



PRESCHOOL ENROLLMENT PACKET

KEEP IN MIND...

- When filling out forms, it's important to ensure that all fields are completed accurately to avoid any processing delays or misunderstandings.
- If a field does not apply to your situation, you should write "N/A" (not applicable) in the space provided. This indicates that you have not overlooked the question and clarifies that the information requested is not pertinent to your circumstances.
- There must be at least two alternate pick up names (first and last) and phone numbers listed.
- Please write clearly!

Forms CHECKLIST

Please ensure that all required forms are fully completed before submitting your enrollment packet to the Director of the Preschool Program in which you would like to enroll.

- ☐ Application Form - complete all areas
- ☐ Parent Policy Agreement - each line is initialed and signature at bottom
- ☐ All About Me - provide as many details as you can
- ☐ Emergency Card - no blank answers, signed and dated & a copy immunization record or request a waiver
- ☐ Photo Consent - choose ONE option. *If you choose the 3rd option, NO pictures will be taken or shared, even in the Procare app.
- ☐ Automated Payment Form - complete ONE section for payment processing each week - THIS IS THE ONLY WAY TO SET UP AUTOPAY. Cards saved on file in the Procare app are not linked for autopay.



APPLICATION FOR PRESCHOOL ADMISSION

Today's Date: _____

2026-2027 School Year

What Campus are you applying for? Central Campus ☐ East Campus ☐ Marana Campus ☐ Oro Valley Campus ☐

Choose one of the schedule options below:

☐ 4-5 Full Days ☐ 4-5 Half Days ☐ 3 Full Days ☐ 3 Half Days ☐ 2 Full Days ☐ 2 Half Days

I am open to the following alternate schedule(s) based on program availability:

☐ 4-5 Full Days ☐ 4-5 Half Days ☐ 3 Full Days ☐ 3 Half Days ☐ 2 Full Days ☐ 2 Half Days

Scholar's Name: First _____ Middle _____ Last _____

Nickname: _____ Birth Date: _____ Age: _____ ☐ Male ☐ Female

I have: ☐ IEP ☐ IFSP ☐ None (If your child has an IEP or IFSP, it must be submitted upon enrollment)

Name of child care provider most recently attended, if any.

Name: _____ Phone #: _____

Name: _____ Phone #: _____

Name and ages of siblings: _____

Do they attend Leman Academy: ☐ Yes ☐ No ☒ I have a Procare Account ☐ Yes ☐ No ☐ Unsure

PARENT / GUARDIAN - 1

PARENT / GUARDIAN - 2

Full Name:		
Relationship to scholar:		
Phone:		
Email:		
Address:		
City, State, Zip code:		



PARENT POLICY AGREEMENT

To enroll your child at Leman Academy Preschool, please review, initial, and acknowledge the following criteria:

