

Enrollment Documents

To enroll your child in a licensed childcare facility in Georgia, **the following state-mandated documents are required.**

The DECAL registration and parental agreement links host the universal, standard templates used for all age groups from infants through Pre-K.

Required BEFORE Day One of Attendance

- **Bright from the Start Child Registration Form:** [Download Form](#). Required before drop-off for emergency contacts and allergy alerts. **Note:** This is a universal, standard template used for all age groups from infants through Pre-K, not for Pre-K only.
- **Bright from the Start Parental Agreement Form:** Download Form. Required before drop-off to establish formal operational agreements and policies.
- **Affidavit of Religious Objection to Immunization (Form 2208):** [Download Form](#). Required on day one **only if** you are bypassing state vaccinations. Must be notarized.
- **Proof of Child's Age:** Certified birth certificate or passport. Required on day one to verify legal age and classroom enrollment ratios.
- **Parent/Guardian Identification:** Government photo ID. Required on day one for security and pickup authorizations.
- **Proof of Georgia Residency:** Utility bill, lease, or mortgage statement. Required on day one (mandatory for state-funded Pre-K).

Allowed LATER (State Grace Periods)

Important Notice: We strongly prefer to receive these forms as soon as possible rather than waiting. **Submitting them early ensures continuous attendance and avoids sudden compliance issues or enrollment suspension due to missed regulatory deadlines.**

- **Georgia Certificate of Immunization (Form 3231):** **30-day state grace period** allowed from entry. Must be generated/printed by a doctor or local clinic via the GRITS database (blank copies not available to parents).
- For out-of-state record transfers or printing, call the [GNR Public Health District Office](#) at **+1 770-339-4260**. *(Note: Private centers may legally enforce stricter rules requiring this on day one).*
- **Certificate of Vision, Hearing, Dental, and Nutrition Screening (Form 3300):** [Download Form](#). **90-day state grace period** allowed from entry. Mandatory for Georgia Pre-K (4-year-olds); not strictly mandated by state law for infants/toddlers.



KidzWise Academy - [KidzWise.com](https://www.kidzwise.com)

Program and Tuition Information Ver.06.16.2026 - Rev0.0

Welcome♥♥♥ We are delighted that you are interested in our facility. Below, you will find tuition rates for various age groups, along with other important information about our programs and services.

KidzWise Academy — Care & Support Options

Children 13 months and older (Toddler 1, Toddler 2, Preschool—Private Pre-K, School Age)

- **Full-time standard rate: \$428/week (Level 3 — Specialized Care)**
- For this age group, we also offer **Inclusive Level 1-4 Support Options**, flexibly tailored to support each child's growth and success.
- Our support levels are **planned in partnership with families** and adjusted as needs change.
- While all levels are available, we place **extra emphasis on Levels 2-4** to deliver focused support that helps children make steady progress and build strong foundations for lifelong success.

Financial Support

As necessary, we may assist families who need financial support by helping identify available resources—including public/private funding, grants, donations, **CAPS**, and other local programs—and by helping with applications and required documentation as needed.

Support Levels for Toddler 1 (13 months-2 years) and Older

Level 1 (L1) — Regular Care — L1 weekly rates vary by age. See the rate chart below for details.

Standard classroom routines, group learning, supervised play, and structured support in a nurturing, socially engaging environment. Children who thrive with organized learning and group activities in a larger-class setting will find **Level 1** well suited to their needs.

Level 2 (L2) — Enhanced Care — See the rate chart below for pricing details.

This level is for children who would benefit from additional Enhanced Care, with or without a special-needs. Supports are designed so the child continues to participate in the regular classroom—joining group activities and structured learning with peers—while receiving targeted support to help achieve specific learning, social, or motor goals.

Children whose needs regularly affect classroom routines or other children's learning will typically be considered for **Level 3 (Specialized Care)**.

Level 2 Enhanced Care — Examples:

- **On-site** therapy support in partnership with clinics or specialists as needed (e.g., on-site ABA speech OT therapy)
 - We welcome collaboration with family-selected specialists and can arrange **on-site** visits or coordinated services with therapists or clinic staff when appropriate.
 - Families with special-needs children applying for **CAPS** are strongly encouraged to provide a doctor's diagnosis of the child's special needs. This documentation helps parents qualify for the **Special Needs CAPS** program at a higher reimbursement rate.



KidzWise Academy - [KidzWise.com](https://www.kidzwise.com)

- If adjustments to CAPS rates are requested after enrollment at regular rates, the review process can take more than 30 days and in some cases several months. To avoid delays, it's best to apply for special-needs rates at the start or as early as possible.

Level 3 (L3) — Specialized Care — See the rate chart below for pricing details.

For children who will receive substantially more personalized support while joining small- or larger-group learning when appropriate. Children who require advanced or ongoing specialized supports—whether or not they have a formal diagnosis—will often benefit from Level 3.

Level 4 (L4) — Individualized Care — min. \$20 - \$30+ hourly, for focused small group (\$20+) or 1:1 care (\$30+)

Tailored focused small-group or 1:1 support for children who benefit from intensive, highly personalized care. Because this level requires concentrated staff attention, it is billed hourly and is typically scheduled in partial-day blocks or limited weekly hours to maintain high quality and the well-being of both students and staff.

Legal Compliance & Billing Principles

Fees reflect services provided, not a child's diagnosis. Rates and service descriptions are shared openly at enrollment; any fee changes will be communicated in advance.

Care plans, schedules, and levels are discussed and agreed upon collaboratively with families and staff, and may be adjusted as a child's needs change.

Supporting Your Child

We strive to help every child thrive through open communication and tailored support. Contact our office with any questions concerning rates, programs, or care options.



KidzWise Academy - KidzWise.com

Rate Chart for Childcare Services - Rates are subject to periodic review and adjustment

REG FEE \$75 or \$100 per family	Specialized Care TODDLER 1 (1-2) Wkly Rate	Specialized Care TODDLER 2 (2-3) Wkly Rate	Specialized Care PRE-SCHOOL (3-5) Wkly Rate	Enhanced Care AFTER SCHOOL Weekly	Specialized Care SCHOOL AGE Full Time Weekly	Daily Rate
Standard Rates:	\$428	\$428	\$428	\$216	\$428	\$146
Levels:	L1 \$250 L2 \$345 L3 \$428 L4 \$20-\$30+/hour	L1 \$250 L2 \$345 L3 \$428 L4 \$20-\$30+/hour	L1 \$240 L2 \$345 L3 \$428 L4 \$20-\$30+/hour	L1 \$120 L2 \$172 L3 \$216 L4 \$20-\$30+/hour	L1 \$220 L2 \$345 L3 \$428 L4 \$20-\$30+/hour	L1 \$86 L2 \$116 L3 \$146 L4 \$20-\$30+/hour

Late Pick Up Fees: A late pick-up fee of \$5.00 for the first 10 minutes, then \$1 for each additional minute for pickups after 6:30 pm. LATE PICK-UP fees will be billed as part of your tuition cost.

Annual Registration Fee: A non-refundable \$75 per student/ \$100 per family. Registration fee will be paid by all parents at the time of enrollment, and annually, in August, thereafter.

Absences/Vacation: Families who take a week-long vacation or have extended absences will be charged a **holding fee** equivalent to half of the regular weekly tuition.

Payment Terms and Conditions: Weekly tuition payments are due on 4pm on Fridays. A \$30 late fee will be assessed after 4:00 pm on Fridays if payment has not been received. Tuition may be paid weekly, bi-weekly, or monthly. Monthly payments are due the 1st day of the month. Payment received after the 1st will be charge a 3% late fee.

