

Child Developmental Record

(To be completed by parent and will be reviewed by
Chesterfield Academy teachers and managers)

Personal History

Child's Nickname:

Previous Child Care Arrangements:

Siblings:

Please feel free to add any additional personal information regarding your child that may need to be address in order to provide the most appropriate care.

Nutritional Needs

Food Allergies

Any foods that you child will refuse?

Any concerns at home with meal times?

Toiletry Needs

Is your child in diapers or progress of toiletry needs?

Does your child have accidents?

Language Associated with bathroom:

Does your child use a potty chair or toilet at home?

Medical Needs

Is your child on daily medications?

Any known allergies associated with the environment?

Sleeping Arrangements and Needs

Does your child nap at home?

What time does your child go to bed at night?

Do you have a special way to waken your sleeping child?

Does your child have a special toy / security item needed for nap time?

Social Relationships and Needs

Has your children been around other children in a playful environment?

How does your child play or interact with other children?

Is your child frightened by anything? Animals, weather or loud noises etc.

Has your child had experience with art activities?

Has your child had experience playing outside?

Chesterfield Academy

Fee Policy and Financial Agreement

Child's Name _____

Street Address _____

City _____ State _____ Zip _____

Father's Signature _____ Date _____

Mother's Signature _____ Date _____

I have read, understood and signed the fee policies and financial agreements.

Fee Policies

Tuition must be paid by check, money order or a cashier's check. No credit card or cash payments will be accepted at this time.

Chesterfield Academy is closed on major holidays as stated in the Parent Handbook. Parents are responsible for tuition when their child is sick or on vacation.

Tuition is based on a yearly average therefore there is no deduction for tuition when the school is closed for holidays or inclement weather.

Additional fees are charged for school age children for early dismissal or full day care.

All schedule and or tuition changes require at least a two week written notice along with payment.

Tuition is due on Monday.

Chesterfield Academy will charge a \$15.00 late fee for each week that an account is not paid in full by Wednesday. Any tuition that is two weeks past due will result in immediate termination of enrollment until the account is paid in full.

There will be an additional charge for any account sent to collections – this may include attorney fees, collection fees and professional fee associated with the collection.

Registration Policy

Registration fees are annual. Registration for a child is \$75.00. Registration for a family is \$100.00. This is non-refundable. The registration should be paid to ensure placement for your child at Chesterfield Academy.

Tuition Increase Policy

An increase is made annual to support raises for teachers and staff member. The tuition increase is between 3-5%. You will be given written notice prior to the increase.

Vacation Policy

A two week vacation credit will be applied to accounts after the completion and payment of twelve consecutive months of service. At this time your child will be applicable for re enrollment and the annual registration fee will be applied. Your Paperwork will all be updated at this time.

Return Check Policy

Chesterfield Academy will only process a check one through our bank account and then it will be return to the sender if payment is not made. Another form of payment will need to be made for tuition and fees. There is a \$30.00 fee for a returned check.

Late Pick up Fees and Policy

Chesterfield Academy closes at 6:30 pm. Your account will be charged a dollar (\$1.00) per minute if a parent or authorized individual is late picking up their child. Fees must be paid before a child is accepted back into care.

Insurance Policy

Children enrolled in Chesterfield Academy must have their child insured.

Family Discounts

Chesterfield Academy Families will receive a 10% family discount for the enrollment of more than one child.

Vacation Discounts

Chesterfield Academy Families will receive a two week vacation credit applied to their tuition account after twelve consecutive months of care and tuition collection. This is based the amount paid to Chesterfield Academy less other discounts.