- ☐ Tuition is due on Mondays. If tuition is not received by Wednesday at 6 pm, a late fee of \$25 will be charged.
- ☐ A Procure "Automated Payment Processing" form must be on file.
- ☐ Tuition is based on **contract schedule, not attendance**, with the exception of camp weeks.
- ☐ I understand if I receive childcare subsidies or scholarships, any fees not covered by these funds will be my financial responsibility.
- ☐ If more than 10 hours of child care is needed per day, an additional fee of \$10.00 will be charged.
- ☐ If my account is delinquent for more than one week, my account may be suspended until my account is made current. Scholars may not attend Preschool if accounts are suspended.
- ☐ An annual, non-refundable registration fee of \$125 per child or \$150 per family is due at the time of enrollment.
- ☐ Leman Academy Preschool is open from 7:00 am to 6:00 pm. A late fee of \$20.00 per child plus \$1.00 per minute will be applied for pick-up after 12:30 pm for Half Day or 6:00 pm for Full Day.
- ☐ Drop off times are between 7:00 am and 8:30 am. Director approval is required for drop-offs after 8:30 AM.
- ☐ It is a parent/guardians responsibility to ensure that their child has a nutritious and well-balanced lunch each day.
- ☐ Our naptime is scheduled from 12:30 pm to 2:00 pm. We expect all students to rest quietly during this period. **Disruptive behavior during naptime will result in parents being contacted for pickup and persistent disruptive behavior may result in a schedule change to a half day schedule.**
- ☐ Child Protective Services will be notified after half an hour if listed emergency contacts cannot be reached for late pick up.
- ☐ Notifying the Director at Leman Academy Preschool of any changes in contact information is my responsibility.
- ☐ If my child's behavior becomes unsafe for others or themselves, I will be asked to pick them up from school. Continued unsafe behavior may result in my child's disenrollment from the program.
- ☐ **I understand that in the event of my child's illness or misbehavior, someone will be available to arrive within 30 minutes of notification.**
- ☐ If my child is ill, they must be symptom-free without the use of medication for 24 hours or have a doctor's note stating that the child is "not contagious" before returning to Leman Academy Preschool.
- ☐ Leman Academy Preschool communicates with parents mainly through our Procure App. Please notify the Director of other communication preferences if needed.
- ☐ Federal Holidays are accounted for in the set weekly tuition, **therefore it is not pro-rated if a Federal Holiday falls on a scheduled school day.**
- ☐ One vacation week per year, **per account**, is allotted and can be used at the family's discretion as a full week with no attendance. This will renew yearly in August and will not roll over to the following year.
- ☐ Leman Academy Preschool may be closed for staff professional development to better enrich our preschool program. Notice will be given a month in advance. Annual professional development dates are on the Preschool calendar.
- ☐ I understand that I must provide a two week written notice of withdrawal from the program. If this notice is not provided, I agree to pay all tuition and fees for two weeks, whether or not my scholar attends.
- ☐ I acknowledge that full potty-training is a prerequisite for my child's enrollment in Leman Academy Preschool. Failure to meet this requirement may necessitate withdrawal from the program due to repeated accidents.
- ☐ I understand it is my responsibility to sign my scholar in and out of preschool each day.
- ☐ A parent or someone over the age of 18 must pick up and sign my child in and out of Leman Academy Preschool. Written permission must be given for anyone other than those listed as emergency contacts to pick up my child. Photo identification will be required at the time of pick-up.
- ☐ **I confirm that I have read and accepted the rules and regulations outlined in the Family Handbook for Leman Academy of Excellence Preschool. The Family Handbook is on our Preschool webpage and a printed copy is available in the Preschool office.**

Parent/Guardian Name (Print)

Parent/Guardian Name (Signature)

Date



ALL ABOUT ME

This confidential questionnaire is to help us support the growth and development of your child while creating a safe, stable, and healthy environment for all children. By provide complete information about your child, you will be assisting us in creating a positive experience for your child while in our care.

Scholar's Name: _____ Date of Birth: _____

Parent/Guardian completing this form: _____ Custody agreement on file: ☐ Yes ☐ No

What is your preferred method of communication? ☐ Email ☐ Phone Call ☐ School use Procure App

Has your scholar previously attended child care? ☐ Yes ☐ No

If yes, what type of setting(s) was your scholar in? (*Childcare Center, in-home daycare, etc.*) _____

Are there any holiday celebrations that you **DO NOT** want your scholar to participate in?

Would you like to volunteer? **YES NO** If yes, which of the following would you be interested in:

TEACH ABOUT MY CULTURE/HERITAGE TEACH ABOUT MY OCCUPATION READ WITH SCHOLARS/HELP IN THE CLASSROOM ANYTHING NEEDED

What is important to you about your scholar's care?

Does your scholar prefer to play alone or with other children? ☐ Alone ☐ Other Children

Does your scholar have a favorite toy of comfort object? ☐ Yes ☐ No

If yes, what? _____

What is your scholar's current sleep schedule?

Does your child fall asleep easily? ☐ Yes ☐ No

What is your scholars mood like upon awakening?

What does your scholar like?

What does your scholar dislike or avoid?

Special things you say or do to comfort your scholar are:

ALL ABOUT ME

How do you know when your scholar is:

Happy: _____
Sad: _____
Mad: _____
Tired: _____
Other: _____

How does your scholar react when:

Something unexpected happens: _____
Something happens they don't like: _____
They are scared: _____
Other: _____

Does your scholar have any health issues? ☐ Yes ☐ No

If yes, please explain: _____

Has anything happened recently in your scholar's life that might affect them? ☐ Yes ☐ No

Events at home often influence a child's behavior, for example, changes in the family, such as new siblings, separations or divorce, or moving to a new home. Knowing about these transitional times will allow us to provide the special attention, understanding, and care your scholar needs.

If yes, please explain: _____

Is there anything else you would like to share about your scholar to help us create a positive environment and relationship with your scholar?