CAPS is accepted (CAPS Provider Id #171331). Other Accepted 0-fee payment methods: Zelle, Bank Bill Pay (auto-pay), ACH (auto-pay), cashier's check, or money order. For payments via Cash App, debit/credit card, or PayPal, please include a 3% fee. NO CASH PAYMENTS ACCEPTED. Please make your check payable to: KidzWise Academy. **Return Check Fee:** All return checks will be subject to a \$40.00 return check fee. After one (1) returned check, only certified funds will be accepted.

Center Holiday Closing: New Year's Day (Early closure on New Year's Eve), MLK Jr. Birthday Observance, Presidents' Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day (Thurs. & Fri.), Christmas Day (Early closure on Christmas Eve). Additionally, we will observe any unscheduled closing observed by the Public-School system due to inclement weather conditions.

Withdrawal/Termination of Enrollment: KidzWise Academy requires two (2) weeks written notice prior to withdrawal/termination of enrollment. Failure to do so will result in parent's account being billed the full two week's tuition, for which, you will be responsible to pay. **NO REFUND** will be issued as a result of early termination.

Live Surveillance Security Monitoring: This facility has "Video Surveillance". All interior classrooms, hallways, exterior exits and playground of the facility, are monitored via a live surveillance security system.



KidzWise Academy - [KidzWise.com](https://www.kidzwise.com)

Acknowledgment of Program & Tuition Information:

I have read the program and tuition information and agree to abide by the policies and procedures outlined in this document and other relevant documents, including but not limited to the Parent Handbook, set forth by the facility. I understand that failure to comply may result in the suspension of service or termination of enrollment.

Ages 1-5 & School Age — Students & Care Option Selection

Student 1: Name _____ DOB _____

☐ Toddler 1 ☐ Toddler 2 ☐ Preschool (3-5 yo) ☐ School Age ☐ After School ☐ Daily ☐ L4 Hourly ☐ Other

Level: ☐ L1 ☐ L2 ☐ L3 ☐ L4

Start Date _____

Student 2: Name _____ DOB _____

☐ Toddler 1 ☐ Toddler 2 ☐ Preschool (3-5 yo) ☐ School Age ☐ After School ☐ Daily ☐ L4 Hourly ☐ Other

Level: ☐ L1 ☐ L2 ☐ L3 ☐ L4

Start Date _____

Student 3: Name _____ DOB _____

☐ Toddler 1 ☐ Toddler 2 ☐ Preschool (3-5 yo) ☐ School Age ☐ After School ☐ Daily ☐ L4 Hourly ☐ Other

Level: ☐ L1 ☐ L2 ☐ L3 ☐ L4

Start Date _____

Ages 1-5 & School Age — Care Options Acknowledgment (applies to all children listed above):

I/We understand the selected Care Level(s), associated tuition, and that services are delivered in partnership with families. Care Levels may be adjusted if needs change.

Parent/Guardian Signature: _____ Date: _____

Printed Name: _____

Phone/Email: _____



KidzWise Academy - [KidzWise.com](https://www.kidzwise.com)

Liability Waiver

By signing below, I confirm that I have read, understand, and agree to the following terms.

Acknowledgment of Risk

By signing below, I acknowledge and understand that my child's participation at KidzWiseAcademy is voluntary and involves inherent risks (including injury, illness, accidents, and actions of other children). I understand that licensed daycares are required to accept children with disabilities and to provide reasonable accommodations within their capabilities and program limitations, and that inclusive classrooms may include children with diverse abilities and needs, which can bring both benefits and complexity. I accept and assume all such risks on behalf of my child, as I would at any licensed daycare center.

Assumption of Risk and Release of Liability

I hereby assume full responsibility for any risk of injury, illness, damage, or loss that may occur while my child is enrolled at KidzWise Academy. I acknowledge that KidzWise Academy, its affiliated entities, parent or subsidiary companies, directors, officers, employees, agents, volunteers, or any affiliated individuals or companies, will take reasonable precautions to ensure my child's safety but cannot guarantee the elimination of all risks. I voluntarily release, discharge, and hold harmless KidzWise Academy, its affiliated entities, parent or subsidiary companies, directors, officers, employees, agents, volunteers, or any affiliated individuals or companies from any and all claims, causes of action, or liabilities arising from my child's participation, except in cases of gross negligence or intentional misconduct.

Covenant Not to Sue

I agree that I will not institute any lawsuit or other legal action against KidzWise Academy, its affiliated entities, parent or subsidiary companies, directors, officers, employees, agents, volunteers, or any affiliated individuals or companies for any injury, illness, damage, or loss resulting from my child's participation in **KidzWise Academy's** programs and activities, unless it is directly caused by gross negligence or intentional misconduct.

Indemnification

I agree to indemnify, defend, and hold harmless KidzWise Academy, its affiliated entities, parent or subsidiary companies (including but not limited to KidzWise Academy LLC, KoolKids HQ Academy LLC, Sunshine Childcare Learning Center LLC) and all affiliated directors, officers, employees, agents, volunteers, or any other associated individuals or entities from any and all claims, damages, liabilities, costs, and expenses, including reasonable attorneys' fees, arising from any injury, illness, damage, or loss resulting from my child's participation. This indemnification shall not apply to incidents caused by the gross negligence or intentional misconduct of KidzWise Academy or its affiliates.

Confirmation of Understanding and Agreement

By signing this waiver, I confirm that I have carefully read and fully understand the terms of this Liability Waiver. I voluntarily agree to the terms herein and acknowledge that I am giving up certain legal rights. I further certify that the information provided about my child's condition is accurate and complete and that I will promptly inform KidzWise Academy of any changes to my child's health or special needs. This waiver is intended to be as broad and inclusive as permitted by the laws of the state in which KidzWise Academy operates. If any portion of this waiver is found to be invalid, the remaining provisions shall continue to be in full force and effect.

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Printed Name: _____

Student Name(s): _____



Georgia Department of Early Care and Learning
Childcare and Parent Services (CAPS)
Provider Published Rate Form



The Childcare and Parent Services (CAPS) program is designed to help low-income families afford safe quality childcare. Choosing child care is one of the most important decisions a parent can make. If you need assistance in finding quality child care, please visit All Georgia Kids (1-877-ALL-GA-KIDS). All Georgia Kids is an independent agency who assists with finding child care providers based on your criteria. Please have your provider of choice complete this form in its entirety.

NOTE: The client is responsible for any charges that are more than the amount CAPS will pay. CAPS does not pay for transportation fees, book fees or extracurricular fees such as field trips that may be charged over the provider's rates.

CHILDCARE PROVIDER - KidzWise Academy

PARENT'S NAME: _____ COUNTY OF RESIDENCE: **Gwinnett**

RATES: Please enter rates for the children listed below

Rates are subject to periodic review and adjustment.

STUDENT NAME	AGE	DATE OF BIRTH	GA LOTTERY PRE-K (Y/N)	REG FEE (\$100 per family)		Specialized Care TODDLER (1-2) Wkly Rate	Specialized Care TODDLER (2-3) Wkly Rate	Specialized Care PRE-SCHOOL (3-5)	AFTER SCHOOL Weekly	Specialized Care SCHOOL AGE Full Time	B/A FOR GA PREK	Daily Rate
				\$75	Standard Rates:	\$428	\$428	\$428	\$216	\$428	\$80	\$146
				\$75	Standard Rates:	\$428	\$428	\$428	\$216	\$428	\$80	\$146
				\$75	Standard Rates:	\$428	\$428	\$428	\$216	\$428	\$80	\$146
					Support Levels & Options	L1 \$250 L2 \$345 L3 \$428 L4 \$20- \$30+/hour	L1 \$250 L2 \$345 L3 \$428 L4 \$20- \$30+/hour	L1 \$240 L2 \$345 L3 \$428 L4 \$20- \$30+/hour	L1 \$120 L2 \$172 L3 \$216 L4 \$20- \$30+/hour	L1 \$220 L2 \$345 L3 \$428 L4 \$20- \$30+/hour		L1 \$86 L2 \$116 L3 \$146 L4 \$20- \$30+/hour

The Provider shall charge the same rates to families subsidized by CAPS as it charges other consumers and shall provide documentation, upon request, to demonstrate compliance with this requirement. Furthermore, the provider shall not bill, and CAPS will not pay for child care during any period of time when another federal or state program, including but not limited to, Head Start or Georgia's Pre-K, has paid for the child's care. **CAPS rate changes may not coincide with your rate changes. Please adjust accordingly.**

Provider's Official Name(Required) **KidzWise Academy**

Provider ID# **171331**

Complete Address(Required) **3260 Stone Mountain Hwy, Snellville, GA 30078**

Phone number **(678) 800-1717**

Provider's Email Address **KidzWise.com@gmail.com**

Fax number: _____

Person completing this form _____

Date _____



Enrollment Application v3.0

Please complete this application in its entirety, providing complete addresses and phone numbers for all parents, guardians, emergency contacts and authorized relatives.

