

# LA O'WN ACADEMY

## PARENT AGREEMENT

### REGISTRATION

In order to reserve a space for your child at La O'wn Academy, please return this form and return it with non-refundable Registration Fee in the amount of \$\_\_\_\_\_. This annual registration fee is due and payable at the time of enrollment, each new school year and at the beginning of summer camp (if applicable). The fee includes processing your child's application, art and school supplies and your child's Accident Insurance Premiums. All applicable forms must be completed prior to your child's attendance.

Parents/ Guardian understands the importance of and assumes responsibility for notifying the academy of any changes in child's enrollment information such as new phone numbers, new addresses, emergency contact, authorized pick-up person and any medical information. Etc. \_\_\_\_\_INT

### TUITION

Your child's tuition payment reserves your child's space in our program. To ensure quality programming and high-quality staffing, child's tuition is due even when your child is absent. Tuition is paid on weekly or monthly. Weekly tuition is due on Friday of preceding week. If your tuition is not paid by following Monday 4:30 p.m., a late fee of \$35.00 will be added. Monthly tuition is due on the last day of each month for the upcoming month's service. If your tuition is not paid in timely manner, a late fee will be added. Failure to stay current in your child's tuition fees may result in the loss of your child's space at La O'wn Academy and constitute a default which will entitle La O'wn Academy to all remedies as prescribed by law including rescannable attorney's fees.

The tuition for your child's program is \$\_\_\_\_\_ per week/ per month. Fees are due and payable regardless of weather conditions/ closure due to Covid-19/ natural disaster etc., that either may or may not affect the school's opening and closing.

### LATE CHARGES AND PENALTIES

If your child is left at La O'wn Academy after the closing of business hours, our staff will attempt to contact parents first then will proceed to the listed emergency contacts to pick up the child. If a child is left for an unreasonable length of time and we are unable to locate any authorized adult to care for the child, we must then contact the appropriate regulatory agency including the Department of Family and Children Services. Parents are charged a late fee of \$25.00 for the 1st late 5 minutes and \$25 for every 5 minutes there after if your child remains at the academy after the designated closing time. This fee is payable to the school immediately at the time your child is picked up.

\*\*Please call ahead at La O'wn academy for any late pick-up and we will try to accommodate your needs. \*\*\* \_\_\_\_\_INT

### HOURS AND DAYS OF OPERATION

La O'wn Academy is open Monday through Friday. January through December, between the hours of 6:30 a.m. to 6:30 p.m. The Academy will be closed at least for the following holidays: New Year's Eve, New Year's Day, President's Day, Memorial Day, Independence Day Observances, and Labor Day, Columbus day, Thanksgiving Day and after, Christmas Eve and Christmas day. Please refer to Academy management team for exact dates of holidays and any additional closings. No portion of your weekly/monthly paid or outstanding tuition will be refunded or cancelled in the event of absence, holiday, Academy closing, withdrawal, or dismissal from the Academy. \_\_\_\_\_INT

### WITHDRAWAL

Should it become necessary to withdraw your child for any reason, 30 days written notice must be submitted to the academy office. Verbal notice will not be considered withdrawal notification. Tuition is due and payable during the 30 days' notice period. \_\_\_\_\_INT

### RETURN OF PAYMENT

Any return check/ credit card items will be subject to \$35.00 re-processing fee. \_\_\_\_\_INT

**RELEASE OF CHILD**

The registering parent/guardian must notify La O’wn Academy in writing of all persons authorized to pick up the child. Under any circumstances, La O’wn Academy will not permit the child to enter or exit the academy without an escort. \_\_\_\_\_INT

**DAILY SIGN IN/OUT**

Parents/guardian must complete the sign in/sign out process for their child at the front office each day. Children must be escorted daily to and from the classroom by their parent/guardian. Parent/guardian will be certain that the attending staff member is aware of the child’s arrival and departure at La O’wn Academy. \_\_\_\_\_INT

