



## Child Information

Child 1

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 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 Wednesday Thursday Friday  
Times \_\_\_\_\_

### Office/Admin Use Only

Enrollment Review Date: \_\_\_\_\_ Staff Initials: \_\_\_\_\_  
Date Parent Contacted: \_\_\_\_\_ Approved: Yes No

Child 2

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 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 Wednesday Thursday Friday  
Times \_\_\_\_\_

### Office/Admin Use Only

Enrollment Review Date: \_\_\_\_\_ Staff Initials: \_\_\_\_\_  
Date Parent Contacted: \_\_\_\_\_ Approved: Yes No

# **FACT SHEET**

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



## **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 Responsibilities**

- 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

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## **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 .....\$800/month

## **36 Months & UP**

2 days per week .....\$480/month  
3 days per week .....\$540/month  
4-5 days per week .....\$750/month