Parent/Guardian Name (Print)

Parent/Guardian Name (signature)

Date

Parent/Guardian Name (Print)

Parent/Guardian Name (signature)

Date

ADMIN USE ONLY:

Photo Consent: All No Restricted

Schedule: _____

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

Child's Name:	Date Enrolled:	Sex: <input type="checkbox"/> male <input type="checkbox"/> female
Home Address:		
Date of Birth:	Date Disenrolled:	Updated:

Parent or Guardian Name:	Home Address:
Phone:	Email Address:

Parent or Guardian Name:	Home Address:
Phone:	Email Address:

**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 and R9-5-716, 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:

Health Care Provider*	Name:	Contact Telephone Number:
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***A Health Care Provider is a physician, physician assistant or registered nurse practitioner.**

I hereby give authority to any hospital or doctor to render immediate aid as might be required at the time for his/her health and safety.

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

Is child allergic to food or other substances? If yes, describe symptoms, name foods or substances to be avoided, and the procedure to follow if reaction occurs:	<input type="checkbox"/> No <input type="checkbox"/> Yes
Is child usually susceptible to infections and if so, what precautions need to be taken? If yes, list precautions:	<input type="checkbox"/> No <input type="checkbox"/> Yes
Is child subject to convulsions and what should be our procedure if one occurs? If yes, specify procedure:	<input type="checkbox"/> No <input type="checkbox"/> Yes
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.)? If yes, list precautions:	<input type="checkbox"/> No <input type="checkbox"/> Yes
Additional comments:	
Other special instructions:	

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:
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CONSENT TO PHOTOGRAPH AND VIDEO RECORD

SCHOLAR PHOTOGRAPHY/ VIDEO/ MEDIA RELEASE FORM

Throughout the year, numerous memorable moments will occur in our Preschool, and we aim to capture these moments through photos and videos. We would appreciate your permission to use any pictures or videos of your child on our Instagram, Private Facebook, and Procure platforms, as we believe in sharing our learning adventures with our educational colleagues and communities. Please indicate your preference below.

Please check **ONE** of the following for photography/video release:

- ☐ I approve of Scholar Information and Photograph/Video/Media Release without reservation, compensation or restrictions.
- ☐ I approve of Scholar Information and Photograph/Video/Media Release for school/class pictures, cubbies, portfolios and Yearbooks. I understand these pictures will only be used for individual pictures, pictures in school used only app, class pictures, cubbies, portfolios and Yearbooks used inside the classroom
- ☐ I DO NOT approve of any Scholar Information or Photograph/Video/Media release for my child. I understand this means my child may not be photographed, videoed or interviewed under any circumstances including outside agencies. (Please Note: This option includes, but is not limited to, school pictures (individual), class pictures and/or yearbook pictures).

*Does not apply to DCS officials

I understand that I may revoke or change these permissions at any time. In order to do so, I will need to complete and resubmit this document to the Preschool Office.

Scholar Name: _____ Date of Birth: _____

Parent Name: _____ Parent Signature: _____

Automated Payment Processing

Safe. Convenient. Easy.



We are excited to offer the safety, convenience and ease of Tuition Express®—a payment processing system that allows secure, on-time tuition and fee payments to be made from either your bank account or credit card.

ELECTRONIC FUNDS TRANSFER AUTHORIZATION FOR BANK ACCOUNT AND CREDIT CARD

I (we) hereby authorize (business name) Leman Academy of Excellence to initiate credit card charges to the below-referenced credit card account (Section A) **OR**, initiate debit entries to my (our) checking or savings account, indicated below (Section B). To properly affect the cancellation of this agreement, I (we) are required to give 10 days written notice. Credit union members: please contact your credit union to verify account and routing numbers for automatic payments. Check with the center for accepted credit card types.

COMPLETE ONE SECTION ONLY

SECTION A (Credit Card)

Scholar Name: _____

Cardholder Name _____ Phone # _____

Cardholder Address _____ City _____ State _____ Zip _____

Card Number (VISA or MASTERCARD ONLY) _____ Expiration Date _____ CVV _____



Cardholder Signature _____ Date _____

SECTION B (Bank Account)

Your Name _____ Phone # _____

Address _____ City _____ State _____ Zip _____

Bank or Credit Union Name _____ Bank or Credit Union Address _____ City _____ State _____ Zip _____

Routing Transit Number (see sample below) _____ Account Number (see sample below) _____ ☐ Checking ☐ Savings

Authorized Signature _____ Date _____

Your Name
Any Street, Anytown
Tel: (001) 555-0000

DATE _____ 0001

PAY TO THE ORDER OF **ATTACH VOIDED CHECK HERE** \$ _____
DEPOSIT SLIPS NOT ACCEPTED

Savings Bank
Any Street, Anytown
Tel: (001) 555-5555

RE _____ MP _____

123456789 **000123456789** **0001**

ROUTING NUMBER ACCOUNT NUMBER CHECK NUMBER

FOR OFFICIAL USE ONLY

Date Received _____

Employee Signature _____

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