- Does your child function at the level of other children in his or her age group? Yes No Explain: _____
- Is your child able to walk? Yes No Explain: _____
- Can your child effectively communicate his or her needs? Yes No Explain: _____
- Does your child require any assistance at mealtime? Yes No Explain: _____
- Does your child rest in the middle of the day? Yes No Explain: _____
- Is your child toilet trained? Yes No If so, does he or she need assistance? _____
- Does your child use any special equipment, such as breathing machine, wheelchair, hearing aid, braces, etc.? Yes No Explain: _____
- Does your child require one-to-one care/supervision on a regular basis for a significant period of time? Yes No Explain: _____
- Does your child require and/or desire any accommodations or modifications to fully and equally enjoy and participate in Champions's group care setting? Yes No Explain: _____

SIGNATURE	PARENT/GUARDIAN SIGNATURE _____	DATE _____
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Enrollment Agreement

Other Terms and Certifications

Child's Name

OTHER TERMS

By signing this Enrollment Agreement and enrolling your child(ren) in Champions® programs, you acknowledge your understanding and acceptance of the following:

Family Handbook – The Family Handbook is incorporated by reference into this Enrollment Agreement. You acknowledge that you have received and will abide by the policies in the Family Handbook.

Information – You understand that if there is a change in any information provided by you for this Enrollment Agreement, you agree to update such information.

Transportation – You understand you must notify Champions in advance of any changes in your child's transportation or attendance schedule.

Illness – If your child becomes ill and the site calls you to pick up your child, you agree to make arrangements for your child to be picked up from the site as soon as possible.

Medical Information – The site must have a medical statement on your child, on form(s) provided by the site. You agree to return these form(s) to the site within two weeks of your child's enrollment, or sooner if required by your state's licensing agency. You will have these form(s) updated as required by the site and state licensing requirements.

Medication – (Individual state licensing regulations regarding medication must be consulted and shall prevail. Any mandatory state form regarding administration of prescription or non-prescription medication must also be completed and signed by the parent.)

If permitted by state licensing regulations, you authorize Champions staff to administer to your child topical non-prescription medications as needed, according to the dosage instructions on the medication container. For any other **non-prescription** medication, if permitted by state licensing or site policy, you will provide written authorization for Champions staff to administer the medication in accordance with written instructions from yourself or the child's health care professional, as required; you agree to provide any such medications or other supplies, as these will not be provided by the site. For any **prescription** medication, you will complete necessary authorization forms with your signature and understand the prescription label must be followed without fail. You will provide the medication in its original container with the pharmacist's label.

Communications – You consent to Champions communicating with you by telephone, email, or other means. Written communication may be sent home with emergency contact and release persons when necessary. This consent shall survive the termination of this Enrollment Agreement.

Policies and Program – Champions reserves the right to alter its policies and program at any time. Site Management does not have the authority to alter or modify the terms of this Agreement either verbally or in writing.

Absent Child – You agree to notify the site staff by 9:00 am when your child is absent. You must notify the site staff if your school-age child does not need to be picked up from school or will not arrive by scheduled school bus on a particular day.

Staff Employment – You understand that in an effort to maintain the professional status of Champions staff and prevent any potential conflict of interest, babysitting by site staff members is discouraged. However, should you hire any site staff members, it must be outside the site premises and with the understanding that such arrangements and payment for services are solely between you and the site staff member. The site and Champions do not sanction the arrangements, and you agree to hold Champions harmless from any such arrangement. If a site staff member chooses to baby-sit for an enrolled child, the site staff member and you must request and sign a Champions Babysitting Liability Release Form to be kept in the child's file.

Licensing Regulations – State child care licensing regulations are on file at the site and are available for review upon request. Certain state child care licensing regulations have requirements in addition to those contained in this Agreement.

Enrollment Refusal – A child may be disenrolled by Champions without prior notice if, in the sole opinion of Champions, it is in the best interest of the child or Champions.

Parent/Guardian Initials _____

Date _____

CERTIFICATIONS

- Yes No _____ **Walking Trips** – I give permission for my child to leave the site for outdoor exercise and educational purposes, with the understanding that my child will be accompanied by site staff and under proper staff supervision at all times. (If required by individual state child care licensing regulations, I will be given a specific permission slip for each walking trip.)
Initial _____
- Yes No _____ **Transportation** – I give permission for my child to participate in and to be transported while under proper staff supervision at all times for field trips, to and from school, educational excursions and other site sponsored activities. I will be given a specific permission slip for each off-site field trip requiring transportation. Off-site field trips and all transportation of children will meet state child care licensing regulations and site policies including minimum-age requirements.
Initial _____
- Yes No _____ **Water Activities** – I give permission for Champions to include my child in supervised water activities, including water activities at the site. I will be given a specific permission slip for all off-site water activities.
Initial _____
- Yes No _____ **Photographs/Videotape** – I give permission for my child to be photographed and videotaped in the site and during program functions and field trips. I will be notified if any photos/videos are to be used for public relations purposes and understand I have the right to refuse permission for such use.
Initial _____
- Yes No _____ **Child First Aid** – I give Champions permission to give my child first aid when necessary and for my child to be transported to an emergency medical facility. I also authorize ambulance/rescue squad attendants to administer such treatment as is medically necessary and I authorize the hospital/medical personnel to undertake examination and emergency treatment, up to and including surgery, if warranted.
Initial _____
- Yes No _____ **Syrup of Ipecac** – I authorize Champions to administer Syrup of Ipecac to my child as directed by a physician or representative of a poison control site.
Initial _____
- Yes No _____ **Medical Sign Off** – My child is in good health and immunizations are up to date and on file at the school. I will complete any state specific medical authorization forms required by individual state child care licensing regulations.
Initial _____

I have read, understand, and accept all terms and conditions described in this Enrollment Agreement. Site management does not have authority to alter or modify the terms of this Enrollment Agreement either verbally or in writing. This is a legally binding agreement between Knowledge Learning Corporation d.b.a. Champions® and the undersigned.

