



## GLENCOE JUNIOR KINDERGARTEN AND NURSERY SCHOOL

**2024-25 Application & Contract for GJK Preschool**

**PLEASE USE A SEPARATE REGISTRATION FORM FOR EACH CHILD**

Glencoe Junior Kindergarten and Nursery School ("GJK") is a non-sectarian, not-for-profit nursery school. GJK admits students of any race, color, and national ethnic origin. A parent or guardian wishing to enroll their child for the 2024-25 school year hereby and agrees to the following contract terms and requirements.

This application is valid only if signed by a parent or guardian of the child. By executing this contract, you hereby acknowledge and agree that no representations have been made to you or relied upon by you with respect to classroom composition or school staff. GJK reserves the right to cancel this contract upon thirty (30) days notice should there be an occurrence beyond GJK's reasonable control that impairs GJK's ability to carry on the program, including, but not limited to the right to occupy its current or comparable physical space. Furthermore, you acknowledge that GJK does not accept friendship or teacher requests.  Signature \_\_\_\_\_

Last Name:	First Name:	Birthday:
Address:		City/State/Zip:
Email (Required):		Phone (Required):
Emergency Contact:		Emergency #:
Do you need special accommodations for any medical conditions and/or allergies identified by a doctor? <input type="checkbox"/> YES		

GJK Program name	Activity #	Participant's Name	Birthday	Registration Fee
(1 <sup>st</sup> choice)				\$250
(2 <sup>nd</sup> choice)				
<b>TOTAL FEE:</b>				

### Tuition & Fees

Acceptance in the program is based on availability in the following order of priority. Please check each letter that is applicable. (If there are more applications received within a particular priority group than spaces available, students will be accepted through the GJK lottery process.)

1. This child is currently attending GJK.
  2. This child or this child's sibling has, at any time, attended GJK.
  3. This child currently resides in Glencoe (i.e., family owns, rents or has a contract to purchase a home).
  4. This child currently resides outside of Glencoe.

Sign here \_\_\_\_\_ **Withdrawal and Refund Policy: ALL REGISTRATION, TUITION, AND LUNCH FEES ARE NON-REFUNDABLE AND NON-TRANSFERABLE.**

This Agreement constitutes the entire understanding and agreement between the parties and supersedes all other prior agreements and understandings between the parties, whether written or oral.

**Tuition Payments:** (Please initial here) \_\_\_\_\_: if your child is accepted and enrolled in the preschool program, tuition is due in four equal installments due on March 1, April 1, May 1, and June 1. Failure to make tuition payments pursuant to the above schedule may result in forfeiture of your child's place in the program.

YES, I would like to use my credit card or bank account (ACH) for monthly automatic payments: (Please check box for auto-charge authorization.)

**Monthly Auto-Charge Authorization:** I understand that my signature below authorizes the Glencoe Park District to either charge my credit card or pull from my bank account via ACH as noted on this form, the monthly tuition fee, starting September 1st. This monthly fee will be posted to my billing account on the first business day of each month. Should my child need to transfer or drop from this program, I will notify the Registration Office at (847) 835-3030. The Park District will then adjust or cease billing, as needed. Cancellation of an automatic charge card posting is accepted by written authorization only and must be received before the 1<sup>st</sup> of the month. I realize that it is my responsibility to notify the Park District office of changes to my credit card information on file. I further understand, should my charge card or ACH be declined for any reason, I will be issued a bill for the amount due and a \$10 fee will be added for the decline credit card/ACH. Although payment is required by the 15<sup>th</sup> of each month, a \$25 late fee will automatically be posted to my account if payment is not received by the last day of the month. For accounts more than 60 days past due, participation in the program may be suspended until full payment is received.