Entrance Date:		Door Code#		Withdrawal Date:	
Child's Name:			Sex:	Age:	DOB:
Home Address/City/State/Zip Code					
Mothers Name/Home Address (If different from child's)				Telephone #	
Place of Employment & Address of Employment				Work Phone #	
Fathers Name/Home Address (If different from child's)				Telephone #	
Place of Employment & Address of Employment				Work Phone #	
Alternate Phone #s:		Email Address Mom (Required):		Email Address Dad (Required):	
Child's Living Arrangements:	Both Parents []	Mother []	Father []	Other []	
Child's Legal Guardian(s):	Both Parents []	Mother []	Father []	Other []	
The child may be released to the person(s) signing this agreement or to the following:					
Name:		Relationship:		Phone#:	
Address (City/State/Zip):					
Name:		Relationship:		Phone#:	
Address (City/State/Zip):					
Please provide at least two persons to contact in the case of an emergency when parents cannot be reached:					
Name:		Relationship:		Phone#:	
Address (City/State/Zip):					
Name:		Relationship:		Phone#:	
Address (City/State/Zip):					
Name:		Relationship:		Phone#:	



Address (City/State/Zip):

Name of Public or Private school child's attends, if any:

Child's Physician or Clinics Name (Child's Primary Health Source):

Office Phone#:

Questions:

Physical Health Information:

1. Does your child have any known physical problems that may limit participation in the center's programs and activities?

- Yes
- No
- If yes, please describe:

Mental Health Information:

2. Does your child have any mental health disorders that may limit participation in the center's programs and activities?

- Yes
- No
- If yes, please describe:

Developmental Disabilities Information:

3. Does your child have any developmental disabilities that may limit participation in the center's programs and activities?

- Yes
- No
- If yes, please describe:

Health and Medical Information:

4. Does your child have any allergies?

- Yes
- No
- If yes, please list them and describe any reactions:

5. Is your child currently taking any medications?

- Yes
- No
- If yes, please list the medications and provide instructions:

6. Does your child have any medical conditions we should be aware of?

- Yes
- No
- If yes, please describe the condition and any necessary care or precautions:

7. Does your child have any dietary restrictions or special dietary needs?

- Yes
- No



- If yes, please describe:

Behavioral Information:

8. Are there any behavioral concerns or conditions we should be aware of to better support your child?

- ☐ Yes - ☐ No - If yes, please describe them and any effective strategies used:

Additional Information:

9. Is there any other information you feel we should know to provide the best care for your child?

Parental Agreement:

10. I acknowledge that it is my responsibility to provide accurate and up-to-date information regarding my child's health conditions, including any physical problems, mental health disorders, or developmental disabilities that may limit their participation in the center's programs and activities.

The following special accommodation(s) may be required to most effectively meet my child's needs while at the center:

11. My child is currently on medication(s) prescribed for long-term continuous use, and/or has the following pre-existing illnesses, allergies, health concerns, or special needs:

Consent and Agreements

Do you consent to the staff administering first aid and/or seeking emergency medical treatment for your child if necessary?

- Yes
- No

Do you agree to inform the center of any changes to the information provided above?

- Yes
- No

Declaration

I confirm that the information provided is accurate and complete to the best of my knowledge.

Signed:
Parent(s)/Guardian

Date:



PARENTAL AGREEMENT

1. **KoolKids Academy** agrees to provide care for

_____ on _____ from
Name of Child days of week

_____ a.m./p.m. until _____ a.m./p.m., from January to December
month month

My child will participate in the following meal plan (circle applicable meals and snacks)

Breakfast Lunch Afternoon Snack

2. Before any medication is dispensed to my child, I will provide a written authorization, which includes: date, name of child, name of medication, prescription number, if any; dosage; date and time of day medication is to be given. Medicine will be in the original container with my child's name marked on it.

3. My child will not be allowed to enter or leave the facility without being escorted by the parent(s), person authorized by parent(s), or facility personnel.

4. I acknowledge it is my responsibility to keep my child's records current to reflect any significant changes as they occur, e.g. **telephone numbers, work location, emergency contacts, child's physician, child's health status, infant feeding plans and immunization records, etc.**

5. The facility agrees to keep me informed of any incidents, including illnesses, injuries, adverse reactions to medication, exposure to communicable diseases, which include my child. **Children with contagious illnesses are not allowed to attend the center. Should my child become ill during operating hours, has a temperature of 99 degrees or higher, is vomiting or has a loose stool, I will be contacted to pick my child up. I further understand that my child will not be allowed to return until he/she is symptom free for 24 hours or has a physicians' notice to return to day care.**

6. The facility agrees to obtain written authorization from me before my child participates in field trips, special activities away from the facility, and water-related activities occurring in water that is more than (2) feet deep.

7. I have received a copy and agree to abide by the policies and procedures for **KidzWise Academy**. I understand that failure to do so will result in termination of my child(ren)'s enrollment.

8. I agree to provide **KidzWise Academy** two (2) weeks written notice prior to termination of enrollment. I understand that failure to do so will result in my account being billed the full two week's tuition, for which I agree to pay.

Signature (Parent/Guardian)_____

Date_____

Signature (Facility Representative)_____

Date_____



EMERGENCY MEDICAL AUTHORIZATION

Should _____ suffer any
Child's Name Date of Birth

injury or illness while in the care of **KoolKids Academy** and the facility is unable to contact me (us) immediately, it shall be authorized to secure such medical attention and care for the child as may be necessary. I (we) shall assume responsibility for payment for services.

I (we) agree to keep the facility informed of changes in telephone numbers, emergency contacts, and where I can be reached.

The facility agrees to keep me informed of any incidents requiring professional medical attention involving my child. In the event my child should require professional medical attention while in the care of the center, I understand that my child will be transported to the nearest medical facility, which is:

**Eastside Medical Hospital
1700 Medical Way
Snellville, Georgia 30078
(770) 979-0200**

My child's primary source of health care is:

Physician/Clinic Name Telephone No.

Known medical conditions (i.e. diabetic, asthmatic, drug allergies, etc.):

Signature of Parent/Guardian

Date

Telephone No.



ALLERGY FORM

Student Name: _____

Birth Date: _____

Diet Prescription (check all that apply):

☐ Milk/Dairy Products Allergy - No fluid cow's milk or any other food product made with cow's milk such as cheese, yogurt, dried milk powder, etc.

☐ Other (describe):

Food allergies - Ingestion Contact Inhalation

☐ List the specific food(s) to be omitted and food(s) that may be substituted. If more space is needed for omitted foods or substitutions, please continue on reverse side of form. Specific foods to be omitted and specific foods to be substituted must be listed below.

