

ENROLLMENT AGREEMENT / ACADEMIC YEAR 2014-2015

Completion of this Agreement is required for enrollment. The information requested is necessary for ILA to comply with state child care licensing and regulations, and to assist us in better understanding your child and meeting his or her needs.

This is a contract between International Leadership Academy and the parents/guardians of _____ (name of child).

CHILD INFORMATION

Child's First Name	Child's Middle Name	Child's Last Name	Nickname
Age of Child / DOB	Sex of Child	Child's Primary Language	Child' Exposure to French Language & Culture
Child's Home Address	Home Phone	Parent(s)' Cell Phone	Family Members Child Resides With

PRIMARY CONTACT AND RELEASE PERSONS (parents and guardians)

Parent / Guardian	Relationship to Child	Home Phone Number	Cell Phone
Home Address		Home Email	
Employer	Work Phone	Work Email	Hours of Work
Driver's License / ID			

Parent / Guardian	Relationship to Child	Home Phone Number	Cell Phone
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Home Address		Home Email	
Employer	Work Phone	Work Email	Hours of Work
Driver's License / ID			

EMERGENCY CONTACT AND RELEASE PERSONS

Whenever possible, please notify ILA if an Emergency Release Person will pick up your child on a particular day. For safety, ILA will request all authorized release persons with whom staff are not familiar to provide government issued photo identification at the time of release. All designated release persons must be 18 years of age or older.

Name	Relationship to Child	Home Phone Number	Cell Phone
Home Address		Home Email	
Name	Relationship to Child	Home Phone Number	Cell Phone
Home Address		Home Email	
Name	Relationship to Child	Home Phone Number	Cell Phone
Home Address		Home Email	

The persons designated above are authorized to pick up my/our child if there is a medical or other emergency and parent(s) or guardian(s) cannot be reached.

ILA staff will release your child only to you or to those persons listed above. If you want a person not identified above to pick up your child, you must notify ILA in advance, in writing. If you must call in an authorization, you must provide sufficient identification information to verify your identity and to authorize the release of your child.

ACADEMIC YEAR AND HOURS OF OPERATION

The school is open from 7:00 a.m. to 6:00 p.m., Monday through Friday:

7:00 a.m. – 7:30 a.m. Early care at \$5/hr
 7:30 a.m. – 8:00 a.m. Pre-care at no additional fee
 8:00 a.m. – 3:00 p.m. Regular instruction
 3:15 p.m. – 6:30 p.m. Aftercare, available at \$5/hr or \$240/month prepaid

ILA will follow the Lake Oswego School District calendar, and reserves the right to close in recognition of various holidays through the year, which will be provided at the beginning of the academic year. The school's hours and holiday schedule are set and posted annually, but may be changed at any time without a reduction in tuition for school closures.

If parent/guardian(s) fail(s) to pick up the child and/or contact the school, and parent/guardian(s) cannot be reached within one hour of school closing time, ILA staff may release children to the custody of child protective services.

The school will be open whenever possible on a regularly scheduled day, during normal hours. However, should severe weather or other conditions prevent the school's opening on time or for the day; the procedure for notifying families will be posted on the school's website at www.ilapdx.org, or on the school's message phone number: 503 662 8452. If it becomes necessary to close early, it will be the parent/guardian(s)' responsibility to arrange for the child's early pick-up. There will be no tuition credit for any time the school is closed due to inclement weather or other conditions.

TUITION

I / we agree to pay tuition to ILA for the academic year 2014-2015 for _____ (child's name) according to the following schedule:

Grade	Schedule	Half-Day	Full-Day
Petite section (PS) /Preschool	5 days / week	\$6,650	\$9,900
Moyenne Section (MS) / Junior K.	5 days / week	\$6,650	\$9,900
Grande Section (GS) / Kindergarten	5 days / week	N/A	\$10,400
1st to 5th Grade	5 days / week	N/A	\$10,900

Sibling discount(s): A 10 % discount will be offered to families who enroll a second child. A third and any additional children will receive a 15% discount.

Application Fee: All new families must pay a non-refundable \$100 application fee per child by Feb. 28th, 2014.

Material Fees: All families must pay a non-refundable materials fee of \$350 per child by Feb. 28th, 2014.

Tuition	Due Date(s)	Discount
In Full	March 14 th , 2014	\$250
Partial (3 equal installments)	March 14 th , 2014 June 13 th , 2014 August 15 th , 2014	\$75
Monthly	August 29 th , 2014 Every 26 th of each month thereafter for the academic year	None

Late Fees: A \$25.00 late fee will be assessed if we do not receive your payment by the 5th of the month following the due date. For example, if a tuition payment is due on September 26th, a \$25 late fee will be assessed if payment is not received by October 5. A \$25.00 fee will be assessed for returned checks due to insufficient funds. Checks are to be made payable to International Leadership Academy or “ILA.”

Withdrawals and Refunds: Parent and ILA acknowledge that by signing this document, ILA will reserve space for the student (which encompasses items such as teacher time, physical materials and classroom space) and Parent will pay all tuition due. Parent also acknowledges that by reserving this space for the student, ILA will be incurring expenses related to the items mentioned in the previous sentence. Parent is therefore liable for all tuition for the entire School Year September 2014 – June 2015 to compensate school for committing resources to the student, except under the following circumstances which will allow for a prorated tuition refund based on the last date of actual instruction:

1. A documented serious medical reason
2. The child moves in excess of 50 miles away from the school
3. Circumstances where the school is not the right fit for the child, up to October 15 of the school year. No refund is due after October 15, 2014.