Any dispute or claim arising out of or relating to this Agreement shall be submitted to non-binding mediation prior to the commencement of arbitration, litigation, or any other proceeding before a trier of fact. The parties agree to act in good faith to participate in mediation and to identify a mutually acceptable mediator. If a mediator cannot be agreed upon by the parties, each party shall designate a mediator, and those mediators shall select a third mediator who shall act as the neutral mediator to assist the parties in attempting to reach a resolution. All parties to the mediation shall share equally in its costs.

PARENT/GUARDIAN SIGNATURE	DATE
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Please check box if you do not wish to receive information from Champions, including newsletters and updates, via email or otherwise.



CHAMPIONS
Extended Learning™

ARRIVAL DEPARTURE PLAN

Child's Name: _____

Parent's Name: _____

Parent's Phone Number: _____

School Attending: _____

Room Number/Grade: _____

FROM CHAMPIONS PROGRAM TO SCHOOL:

Time of departure from program: _____ Time school begins: _____

Indicate means of travel from program to school: _____

If travel by bus:

Name of company: _____ Phone: _____

Bus number/Driver's Name: _____

If child walks, indicate route: _____

FROM SCHOOL TO CHAMPIONS PROGRAM:

Time of school dismissal: _____ Time child should arrive in program: _____

Indicate means of travel from program to school: _____

If travel by bus:

Name of company: _____ Phone: _____

Bus number/Driver's Name: _____

If child walks, indicate route: _____

My child is released/received by Champions Program according to the plan outline above. I understand that the program is not responsible for my child en route, unless specified below:

Signature of Parent/Guardian

Date

**BEACH PARK COMMUNITY
CONSOLIDATED SCHOOL DISTRICT #3**

Raymond L. Costa, Ph.D.
Director of Business
11315 W. Wadsworth Road
Beach Park, IL 60099
847-599-5064
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Robert DiVirgilio, Ed. D.
Superintendent
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9/20/2011

Solution for Early Dismissal Days

Dear Beach Park School District Elementary Parents,

I would like to discuss an important concern regarding Beach Park children, and an equally important solution to this concern. Children have been left at the front offices of schools on early dismissal days, often for several hours before their parents pick them up. As you may know, Champions is already a trusted Beach Park School District partner, operating successful extended learning programs at Oak Crest, Howe, Kenneth Murphy, and Newport elementary schools. During the school year, an average of 155 children are enrolled in the programs. Champions is in a unique position to provide a solution for Beach Park children on early dismissal days.

Champions can provide after school care for all children on early dismissal days--even those not typically enrolled in the Champions - because the programs already exist onsite at the elementary schools. The program will be a safe, familiar place for children to go if parents are not able to pick them up on time due to work schedules or other reasons.

Beach Park School District heard Champions' proposed solution to this early dismissal issue at the June 10 Board Meeting, and received a formal proposal in July. The proposal demonstrated the effectiveness of the Champions program to provide early dismissal care. The Champions proposal was unanimously approved by the Board of Education at the August meeting.

To increase parents' comfort level with program usage on early dismissal days, we will begin following this process in the 2011-12 school year:

1. Administrators will share Champions' materials about the onsite early dismissal solution for families throughout the school year in newsletters, on the website, at orientations, and at PTA meetings.
2. Champions will host an information session for families interested in learning more about the early dismissal program.
3. Principals will share Champions' paperwork with families at the start of the school year, including the Champions Enrollment Form, Permission for File Transfer, and Arrival/Departure Plan. These materials will also be posted on the district website.
4. Families will return the paperwork to the school, and office staff will forward the paperwork to Champions along with a copy of the child's physical exam and birth certificate. *Note: Only families who have the completed paperwork on file can access to the Champions program (per Department of Children and Family Services licensing guidelines).*

5. If a child is not picked up in a timely fashion on an early dismissal day, front office staff can bring the child to Champions with the appropriate paperwork. The school staff will turn over the information and the child to Champions for care.
6. Champions will track program enrollments and provide monthly reporting and corresponding invoicing to the district office (\$20.00 per child, per visit, which includes up to six hours of care per day).
7. The district directly invoices parents \$20.00 for each daily Champions program usage.
8. Ample Champions staff will be available to accommodate children; however, due to DCFS guidelines, the programs can only serve up to 32 children per site.

Providing this extended care solution on early dismissal days offers a valuable community service to families. I am confident this solution will keep children safe and engaged in meaningful activities on early dismissal days.

Please contact Jill Anderson, Champions Area Manager, or me if you should have any questions about the Champions early dismissal program. Jill can be reached directly at (847) 360-0191 or janderson3@klcorp.com.

My warmest wishes for a fulfilling and successful 2011-12 school year!

Sincerely,

Dr. Ray Costa
Director, Business Services
Beach Park School District #3

Below is an example Authorization Form that the District can create and distribute to families.

In the event that I am not able to pick up my child on time on one or more early dismissal days in the 2011-2012 school year, I authorize and provide permission for Beach Park School District to:

- 1) release my child _____ to the care of the staff at the Champions Extended Learning program onsite at _____ School
- 2) share my child's records (allergies, emergency contact information) with the Champions Extended Learning program personnel;
- 3) invoice me for the daily drop in rate of \$25.00 for my child's participation in the Champions program.

- I have received and completed the Champions Enrollment Form. Yes / No
- I have received and completed the Champions Arrival/Departure Plan. Yes / No

Printed Name of Parent/Guardian

Signature of Parent/Guardian

Date