**ILLNESS**

Children who become ill or retain a temperature of 100.1degrees or higher may not remain at school, nor will an ill child be admitted. It is the responsibility of the parent/guardian to make arrangement to have the child picked up as soon as possible after the notification of a child’s illness. Children who have been exposed to or have contracted serious communicable or infectious diseases may not return to school until the disease is no longer contagious and a note from the child’s physician is given to the academy. \_\_\_\_\_INT

**MEDICATION**

Medication will only be administered by the director or/Asst. director. All medications must be signed in at the front desk. Only dedication specifically labeled as a prescription with doctor’s name, child’s name and dosage procedures outlined will be administer. Any over the counter medication can only be administered with written authorization from the physician. No medication may be placed in the child’s tote bag/book bags. \_\_\_\_\_INT

**PERMISSION TO LEAVE THE GATED AREA**

Permission is hereby given for my child to leave the gated area for special events/reasons such as nature walk, exercise etc. Although they may leave the gated area, they will not leave the campus and will always be supervised. This will not involve use of transportation. All field trips will have own field trip permission slip, Showing date, destination, time, etc. \_\_\_\_\_INT

**STUDENT INTERNET USE**

I/We authorize my child to have access to the internet through La O’wn Academy approved sites only, and under teacher supervision at all times. I/We understand that, in spite of the precautions taken by the academy. Exposure to inappropriate materials may accidentally occur. I/We agree to indemnify and hold harmless La O’wn Academy, its employees and agents, from any and all claims, demands, actions, liabilities and expenses arising from or related to my child’s use of the internet and hereby waive, release, and discharge any and all claims I/We may have against La O’wn Academy and its affiliates arising from my child’s use of the internet and the use thereof by La O’wn Academy’s teachers, administrators, officers, employees and other students. With that understanding, I/We hereby give permission to La O’wn Academy to allow my child to have access to the internet under these stated conditions. \_\_\_\_\_INT

**PERMISSION TO APPLY SUNSCREEN/SUNBLOCKS**

I/We authorize La O’wn Academy staff to apply sunscreen/ sun block to my child for protection from the sun when needed each day they attend the academy. I/we understand that:

- 1) I/We are to provide sunscreen/sun blocks labeled with my child’s name.
- 2) Only the sunscreen/sun blocks I/we provide will be applied to my child unless any specific arrangement has been made with the director.

\_\_\_\_\_INT

**PHOTOGRAPHY/VIDEO RELEASE**

La O’wn Academy, licensees, and assignees may use photographs, reproductions, and/or sound recording of my child for any and all purpose, which may include promotional/advertising and publicity purposes, without compensation. All negatives, positives, prints or video shall be the property of La O’wn Academy, 3B&J Group, Inc., solely and completely. La O’wn Academy will not identify my child without written consent. I understand that this approval may be revoked at any time by written request to the management.

\_\_\_\_\_ I DO grant permission                      \_\_\_\_\_ I DO NOT grant permission

**I/WE HEREBY GRANT PERMISSION FOR MY CHILD TO PARTICIAPTE IN THE FOLLOWING ACTIVITIES:**

All program activities, including the use of indoor and outdoor equipment  
Water-related activities that is supervised by staff and directors.

Transport by La O’wn Academy to and from the elementary school my child attends

Any scheduled field trips in age-appropriate classes.

I/We understand that I /we will be provided and must complete written permission for each and every event in which I want my child to participate. I will be given advance notice of such planned field trips. I /we further understand that oral permission cannot be granted for field trip or any out of the campus participation.

I/We \_\_\_\_\_, agree that I/We have read and understand the terms and agreements listed above. I/We are in receipt of and agree to comply with all of the policies and procedures set forth in the La Own Academy Parent Handbook, and agree to provisions which are incorporated herein, by reference and are a part hereof.

**Parent/Guardian** \_\_\_\_\_ **Date** \_\_\_\_\_

**Parent/Guardian** \_\_\_\_\_ **Date** \_\_\_\_\_

**Director/Staff Member** \_\_\_\_\_ **Date** \_\_\_\_\_

*For Children... Our Future Global Leaders...*