Omit Foods Listed Below:

Substitute Foods Listed Below:

Parent Signature: _____

Date: _____



KidzWise ACADEMY PHOTO RELEASE FORM

I, _____, the parent of a child/children at **KidzWise Academy**, agree to the following:

I understand that my child(ren) whose names(s) are listed below may be photographed at the center during normal business hours, field trips, or activities. I understand that these photographs may be used in promoting child care services, either in print or on the internet.

The name(s) of the child(ren) are:

With my signature below I grant permission for my child(ren) to be photographed, or their images recorded for print or electronic use in promoting the facilities services. I understand that it is my responsibility to update this form in the event that I no longer wish to authorize the above uses. I agree that this form will remain in effect during the term of my child's enrollment. I understand that there will be no payment for me or my child's participation in this release.

Parent/Guardian Signature

Date

Relationship To Child



Authorization to Dispense External Preparations

590-1-1-.20(1)

Parental Authorization: Except for first aid, personnel shall not dispense prescription or nonprescription medications to a child without specific written authorization from the child's physician or parent. Such authorization will include, when applicable, date; full name of the child; name of the medication; prescription number, if any; dosage; the dates to be given; the time of day to be dispensed; and signature of parent.

I give **KidzWise Academy**, permission to apply one or more of the following topical ointments/preparations to my child in accordance with the directions on the label of the container.

____ Baby Wipes

____ Band-aids

____ Neosporin or similar ointment

____ Bacetracine or similar first aid spray

____ Sunscreen

____ Insect Repellent

____ Non-prescription ointment (such as A&D, Desitin, Vaseline)

____ Baby Powder

Other (please specify)

Parent/Guardian Signature

Date

* Center should maintain in child's file*



Family Handbook Acknowledgment

I have read the document entitled "Family Handbook" and have received a copy.

Signature (Parent or Legal Guardian)

Date

Child's Name (Please Print)

Signature (Center Director/Representative)

Date



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Inclusion Enrollment Application v1.0

Instructions:

Please complete all sections of this form to provide us with the necessary information to assess your child's enrollment. Incomplete applications may delay the review process.

Important Notice:

Please note that the completion and submission of this enrollment application is part of the application process and does not guarantee admission to KidzWise Academy.

All applications are subject to review, and admission decisions will be made based on our ability to meet the specific needs of each child while maintaining a safe and supportive environment for all students.



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Special Needs Inclusion Admissions Policy

Purpose: To support the most prevalent special needs in children aged 3-17 within our local community, while maintaining a safe, supportive, and sustainable environment for all students.

Policy:

- Serving Community Needs:** We support children aged 3-17 with special needs that are commonly seen in our community, such as Autism Spectrum Disorder (ASD), speech and language delays, and developmental delays. Our goal is to provide the appropriate support each child requires.
- Individual Assessment:** Each child's needs are carefully assessed to determine how we can best support their development and well-being.
- Fair Review:** All applications are reviewed equitably. Admissions decisions are based on our capacity to meet the specific needs of each child while maintaining a supportive environment for all students.
- Accommodations:** We are dedicated to making reasonable accommodations to the best of our ability for all children, ensuring inclusivity and equal access to our programs.
- Best Effort and Communication:** If we determine that we cannot adequately meet a child's needs, we will communicate this clearly to the parents, ensuring the decision is made with the child's best interest in mind.
- Sharing Recommendations:** We will make every effort to share or recommend information about alternative care centers and therapy facilities that may be better equipped to handle the child's specific needs.
- Practical Limits:** In cases where a child's needs exceed our capabilities, the best practice recommendation is to explore other daycare centers or therapy services that may be more suitable.

Policy Review: This policy is subject to regular updates and reviews to ensure compliance with all applicable laws and best practices.



Enrollment Form

1. General Information:

- Child's Name: _____
- Preferred Name: _____
- Date of Birth: _____
- Gender:
 - ____ Male
 - ____ Female
 - ____ Other: _____

2. Categories of Special Needs:

- a) Autism Spectrum Disorder (ASD):

- Support Needs: Please provide details on any additional support, specialized training, or equipment your child may require.

- Communication Preferences: (e.g., verbal, non-verbal, augmentative communication devices)

- Sensory Sensitivities: (e.g., noise, light, textures)

- Behavioral Triggers and Interventions:

- Preferred Sensory Inputs or Calming Strategies:

- Classroom Accommodations Required: (e.g., quiet space, specific seating arrangements)



- **b) Speech and Language Delays:**

- Type of Delay: (e.g., expressive, receptive, mixed)
-

- Current Therapy Involvement: (e.g., speech therapy sessions)
-

- Use of Communication Aids:
-

- Classroom Participation: Please describe any challenges your child may face in communication or interacting with peers.
-

- Accommodations Required: (e.g., speech aids, visual supports)
-

- **c) Developmental Delays:**

- Areas of Concern: (e.g., motor skills, cognitive skills)
-

- Progress in Developmental Milestones:
-

- Assistive Devices Needed: (e.g., walkers, adaptive seating)
-



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- Classroom Adaptations: Please let us know if your child requires any modified activities or extended time for tasks.
-

- **d) Medical Complexity:**

- Specific Conditions: (e.g., diabetes, epilepsy)
-

- Current Medical Management: (e.g., medication, medical devices)
-

- Frequency of Medical Interventions: (e.g., daily, weekly)
-

- Healthcare or Specialized Support Needs: Please let us know if your child will need any dedicated healthcare services or specialized staff training.
-

- **e) Challenging Behavioral Issues:**

- Behavioral Patterns: (e.g., aggression, self-injury, elopement)
-

- Triggers and Management Strategies:
-

- Effectiveness of Current Interventions:
-



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- **Classroom Dynamics:** Please share information about any difficulties your child might have with focus or impulse control that we should be aware of.
-

- **f) Sensory Processing Disorders (SPD):**

- **Types of Sensory Sensitivities:** (e.g., hypersensitivity to sound, aversion to touch)
-

- **Preferred Sensory Inputs:** (e.g., weighted blankets, fidget toys)
-

- **Environmental Adjustments:** Please describe any sensory-friendly environments or tools that help your child.
-

- **g) Learning Disabilities:**

- **Specific Challenges:** (e.g., dyslexia, dysgraphia, dyscalculia)
-

- **Accommodations Required:** (e.g., extra time for tasks, use of learning aids)
-

- **Learning Needs:** Please detail any challenges your child experiences with reading, writing, or math that we should consider.
-

- **h) Attention-Deficit/Hyperactivity Disorder (ADHD):**

- **Diagnosis and Management:** (e.g., diagnosed ADHD, medication during school hours)
-



- Behavioral Strategies: (e.g., seating arrangements, breaks to manage attention)
-

- Classroom Dynamics: Please describe any challenges related to focus or impulse control.
-

- **i) Physical Disabilities:**

- Mobility Needs: (e.g., use of wheelchairs, crutches, braces)
-

- Facility Accessibility: Please inform us of any specific needs related to mobility or accessibility.
-

- Participation Needs: Please describe any physical assistance your child may require during activities.
-

- **j) Visual Impairments:**

- Visual Aids Required: (e.g., glasses, magnifiers, Braille materials)
-

- Lighting and Classroom Setup: Please provide details on any specific lighting conditions or classroom setup that benefits your child.
-

- Learning Needs: Please share any visual support needs your child may have.



- **k) Hearing Impairments:**

- Hearing Devices: (e.g., hearing aids, cochlear implants)

-
- Communication Methods: (e.g., sign language, use of FM systems)

-
- Communication Support Needs: Please let us know how we can best support your child's communication.

