

Victory Life Development Academy Program Registration Form

Child Information

Child Full Name: _____

Date of Birth: _____

Gender: _____

Home Address: _____

Who does child reside with? _____

Parent/Guardian Information

Parent/Guardian Name: _____

Relationship to Child: _____

Phone Number: _____

Email Address: _____

Parent/Guardian Name: _____

Relationship to Child: _____

Phone Number: _____

Email Address: _____

Authorized Emergency Pick-Up:

Name: _____

Relationship to Child: _____

Phone Number: _____

Email Address: _____

Name: _____

Relationship to Child: _____

Phone Number: _____

Email Address: _____

Name: _____

Relationship to Child: _____

Phone Number: _____

Email Address: _____

Medical Information

Allergies: _____

Medical Conditions: _____

Medications: _____

Enrollment Details

Preferred Start Date: _____

Program Type (Full-time): _____

Days Attending: _____

Authorization

Parent/Guardian Signature: _____

Parent/Guardian Signature: _____

Date: _____

Program Policies

____ Tuition & Enrollment Agreement

Tuition is due each Monday to ensure your child's continued participation in the program. For your convenience, families may also elect to remit tuition on a monthly basis or in full in advance.

Please note that **field trip fees are separate from standard tuition** and will be assessed independently as applicable.

Enrollment is reserved on a continuous basis; therefore, weekly tuition remains due regardless of absences, including vacations, to maintain your child's placement in the program.

Requests for special consideration must be submitted in advance and are subject to approval at the sole discretion of the Program Director.

We are committed to providing a consistent, high-quality learning environment, and appreciate your partnership in upholding these policies.

____ Late Pick-Up Policy

To ensure the safety and well-being of all children and to respect staff schedules, prompt pick-up is required. Children must be picked up no later than **5:30 PM** each day.

A late fee of **\$15 will be assessed for every 15-minute interval** (or portion thereof) beginning immediately after 5:30 PM.

All late fees are due **at the time of pick-up** or no later than **the following morning at drop-off**. Please note that children **will not be permitted to attend the program** until any outstanding late fees have been paid in full.

We appreciate your cooperation in adhering to scheduled pick-up times and helping us maintain a structured and respectful environment for all families and staff.

Behavioral Expectations & Conduct Policy

At LDA, we are committed to fostering a respectful, safe, and nurturing environment for all students and staff. Accordingly, behavior that is considered **obscene, disruptive, or blatantly defiant** will not be tolerated.

In the event of inappropriate behavior, families will be notified and appropriate steps will be taken to address the concern. Continued or repeated incidents of serious misconduct may result in parents or guardians being required to **promptly pick up their child from the program**.

If such behaviors persist despite intervention efforts, LDA reserves the right to **disenroll the student from the program** in order to maintain the integrity and safety of the learning environment.

We value strong partnerships with families and appreciate your support in reinforcing positive behavior expectations.

Emergency Communication & Pick-Up Authorization

In the event of an emergency, parents or guardians will be contacted promptly and provided with detailed information regarding their child's health, safety, and any actions taken by the program.

To ensure the safety and proper release of each child, families are required to maintain an up-to-date list of **authorized individuals permitted to pick up their student**. Identification may be requested at the time of pick-up.

For the protection of all children in our care, students will only be released to individuals listed on the authorized pick-up form unless prior written consent has been provided by the parent or guardian.

We appreciate your cooperation in helping us maintain a secure and responsive environment.