### Credit Card Payment Information – Required for registration fees

(Visa, Mastercard, Discover, Amex, Check – make checks payable to Glencoe Park District)

Cardholder Name:	Card/Check Number:
Expiration:	3 Digit Code:
Billing Zip:	
Use this card for automatic payments (3% fee for monthly bills): YES or NO (circle one   ACH available below)	
Signature:	Total:

### ACH Payment Information for Automatic Payments - Billing Only

Account Holder Name:	Routing Number:
Account Type (circle one): Checking / Savings	Account Number:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

#### WAIVER AND RELEASE OF ALL CLAIMS AND ASSUMPTION OF RISK:

Please read this form carefully and be aware that in signing up and participating in programs/activities, you will be expressly assuming the risk and legal liability and waiving and releasing all claims for injuries, damages or loss which you or your minor child/ward might sustain as a result of participating in any and all activities connected with and associated with said programs/activities (including transportation services and vehicle operations, when provided). I recognize and acknowledge that there are certain risks of physical injury to participants in these programs/activities, and I voluntarily agree to assume the full risk of any and all injuries, damages or loss, regardless of severity, that my minor child/ward or I may sustain as a result of said participation. I further agree to waive and relinquish all claims against the Glencoe Park District and School District 35, including their officials, agents, volunteers and employees (hereinafter collectively referred to as "Park/School District"), which I or my minor child/ward may have (or accrue to me or my child/ward) as a result of participating in these programs/activities. I do hereby fully release and forever discharge the Park/School District from any and all claims for injuries, damages, or loss that I may have or which may accrue to me arising out of, connected with, or in any way associated with these programs/activities.

#### WARNING OF RISK:

Recreational activities are intended to challenge and engage the physical, emotional and/or mental resources of each participant. Despite careful and proper preparation, instruction, medical advice, conditioning and equipment, there is still a risk of serious injury when participating in any recreational activity. All hazards and dangers cannot be foreseen. Depending on the particular activity, certain risks, dangers and injuries may exist due to inclement weather, slips and falls, poor skill level or conditioning, carelessness, horseplay, unsportsmanlike conduct, premises defects, inadequate or defective equipment, inadequate supervision, instruction or officiating, and other risks inherent to the particular activity. In this regard, it is impossible for the Park District to guarantee absolute safety.

#### CONDUCT POLICY:

The Glencoe Park District reserves the right to expel or deny participation to any person in any program, event or facility whose behavior interferes or disrupts the quality of those offerings or the staff or other participants engaging in them. Children's parents or guardians shall be notified of the first incident; the second incident shall require the presence of a parent or guardian at a meeting with the instructor and a Park District Administrator/Program Manager; a third incident may result in an expulsion of the child from the program, event or facility. Immediate expulsion may occur in the event of severe discipline/ issues.

#### PARTICIPANT WITH ALLERGIES:

Participants with allergies, such as to bee stings, peanut products, dairy, etc., may be at risk of a serious allergic reaction while participating in a Park District program due to contact with or ingestion of the allergen. The Glencoe Park District cannot guarantee an allergen free environment, but with your cooperation we can create safer surroundings and be better prepared to handle emergencies. The Park District will make reasonable, feasible, and practical accommodations to allow participants with life-threatening allergies to participate in our programs. Glencoe Park District requests participants, parent(s) and/or guardian(s) complete and submit a Food Allergy Action Plan and other required forms a minimum of seven (7) days prior to the participant's first day of attendance to allow time for accommodations and to train appropriate staff

#### PHOTO AND VIDEO POLICY:

Photos and video footage may be taken of participants in a class, during a special event or at the District's park and facilities. These photographs are for Park District publications, fliers, brochures, posters, or online use. All photos and videos taken on Park District property are for Park District use and become its sole property. If you do not wish to be part of photos or videos, please notify Park District staff at that time. For further information, please call the Park District's Marketing and Communications Manager at (847) 835-3030.

#### PARTICIPATION WILL BE DENIED:

Participation will be denied if the signature of the adult participant or parent/guardian and date are not on the reverse side of this waiver. A signature is required for each participant 18 years old or older and one signature for all minor children/dependents.

#### RELEASE TO DROP-OFF AND PICK-UP:

If you have enrolled your child in park district enrichment classes (e.g., Pee Wee Sportsters, Intro to the Arts, etc.) starting this season, you will need to notify Children's Circle staff in advance so that we can facilitate teacher drop-off and pick-up. Please know that DCFS licensing regulations prohibit our teachers from leaving the group to walk children to other programs, but if we know in advance, we will be able to notify enrichment teachers to pick-up your child from Children's Circle and return your child to our program after the special classes are completed. Although it is the responsibility of the enrichment teachers to be sure that your child is "collected" for supplemental classes, if we do not receive information from you about your child's additional programs, we will be unable to release your child to park district enrichment teachers.