- **l) Other Special Needs or Disabilities:**

- Description of Needs:

-
- Support and Accommodations Required:

-
- Additional Support: Please describe any specific needs or accommodations your child may require.
-



3. Communication & Social Skills:

- a) Primary Mode of Communication:

• ____ Verbal ____ Gestures ____ PECS ____ Augmentative Device ____ Other:

- b) Peer Interaction:

- c) Social Interaction Concerns:

- d) Support Needed for Communication:

4. Behavioral Considerations:

- a) Behavioral Patterns:

- b) Sensory Concerns:

- c) Triggers and Management Strategies:



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- d) Classroom Dynamics: Please describe any behavioral concerns or strategies that help manage your child's behavior.
-

5. Motor Skills & Physical Development:

- a) Motor Skills Challenges:
-

- b) Assistive Devices Required:
-

- c) Classroom Navigation Needs: Please provide details on any physical support your child may need within the classroom.
-

6. Medical History:

- a) Current Medical Conditions and Management:
-

- b) Dietary Restrictions:
-

- c) Medications and Allergies:
-



7. Additional Information:

- a) Child's Interests and Strengths:

- b) Parent Concerns and Expectations:

8. Emergency Contact:

- a) Name: _____
- b) Relationship to Child: _____
- c) Phone Number: _____

9. Required Documents:

- a) Immunization Records:
 - Please provide a copy of your child's current immunization records. This is required to comply with state and local health regulations.

- b) Evaluation Summaries:
 - Please provide any relevant summaries or notes from evaluations conducted by healthcare providers, therapists, or early intervention services.

- c) Early Intervention Plans (if applicable):
 - If your child has received early intervention services, provide a brief summary of the goals and outcomes.

- d) Medical Authorization Forms:



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- Complete and attach forms if your child needs medication or specific medical care during the day.
-

- e) Emergency Care Plan:

- Provide a simple emergency care plan for any significant medical conditions.
-



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10. Proof of Authorized Person to Enroll:

- The following persons are authorized to enroll students:

- Parent (natural or adoptive)

- Legal guardian

- Grandparent with a properly executed power of attorney for the care of a minor child

- Kinship caregiver with a properly executed Kinship Caregiver Affidavit

- Foster parent appointed by a state agency

- Sponsor for approved International Exchange Program

-
- The authorized person must present one of the following forms of identification:

- Driver's license

- State identification card

- Passport

- Other official photo identification

11. Non-Discrimination Policy:

- KidzWise Academy is committed to providing an inclusive environment that respects the rights and dignity of all children. We do not discriminate on the basis of race, color, national origin, sex, disability, or age in any of our programs or activities. This policy extends to all aspects of the admissions process, access to services, and the provision of accommodations for children with special needs.
-



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12. Parental Rights and Confidentiality:

- Parents and guardians have the right to access their child's records and request corrections to any information that may be inaccurate or incomplete. All personal and medical information provided is kept confidential and is used solely for the purpose of ensuring the well-being and appropriate care of the child while at KidzWise Academy. We comply with all relevant privacy laws, including the Family Educational Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act (HIPAA) where applicable.
-

13. Health and Safety Compliance:

- KidzWise Academy adheres to all state and local regulations regarding health and safety in childcare settings. This includes maintaining appropriate staff-to-child ratios, emergency preparedness, and ensuring that our facilities meet safety standards. We require up-to-date immunization records for all children and have protocols in place for managing medical conditions and emergencies, including the administration of medications when necessary.
-

14. Ongoing Assessments:

- After enrollment, KidzWise Academy may conduct assessments periodically to ensure that we can continue to provide the best possible support and accommodation for the student's special needs. If, at any time, we determine that we are unable to meet these needs effectively, we reserve the right to unenroll the student. In such cases, we will make every effort to recommend alternative daycare centers or therapy facilities that are better equipped to serve the student's needs, always prioritizing the best interest of the child.
-

15. Parent/Guardian Acknowledgment:

- By signing below, I confirm that all the information provided in this enrollment application is true, complete, and accurate to the best of my knowledge.
- I also acknowledge that I have read and understood the policies outlined in this application, including the Non-Discrimination Policy, Parental Rights and Confidentiality, Health and Safety Compliance, and Ongoing Assessments sections.

Parent/Guardian Signature: _____

Date: _____



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16. Liability Waiver:

By enrolling your child in KidzWise Academy, you agree to the following liability waiver:

Acknowledgment of Risk:

I, the undersigned, acknowledge and fully understand that my child's participation in the programs and activities at KidzWise Academy is entirely voluntary and that there are inherent risks associated with childcare, including the care of children with special needs. I understand that these risks may include, but are not limited to, injuries, accidents, illness, and actions of other children. I knowingly accept and assume all such risks on behalf of my child.

Assumption of Risk and Release of Liability:

I hereby assume full responsibility for any risk of injury, illness, damage, or loss that may occur while my child is enrolled at KidzWise Academy. I acknowledge that KidzWise Academy, LLC, and its directors, officers, employees, agents, and volunteers will take reasonable precautions to ensure the safety of my child but cannot guarantee the elimination of all risks. I voluntarily release, discharge, and hold harmless KidzWise Academy, LLC, from any and all claims, causes of action, or liabilities arising from my child's participation, except in cases of gross negligence or intentional misconduct.

Covenant Not to Sue:

I agree that I will not institute any lawsuit or other legal action against KidzWise Academy, LLC, or its directors, officers, employees, agents, and volunteers for any injury, illness, damage, or loss resulting from my child's participation in the daycare's programs and activities, unless it is directly caused by gross negligence or intentional misconduct.

Indemnification:

I agree to indemnify, defend, and hold harmless KidzWise Academy, LLC, its directors, officers, employees, agents, and volunteers from any and all claims, damages, liabilities, costs, and expenses, including reasonable attorneys' fees, that may arise from any injury, illness, damage, or loss caused by my child's participation, except as caused by the gross negligence or intentional misconduct of KidzWise Academy LLC.

Confirmation of Understanding and Agreement:

By signing this waiver, I confirm that I have carefully read and fully understand the terms of this Liability Waiver. I voluntarily agree to the terms herein and acknowledge that I am giving up certain legal rights. I further certify that the information provided about my child's condition is accurate and complete and that I will promptly inform KidzWise Academy of any changes to my child's health or special needs.

This waiver is intended to be as broad and inclusive as permitted by the laws of the state in which KidzWise Academy operates. If any portion of this waiver is found to be invalid, the remaining provisions shall continue to be in full force and effect.

Parent/Guardian Signature: _____

Date: _____

PARENTAL CONSENT AND LIABILITY WAIVER FOR DAYCARE ACTIVITIES

Daycare Facility: KidzWise Academy

Activity Description

Your child may participate in daycare-sponsored activities offered by KidzWise Academy throughout the year. These activities may include, but are not limited to, inflatable equipment (such as bounce houses, water slides, and dry slides), water play activities, field day activities, outdoor recreation, special events, holiday celebrations, games, and other age-appropriate activities conducted on the premises of KidzWise Academy or at approved activity locations.

All activities will be supervised by KidzWise Academy staff. While reasonable precautions are taken to promote a safe environment, participation in these activities involves inherent risks, including but not limited to slips, falls, collisions, and other accidental injuries.

Acknowledgment and Assumption of Risk: I, the undersigned parent or legal guardian, understand that participation in daycare activities involves certain inherent risks. I acknowledge that despite appropriate supervision and safety procedures, accidents and injuries may occur. By signing this form, I voluntarily assume all reasonable risks associated with my child's participation in daycare activities.

Release of Liability: To the fullest extent permitted by law, I release and hold harmless KidzWise Academy, its owners, employees, agents, contractors, volunteers, and representatives from any claims, demands, damages, losses, liabilities, costs, or expenses arising from my child's participation in daycare activities, except to the extent caused by gross negligence or willful misconduct.

