# **Pre-Enrollment Application**

245 W Bosanko Suite 1 Coeur d'Alene, ID 83815 (208) 930-4646 admin@northidahoka.com www.northidahokidsacademy.com



#### Date of Application:

Day

Year

#### Office/Admin Use Only

Date Application Received: Received by (staff name):

## IMPORTANT INFORMATION

Month

- Applications must be completed in full
- Children must be at least 18 months old to be placed on the waiting list
- Please review all information including the Fact Sheet prior to submitting the application

## **Parent / Gardian Information**

Parent/Guardian 1	Last Name:			First Name:	
	Home Address:				
	City:			State:	Zip Code:
	Phone Number (1):			Phone Number	· (2):
	Email:				
	Occupation:				
	Employer:				
	Employer Address:				
	City:			State:	Zip Code:
	Work Phone:				
	Preferred Contact Method:	Phone	Email	Text	
	Last Name:			First Name:	
	Last Name: Home Address:			First Name:	
				First Name: State:	Zip Code:
IN 2	Home Address:				•
ardian 2	Home Address: City:			State:	•
'Guardian 2	Home Address: City: Phone Number (1):			State:	•
rent/Guardian 2	Home Address: City: Phone Number (1): Email:			State:	•
Parent/Guardian 2	Home Address: City: Phone Number (1): Email: Occupation:			State:	•
Parent/Guardian 2	Home Address: City: Phone Number (1): Email: Occupation: Employer:			State:	•
Parent/Guardian 2	Home Address: City: Phone Number (1): Email: Occupation: Employer: Employer Address:			State: Phone Number	· (2):

## **Child Information**

	Last Name: First Name:	Preferred Name:					
Child 1	Date of Birth: 0	Gender: Female Male					
	Preferred Start Date:						
	Previously attended NIKA: Yes No						
	Previously attended another preschool? Yes No II	so, where?					
	Is your child currently in a daycare/preschool programs?	Yes No If so, how long?					
	Potty Training*: Diapers Pull Ups Potty Training Pull	Ups Pull Ups Nap Time ONLY Fully Potty Trained					
	Food/Medicine Allergies:						
	Medical conditions:						
	Disability/developmental delay:						
	Child lives with (check all that apply): Both Parents	Mom Dad Grandparents					
	Foster Parents	Other (explain):					
	Are you on ICCP? Yes No						
	ATTENDANCE SCHEDULE						
	Days Monday Tuesday Wednesd	ay Thursday Friday					
	Times						
	Office/Admin	n Use Only					
	Enrollment Review Date:	Staff Initials:					
	Date Parent Contacted:	Approved: Yes No					
	Last Name: First Name:	Preferred Name:					
	Date of Birth:	Gender: Female Male					
	Preferred Start Date:						
	Previously attended NIKA: Yes No						
	Previously attended another preschool? Yes No If	-					
	Is your child currently in a daycare/preschool programs?	Yes No If so, how long?					
	Potty Training*: Diapers Pull Ups Potty Training Pull	Ups Pull Ups Nap Time ONLY Fully Potty Trained					
2	Food/Medicine Allergies:						
Child	Medical conditions:						
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	Disability/developmental delay:						
		Mom Dad Grandparents					
	Disability/developmental delay:	Mom Dad Grandparents Other (explain):					
	Disability/developmental delay: Child lives with (check all that apply): Both Parents	·					
	Disability/developmental delay: Child lives with (check all that apply): Both Parents Foster Parents	·					
	Disability/developmental delay: Child lives with (check all that apply): Both Parents Foster Parents Are you on ICCP? Yes No	Other (explain):					
	Disability/developmental delay: Child lives with (check all that apply): Both Parents Foster Parents Are you on ICCP? Yes No ATTENDANCE SCHEDULE	Other (explain):					
	Disability/developmental delay:   Child lives with (check all that apply): Both Parents   Foster Parents   Are you on ICCP? Yes No   ATTENDANCE SCHEDULE   Days Monday Tuesday Wednesd	Other (explain): ay Thursday Friday					
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# FACT SHEET

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#### **Class Admission and Details**

Ages 18 months - 5 years of age (non-school aged) We offer both part-time and full-time options.

#### **Preschool Days/Hours of Operation**

Monday through Friday, 6:30am-6:00pm

#### **Preschool Holidays**

• North Idaho Kids Academy is closed on major federal holidays, a list will be provided each calendar year

#### Payment

We accept ICCP, checks, or money-orders.

#### **Waiting List**

- When applying for a position at North Idaho Kids Academy your child's name may be placed on a waiting list. If there is no vacancy at the time of your application, we will contact you as soon as a vacancy is in place for your child. We will then setup a time for you to come in and fill out admissions paperwork for your child(ren).
- Positions may be offered at any time throughout the year as they become available. If there is no response to our call/ email/text regarding an open spot within 24 hours, we will move on to the next child on the waiting list and your child will be removed from our list. If you wish to be added back, you may call our office to be considered again.

#### **Enrollment Process**

- 1. We will contact you via preferred method of contact to be offered a position
- 2. If contact is made, we will hold your position for up to 1 business day (24 hours) while you make your decision
- 3. If you don't make your decision within that time, we will move the next child on the wait list
- 4. If you do not accept the position, you may choose to leave your child on the wait list for the next available position
- 5. If you accept the position, we will organize a time for you to pick up the enrollment package or will send one to you.
- 6. We will advise you at this time of the non-refundable registration fee (\$150) required to secure the enrollment. During this time, we will hold the position for 3 business days until the registration fee is paid and enrollment forms are completed and submitted.
- 7. New families will be offered to attend an orientation meeting or open house date (TBD).

#### **Family Responsibilies**

- Fill the Pre-Enrollment Application (waiting list form) in full. Failure to complete the application may forfeit you position on the wait list and will be returned to you for completion.
- If you do not receive confirmation of receipt of your Pre-Enrollment Application with 14 days, please contact us via email for phone immediately.
- · Parents or guardians must keep us updated on any changes of family details including:
  - Change of address
  - Change of phone number(s)
  - Change of workplace (name, address, phone number)
  - Change of medical status and needs for care
- Respond within 24 hours to offer of enrollment
- Notify our office if you would like to rescind your position on our waitlist at any time.

# COMPLETION OF THE PRE-ENROLLMENT APPLICATION DOES NOT CONSTITUTE OR GUARANTEE PLACEMENT IN OUR PROGRAM.

\* Potty Training does not affect enrollment, but rather helps us with placement best suited for your child's needs.

# PRICE SHEET

245 W Bosanko Suite 1 Coeur d'Alene, ID 83815 (208) 930-4646 admin@northidahoka.com www.northidahokidsacademy.com



## 18 - 24 Months Old

2 days per week	\$560/month
3 days per week	\$680/month
4-5 days per week	\$820/month

#### 25 - 36 Months Old

2 days per week	\$520/month
3 days per week	\$600/month
4-5 days per week	

#### 36 Months & UP

2 days per week	\$480/month
3 days per week	\$540/month
4-5 days per week	