Additionally - no refund is due for absences or inclement weather.

Student Health

Children should be sent to school ready to participate in the day’s activities. Children should have sufficient sleep and breakfast before school to start the day. Children should be kept home if ill, including fever, vomiting, or diarrhea within the 24 hours preceding the school day.

Illness

The school strives to maintain a healthy, safe environment for our children. Therefore, we will not admit a child who is ill into the classroom. If a child becomes ill during the school day, we will notify the parents or

guardians who must make arrangements to pick up the child as soon as possible, and no later than one hour from time of contact. If the child contracts a reportable contagious disease, the child may return only with a physician/health care professional's note indicating the child is no longer contagious.

Medical Emergency

In case of a medical or other emergency while the child is at school, parent/guardian(s) understand that ILA staff will attempt to contact the parent/guardian(s) immediately. However, in the event that a parent or guardian cannot be reached, or when a delay would jeopardize the child's health, parent/guardian(s) authorize ILA to act on parent/guardian(s)' behalf and take the emergency measure including those deemed necessary by ILA staff or by medical authorities for the care and protection of my child, including but not limited to the following:

- Consult the physician or dentist named in this Agreement if parent/guardian cannot be reached
- Administer first aid and/or cardiopulmonary resuscitation.
- Transport the child via ambulance or other emergency medical service to a local hospital or other urgent care facility if deemed necessary by paramedics, police, or other emergency personnel.
- Obtain any emergency or medical or dental treatment deemed necessary by medical professionals.
- Transport the child to a local emergency shelter in the event of an emergency evacuation of the school facility.

Medication

Any mandatory state form regarding administration of prescription or non-prescription medication must be completed and signed by a parent or guardian.

Parent/guardian(s) authorize ILA staff to administer to the child topical non-prescription medications as needed, according to the instruction on the medication container. For any other non-prescription medication, parent/guardian will provide written authorization for ILA staff to administer the medication in accordance with written instructions from the child's health care professional or by the parent/guardian.

Parent/guardian signature

Date

Immunization Records

The child's immunizations are up to date and child has had all required immunizations, or the family has provided a valid waiver for immunizations. Parent/guardian must attach the child's immunization history to this Agreement.

Child's Medical Information

Height _____ Weight _____ Hair Color _____ Eye Color _____ Distinguishing Marks _____ DOB _____

1. Special Medical Conditions or chronic illness (es)?
2. History of serious injuries or hospitalizations?

3. Diabetes? If so, please notify the Director to obtain an authorization form.
4. Medication that must be administered by staff? Explain.
5. Special dietary needs?
6. Any physical restrictions or concerns
7. Child may / may not fully participate in all school activities. Explain.
8. Does the child have any special needs? Explain.
9. Does the child rest or nap during the day?
10. Is the child toilet trained? Or need assistance?
11. Does the child use any equipment such as a wheelchair, hearing aid, braces, breathing apparatus or other equipment?

Allergies: *Please list any and all allergies*

Allergy	Reaction	Life-Threatening? If yes, provide special instructions
Medication:		
Food:		
Bee Sting or other Insect Bite:		
Respiratory:		
Other:		

CERTIFICATIONS

Photography

The parent/guardian(s) give(s) ILA permission to photograph and/or video the child during school activities, for classroom and school use only. Parent/guardian(s) understand that photographs or videos may be taken by ILA staff or by other parents/guardians. Parent/guardian(s) will be notified if any photos/videos taken by staff are to be used for public relations purposes and understand that parent/guardian(s) have the right to refuse permission for such use.

 Parent/guardian signature

 Date

Walking Trips

Parent/guardian(s) give(s) permission for the child to leave the school facility for outdoor exercise and educational purposes, provided that the child will be accompanied by staff and properly supervised at all times.

Parent/guardian signature

Date

Field Trips / Transportation

Parent/guardian(s) give(s) permission for the child to participate in and be transported for field trips, to and from school, educational activities, or other school-sponsored activities, provided that the child will be accompanied by staff and properly supervised at all times. Any off-site field trips and transportation will meet state child care licensing regulations.

Parent/guardian signature

Date

OTHER TERMS

1. ILA reserves the right to alter its policies at any time. However, individual ILA staffs do not have the authority to alter or modify the terms of this Agreement either verbally or in writing.
2. Parent/guardian(s) understand that if there is a change in any information provided in this Agreement, that the parent/guardian will update the information promptly.
3. Parent/guardian(s) agree(s) to notify the school no later than 8:30 a.m. that the child will be absent or late on a particular day.
4. Parent/guardian(s) agree(s) to communication by phone, email, or other written means. If necessary, written communication may be sent home with an emergency release person.
5. State child care licensing regulations are on file at the school and are available for review upon request. Certain state child care licensing regulations may have requirements in addition to those in this Agreement.
6. At its sole discretion, ILA may disenroll a child without prior notice if it is in the best interest of the child or ILA.
7. Any dispute or claim arising out of or relating to this Agreement shall be submitted to nonbinding 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.

NOTICE OF NONDISCRIMINATORY POLICY AS TO STUDENTS

The **International Leadership Academy** admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin

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in administration of its educational policies, admissions policies, scholarship and loan programs,
and athletic and other school-administered programs.

Director's Signature

Date

I have read this Enrollment Agreement, understand and agree to the terms set forth in it, and will follow the policies it contains. *

Parent/Guardian's Name (Please Print)

Parent/Guardian's Signature

Date

Parent/Guardian's Name (Please Print)

Parent/Guardian's Signature

Date