Indemnification: I agree to indemnify and hold harmless KidzWise Academy, its owners, employees, agents, contractors, volunteers, and representatives from claims, damages, losses, and expenses, including reasonable attorney's fees, arising out of my child's participation in daycare activities, except where prohibited by applicable law.

Supervision and Safety: I understand that KidzWise Academy will provide appropriate supervision and safety measures for all activities. I agree that my child will follow all safety instructions and behavioral expectations established by the center and its staff.

Medical Authorization: In the event of an illness, injury, or emergency involving my child, I authorize KidzWise Academy staff to administer basic first aid and/or obtain emergency medical care as deemed necessary. I understand that every reasonable effort will be made to contact me or my designated emergency contact. I accept responsibility for any medical expenses incurred on behalf of my child.

Consent for Participation: I hereby grant permission for my child to participate in daycare-sponsored activities offered by KidzWise Academy during their enrollment period. I acknowledge that I have read, understand, and voluntarily agree to the terms of this Consent and Liability Waiver.

Child's Full Name: _____ Date of Birth: _____

Parent/Guardian Name: _____ Phone Number: _____

Email Address: _____

Emergency Contact Name: _____

Emergency Contact Phone Number: _____

Parent/Guardian Signature: _____ Date: _____

KidzWise Academy – Transportation Authorization and Liability Consent

Location: KidzWise Academy – 3260 Stone Mountain Hwy, Snellville, GA 30078

Child's Full Name: _____ **Date of Birth:** _____

I hereby authorize **KidzWise Academy** to transport my child for the following purposes:

- **Daily Afternoon School Pickup:** Regular afternoon pickup service from my child's designated elementary or middle school.
- **School Name:** _____
- **Daily Schedule:** ☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday
- **Inter-Center Transfers:** Transportation between 2841 Main St W, Snellville, GA 30078) and KidzWise Academy (3260 Stone Mountain Hwy, Snellville, GA 30078) when circumstances, including facility maintenance or emergency capacity issues, necessitate short-term relocation.
- **Alternative Locations:** Transfers between other approved daycare facilities, branch locations, or specialized extracurricular programs.
- **Off-Site Events:** Transportation for field trips, off-site educational events, and recreational activities.
- **Emergency Transport:** Urgent transportation when a parent/guardian cannot be reached in a timely manner during an emergency.
- **Agreed Accommodations:** Other transportation needs as explicitly agreed upon between the parent/guardian and center leadership.

Scope of Responsibility and Custody: I understand and acknowledge the following:

- **Custody Window:** KidzWise Academy assumes custody and responsibility for my child only after they have safely boarded the daycare vehicle at the school pickup zone.
- **Parent Duty:** I remain responsible for notifying the center of changes in transportation needs, school schedule variations, or if my child is absent from school on a scheduled pickup day.
- **Delays:** KidzWise Academy is not liable for transport delays caused by severe traffic, inclement weather, or other events outside their reasonable control.

Medical Emergency Consent: In the event of a medical emergency occurring during transportation, I authorize KidzWise Academy staff to obtain emergency medical care and treatment for my child as deemed necessary under the circumstances.

Waiver of Liability: I agree to hold harmless and release KidzWise Academy, its owners, directors, staff, drivers, and agents from any and all claims, demands, or liability arising out of or related to:

- The transportation of my child as authorized by this form.
- Incidents occurring during transport, unless caused by gross negligence or willful misconduct by KidzWise Academy or its staff.

This form will remain in effect until revoked by me in writing.

Parent/Guardian Name (Print): _____

Signature: _____ **Date:** _____

Emergency Contact Name & Phone: _____

Appendix: Gwinnett County Public Schools (GCPS) Onboarding Checklist

Attention Parents: Completing the KidzWise Academy form allows our vans to transport your child, but you must also notify the school district directly.

Please follow these three steps immediately to ensure the school releases your child to our care.

- **Step 1: Download the District Form:** Get the printable copy via the [GCPS Transportation Parent Authorization Form \(PDF\)](#) provided by Gwinnett County Public Schools.
- **Step 2: Daycare Verification:** Complete the parent section of that district form, then bring it to the KidzWise Academy front desk so our director can sign and verify your child's enrollment.
- **Step 3: Submit to School:** Turn the completed, signed district form into your child's school front office. Note that school bus or alternative pickup routing requests may take up to a few business days to process before service can officially begin.

Parent/Guardian Active Consent Form

External Specialist Observation & Support

Supporting Your Child's Growth with Transparency

What is “Active Consent”?

At KidzWise Academy / KoolKids Academy, we believe in **100% transparency**.

Active Consent means we will not allow any external specialist to work with your child unless you have **specifically approved it in writing**. You remain the decision-maker in your child's care.

Child Information

Child's Full Name: _____

Date of Birth: _____

External Specialist Information

Specialist Name / Organization: _____

Purpose of Visit/Support (optional): _____

Parent/Guardian Authorization

I, the undersigned parent/guardian, actively choose and authorize the external specialist named above to provide services at KidzWise Academy / KoolKids Academy. This may include observation, consultation, informal guidance, and/or support services that benefit my child's learning and development.

By signing this form, I understand and agree to the following:

1. Permission to Work with My Child

I give permission for the specialist to interact with my child on-site, including observation and appropriate support activities as needed.

2. Independent Provider / Release of Liability

I understand this specialist is an independent provider and is not an employee or agent of the Academy. The Academy only provides space and access to the environment. The specialist is solely responsible for all services, recommendations, supervision, and actions provided to my child.

I agree that KidzWise Academy / KoolKids Academy, including all related locations, its owners, directors, employees, and staff, shall not be responsible or liable for the acts, omissions, services, advice, or recommendations of this independent specialist. I further agree to release, hold harmless, defend, and indemnify the Academy and its owners, directors, employees, and staff from and against any and all claims, demands, damages, liabilities, losses, costs, or expenses (including attorney fees) arising out of or related to the specialist's involvement with my child.

3. Communication & Collaboration

I authorize the Academy and the specialist to communicate and share information related to my child's learning, behavior, development, classroom experience, schedule, and progress in order to coordinate support and ensure consistency.

4. Informal Guidance vs. Formal Services

I understand the specialist may share general observations and recommendations with KidzWise staff and/or with me. If formal therapy, ongoing treatment, or services outside normal observation/support are recommended, I understand I will be notified and additional written consent and/or agreements may be required.

5. My Choice / Right to Cancel

I understand this permission is voluntary and I may cancel or withdraw my consent at any time by providing written notice to the Academy office.

Parent/Guardian Signature: _____

Date: _____

Print Name: _____

Academy Name: KidzWise Academy / KoolKids Academy (All Locations)

Location (optional): _____



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Parent Handbook

Version 2025.02.06
My.KidzWise.com



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1. Introduction

Welcome to **KidzWise Academy**! Our mission is to create a safe, inclusive, and nurturing environment where children of all abilities can grow, learn, and thrive. This handbook outlines the policies and procedures that guide our operation and help us maintain high standards of care and education. We appreciate your commitment to adhering to these policies to ensure that all children receive the best possible care.

2. Enrollment and Admission

Ages Served - KidzWise Academy welcomes children ages 1 to 17.

Enrollment Process - All parents are required to complete and sign enrollment forms, provide up-to-date immunization records or submit a signed affidavit against such immunizations, and undergo an orientation on the center's policies.

Enrollment is completed when all required forms are signed, immunization records are provided, and an orientation has been conducted.

Admission Process for Children with Special Needs - KidzWise Academy is dedicated to fostering an inclusive environment for all children, including those with special needs. In compliance with the Americans with Disabilities Act (ADA) and Georgia's Department of Early Care and Learning (DECAL) regulations, we are committed to making reasonable accommodations to support the participation of children with disabilities in our programs.

