

McLean Children's Academy

6900 Elm St - McLean, Va 22101
 INFORMATION 703-734-2353

Circle Campus of choice McLean or Clifton/Centreville

Clifton Children's Academy

14315 Compton Rd. - Centreville, Va 20121
 INFORMATION 703-968-8455

Children's Academy Student Enrollment Information



Fall / Spring First Name Last Name Yr. Born Date of Birth
 M T W R F
 Program I.D. Days of Week Hours Class
 Foreign Language of Interest: French, Japanese, Spanish, ESL, other

App/Regis \$60 Reserve Tuition: Monthly: Semester: Fall /Advance /Spring Semester: Per Month: Total Annual:

1 Mother's Name Last if different
 Address City St. ZIP Code
 Cell Phone Home Phone Work Phone Hrs.
 Company Name Title at Work Address Email

2 Father's Name Last if different
 Address City St. ZIP Code
 Cell Phone Home Phone Work Phone Hrs.
 Company Name Title at Work Address Email

Emergency Contacts - Two required, must be someone other than parents above

Emergency Contact 1 Relationship #1 Address
 Emergency Contact 2 Relationship #2 Address

Proof of Birth Record Place of Birth Birth Cert#/Passport#
 Required by Virginia State Law Staff Verification Other Please bring certificate to school!

Physician Phone # Allergies
 Other Persons authorized to pick up : Persons NOT AUTHORIZED to pick up child: If allergy warrants emergency treatment or other, please explain in detail on back:

Elementary School Van Grade Phone
 Previous Schools Attended:

AGREEMENTS: Parent/Guardian gives authorization for child to participate in **field trips**. YES _____ NO _____

The school agrees to notify the parent/guardian whenever the child becomes ill, and parent/guardian agrees to pick up thereafter as soon as possible. Student must be potty trained to attend. A separate Health Form for school will be filled out by Physician.

If Parent/guardian can not be reached immediately, he/she authorizes the school to obtain immediate medical care if any emergency occurs. A separate Medical Emergency form will be signed and notarized by parent/guardian.

Parents give the school permission to use photographs of students in brochures, newsletters, advertising and on web sites.

TUITION POLICY: Registration, Commitment and Reserve Tuition Fees are paid to reserve placement for your child. Once paid, these fees & all other prepaid fees are **non-refundable**. To ensure placement, Registration and Reserve Tuition fees must be paid.

WITHDRAWAL POLICY: You have agreed to enroll your child for the entire school year and your Advance Payment or Semester payments are not refundable if you withdraw. If parents choose to withdraw a child, they will provide the school with 30 days notice. If you are on a monthly tuition plan, a regular tuition payment will be due for that 30 day (one month) period.

DISCIPLINE POLICY: Children are corrected and told what is expected of them. For serious and repeated infractions, children are given a time out and sit in a quiet chair. No physical punishment is administered. Children will not be demeaned or berated because of behavior. If a child needs to take time out or be withdrawn due to disciplinary or behavioral issues, any pre-paid tuition is not refundable, but may be used toward readmission during the same Academic Year.

I understand and agree to the above policies. Initial here _____
 Parent Signature: _____ Date: _____ Date Admitted: _____
 Director/Admin Signature: _____ Date: _____ Date Withdrawn: _____