Upon application, we collaborate with parents and relevant professionals to assess each child's individual requirements. This collaborative approach ensures that we can provide the necessary accommodations to support the child's development and well-being.

Reasonable Accommodations - We strive to make reasonable modifications to our policies, practices, and procedures to integrate children with disabilities into our programs, unless such modifications would fundamentally alter the nature of our services. This includes providing auxiliary aids and services when needed for effective communication, as long as it does not impose an undue burden.

Limitations - While we are committed to inclusivity, there may be instances where a child's needs exceed our current staff's training or the accommodations would require a fundamental alteration of our program. In such cases, after careful consideration and consultation with the family, we may determine that we are unable to meet the child's specific needs. This decision is made to ensure the safety and well-being of all children and staff.

For more detailed information, please refer to our **Special Needs Inclusion Enrollment Application** or contact our administration directly.

By adhering to these guidelines, KidzWise Academy ensures compliance with federal and state laws while maintaining our commitment to providing a supportive and inclusive environment for all children.

Non-Discrimination and Inclusion Policy - KidzWise Academy is fully committed to providing a safe, inclusive, and supportive environment for all children. We do not discriminate based on race, color, ethnicity, gender, gender identity, religion, national origin, disability, or any other protected characteristic. All children, including those with special needs and unique developmental requirements, are welcomed to participate fully in our programs, in compliance with the Americans with Disabilities Act (ADA) and other applicable laws.

For our inclusion classrooms, we aim to create an environment that balances the needs of both typically-developing students and students requiring specialized care or services. To ensure the best outcomes for all children, the student



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composition within these classes is tailored according to several factors, including:

- The individual needs of each child
- Input from families and relevant specialists
- The available capacity and expertise of our staff

This ratio and class composition may be adjusted as necessary to maintain a supportive and effective learning experience for every child. KidzWise Academy is dedicated to working collaboratively with families to create personalized plans that foster growth and development while ensuring compliance with federal and state regulations for inclusion and equity.

3. Holidays

The center is closed on:

- New Year's Day
 - Martin Luther King Jr. Day
 - Presidents' Day
 - Memorial Day
 - Fourth of July
 - Labor Day
 - Thanksgiving Day and the day after
 - Christmas Day
 - Early closure on Christmas Eve & New Year's Eve
-
- We will also follow any unscheduled closures observed by the local public school system due to severe weather conditions.

4. Tuition and Fees

Tuition - Tuition is due weekly on **Monday**. Payments may be made weekly, bi-weekly, or monthly. Late payments are subject to a **3% late fee**.

Late Pick-up Fees - Parents who pick up their child after closing time will be charged a late fee according to the rates outlined in the **KidzWise Tuition** document.

Absences/Vacation - Families who take a week-long vacation or have extended absences will be charged a **holding fee** equivalent to half of the regular weekly tuition.

Refunds - Please refer to the **KidzWise Tuition** document for information on refunds and absence policies.

5. Health and Safety Protocols

Immunization and Health Records

A Georgia Certificate of Immunization (Form 3231) is required within 10 days of enrollment. Additionally, all children enrolled in Georgia's Pre-K Program must have Form 3300 (Certificate of Vision, Hearing, Dental, and Nutrition Screening) on file within 90 calendar days of program entry.



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Health Precautions

To ensure a safe and healthy environment, KidzWise Academy requires that any child displaying signs of contagious illness remain at home until they have been symptom-free for at least 24 hours or have a physician's written release. The following symptoms require exclusion from the center:

- Diarrhea (more than one loose stool or an increase in frequency)
- Severe coughing
- Difficulty breathing
- Redness or discharge from the eyes
- Yellow skin or eyes
- Mouth sores with or without drooling
- Fever of 99°F or higher
- Unusual rashes, spots, or skin patches
- Severe itching of the body or scalp
- Headache and stiff neck
- Vomiting
- Tea-colored urine
- Gray or white stool
- Any other symptoms indicating a contagious or communicable disease

Parents are required to notify the center if their child contracts a communicable disease. The center may require a written note from a physician confirming the child is no longer contagious before re-admittance.

Emergency Illness, Injury, and Response Procedures

In case of illness, injury, or accident, parents will be contacted first. If we cannot reach the parents, emergency contacts listed on the child's enrollment form will be notified. In a perceived emergency, such as a child not responding, having difficulty breathing, or experiencing a seizure, 911 will be called immediately. Until medical professionals or a parent arrives, staff member will remain with the child.

By completing the enrollment forms, parents authorize KidzWise Academy to act on their behalf in emergency situations, including calling an ambulance when necessary.

Medication Policy

KidzWise Academy only administers prescription medications for respiratory or bronchial conditions. All medications must be provided in their original containers and accompanied by a completed **Authorization for Medication** form. This form must be completed by the parent/guardian and will expire seven (7) days from the date of signature. Medications will not be dispensed without proper documentation.

All prescription medications, including inhalers and nebulizer medications, must have a visible prescription number and include the child's name, the prescribing physician's name, the pharmacy name and phone number, and clear instructions regarding dosage and frequency. No medication will be administered if this information is missing.

Parents are required to retrieve their child's medication at the end of each day. Medications should not be left in the child's bag, coat pocket, or cubby. KidzWise Academy will not administer injections, with the exception of Epi-Pens, which must be accompanied by a detailed medical plan.

In the event of an adverse reaction to any medication, the parent/guardian will be notified immediately, and the incident will be documented.



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Emergency Procedures

In the event of an emergency requiring evacuation, parents present at the center are expected to follow staff instructions and participate in the evacuation process. Regular evacuation drills are conducted to ensure preparedness. During a drill or emergency, parents and children will be notified and requested to evacuate promptly, following the procedures outlined by the Center Director or designated management.

6. Behavior Management

Guidelines

KidzWise Academy uses positive reinforcement, redirection, and conflict resolution to manage behavior. Corporal punishment is strictly prohibited.

We strive to create a respectful, cooperative environment for both children and parents. The following behaviors are expected from all members of our community:

Children: Show kindness, respect, and cooperation with peers and staff.

Parents: Communicate respectfully with staff and other parents, adhere to policies, and support the center's mission to provide a safe and nurturing environment.

Failure to comply with the code of conduct may result in a meeting with the Center Director to resolve concerns and develop a plan of action.

Disruptive Behavior

For children displaying ongoing behavioral issues, the center will work closely with parents to create a behavior support plan. Persistent safety or disruption concerns may result in further action, such as:

- Development of a behavior intervention plan in collaboration with parents.
- Temporary suspension from specific activities or areas of the center.
- Parent-staff meetings to reassess the child's needs and placement.
- Referral to specialists or external support services for additional evaluation.
- In serious cases or when a situation exceeds our staff's capabilities, if all other interventions have been unsuccessful, a decision may be made to transition the child out of the program and/or terminate enrollment to maintain a safe and supportive environment for all children and staff.

7. Classroom Structure and Curriculum

Our classrooms are designed to support children of all abilities through differentiated learning strategies. Teachers use adaptive tools such as visual schedules, sensory-friendly materials, and individualized learning plans to meet each child's needs.

KidzWise Academy may use technology such as tablets and educational apps to enhance the curriculum. To ensure safety and appropriate use, the following guidelines are in place:

Technology use is monitored and limited to age-appropriate, educational content. Children are supervised during all digital activities. Parents will be informed of any significant changes to the technology curriculum.

8. Parent Communication and Involvement

We value open communication with parents and encourage their involvement in the center. Regular progress reports,



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parent-teacher meetings, and special events provide opportunities for parents to stay connected with their child's development.

9. Sign In/Out

Authorized Adults

Children must be signed in and out daily by an authorized adult. Photo identification will be required for any individual not previously known to staff.

10. Special Needs Accommodations

KidzWise Academy accommodates children with special needs by collaborating with parents, specialists, and therapists to develop individualized program. We provide the necessary support to ensure that all children can thrive.

11. Emergency Procedures

Evacuation Plans

In the event of an emergency requiring evacuation, emergency plans are created for children and staff. Emergency drills are conducted regularly to ensure preparedness.

12. Field Trips and Transportation

Field Trips

Field trips are organized for children of all ages. Signed permission is required from parents prior to all trips. Transportation is provided by the center, and proper child safety seats must be used for children under four years old or weighing less than 40 pounds. All trips will begin and end at the center. Parents are welcome to volunteer for field trips after consulting with the center director. For safety reasons, children may not be picked up or dropped off at field trip locations.

Transportation of Children

Children must be at least four years old and weigh 40 pounds to be transported without a booster seat, unless otherwise specified by state law. Parents must provide appropriate child restraint seats.

13. Water Activities

Supervised water play activities, such as sprinklers, are offered during warmer months. Water containers are sanitized between uses, and children with open sores or other health risks are not permitted to participate.

14. Outdoor Play

Outdoor play is included in each child's daily schedule, as research shows that regular outdoor activity promotes health and well-being. Children must be dressed appropriately for the weather (e.g., coats, gloves, hats for cold weather; hats, sunscreen for warm weather). Children are required to be well enough to participate in both indoor and outdoor activities. Outdoor play may be restricted or rescheduled due to extreme weather conditions (below 45°F or above 80°F, with wind chill and heat index considered).



15. Clothing and Personal Items

Clothing - Children should wear washable, comfortable, and casual clothing. Closed-toe shoes, preferably gym-type shoes, are required for safety. Parents should provide a labeled extra set of clothing for each child, including socks and underwear. For cold weather, appropriate outerwear (coats, hats, gloves) should be provided.

Personal Items - Personal items such as toys, candy, gum, money, balloons, play guns, or other pretend weapons are prohibited. The center is not responsible for the replacement or breakage of personal items brought from home.

16. Meals and Snacks

KidzWise Academy provides breakfast, lunch, and an afternoon snack for children who can eat table food. Meals follow state and federal nutritional guidelines. Parents must inform the center of any known food allergies or dietary restrictions, and these will be posted in the child's classroom as well as in the kitchen/food prep area. If meals are provided from home, they must also meet state and federal nutritional guidelines.

17. Nap Time

Nap time is scheduled daily for all children. Each child is assigned a cot and may bring a favorite blanket or comfort item. Children who do not sleep will be encouraged to rest quietly or engage in a quiet activity.

18. Medications

The academy only administers prescription medications for respiratory or bronchial conditions. Parents must provide the medication in its original container and complete an Authorization for Medication form, which expires after seven days. Medications must be retrieved at the end of each day. No injections, except for Epi-Pens, will be administered.

19. Bumps and Bruises

If a child incurs a minor injury during the day, such as a skinned knee or small cut, the incident will be recorded on an Incident Report form. Parents will be asked to sign the report and will receive a copy. For more serious injuries requiring outside medical attention, parents will be contacted immediately, and an emergency report will be filled out.

20. Licensing Agency

KidzWise Academy complies with all Georgia state and local regulations regarding childcare. The licensing agency has the right to inspect our facility, interview staff and children, and audit records without prior notice. We take all necessary measures to ensure compliance with health, safety, and fire regulations.

21. Student Confidentiality, Media Use, and Privacy Policy

Confidentiality of Records

All records and information pertaining to a child and their family are kept confidential and are only accessible to authorized staff. Occasionally, records may be reviewed by regulatory agencies for information pertinent to the child's well-being or as required by a legal subpoena. While media content such as photos and videos is not considered part of confidential records, identifying details (e.g., full names) will not be disclosed without parental consent.



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Photography and Video Recording

To capture moments of learning, development, and special events, KidzWise Academy may take photographs and videos of children within the center and its surrounding property. These images may be used for internal purposes such as progress reports, bulletin boards, newsletters, and classroom activities.

External Use and Consent

Photographs and videos may also be used for promotional materials, including the center's website, social media pages, marketing flyers, and other public documents. However, no identifying information (such as full names) will be shared without explicit parental consent. Parents will be required to sign a Media Release Form during enrollment to authorize or opt out of external use. The academy will make reasonable efforts to exclude children whose parents have opted out, but children may still appear incidentally in group photos or videos used internally.

Privacy and Copyright

All photographs and videos taken by the academy are the property of KidzWise Academy and are used solely for purposes outlined in this policy.

Unauthorized photography or video recording by parents, visitors, or any unauthorized individuals within the daycare property—both inside the facility and outdoors within the property boundaries—is strictly prohibited. This policy is in place to protect the privacy and safety of all children, families, and staff.

Clear consent must be obtained before any recording or photography involving children, staff, or the daycare center is taken or used for any purpose. Failure to comply with this policy may result in denial of access to the property or other appropriate actions in accordance with center rules and regulations and applicable laws.

Regulatory Review

Media content may be reviewed by regulatory agencies if required for compliance, investigations, or legal proceedings.

Opt-Out Option

Parents who do not wish for their child's image to be used in external materials must notify the Center Director in writing and indicate their preference on the Media Release Form. The academy will make reasonable efforts to exclude the child from promotional content, although their image may appear incidentally in group activities.

22. Policy for Non-Discrimination

KidzWise Academy does not discriminate based on race, gender, religion, national origin, or disability. Our program is designed to serve children of all backgrounds and abilities.

23. Smoke-Free Environment

KidzWise Academy maintains a smoke-free environment, both indoors and outdoors, in compliance with local, state, and federal laws. Smoking is prohibited anywhere on the property.

24. Child Abuse and Neglect Reporting Policy

KidzWise Academy adheres to all federal and state laws, including Georgia's mandated reporting requirements for child abuse and neglect.

Legal Obligation to Report



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All staff members are mandated reporters and are legally required to report any reasonable suspicion of child abuse, neglect, or deprivation to the appropriate authorities. This responsibility cannot be deferred or delayed.

Reporting Procedure

If a staff member suspects abuse or neglect, they are required to notify the Center Director or a member of the management team on duty immediately. The management team will support the staff member in documenting the concern and ensure that a report is promptly made to the appropriate authorities in compliance with mandated reporting laws.

It is important to note that neither the staff nor the management team is responsible for conducting investigations or determining the validity of the suspicion. This responsibility lies solely with child protection agencies and law enforcement professionals.

Confidentiality and Support for Families

The identity of the individual making the report and the details of the report are kept confidential as required by law. Parents seeking confidential support, resources, or referrals regarding concerns about child safety may contact the Center Director for guidance and assistance.

To protect the children in our care, KidzWise Academy takes the following measures:

- All staff undergo extensive screening and background checks in accordance with state and federal guidelines before employment.
- We continuously observe and evaluate staff performance to ensure adherence to safety and welfare standards.
- Classroom activities and interactions between staff and children are monitored through regular observation and video monitoring, to maintain a safe environment for every child.

KidzWise Academy is fully compliant with all Georgia state and federal regulations concerning the reporting of child abuse and neglect. Our primary goal is to ensure the safety and protection of all children entrusted to our care.

25. Guidance and Discipline Techniques

At KidzWise Academy, we believe that children learn best through positive experiences and interactions that foster their emotional, social, and cognitive growth. Our approach to guidance and discipline is rooted in respect, modeling appropriate behavior, and using natural consequences to help children understand the impact of their actions.

Our Approach

We aim to create a nurturing environment where children are guided to make positive choices and learn how to cooperate with their peers. We do this by:

- Providing a stimulating, developmentally appropriate classroom environment that engages and challenges children.
- Offering a balance of child-directed choices and teacher-led activities, promoting autonomy and structure throughout the day.
- Ensuring that materials are easily accessible to children to encourage exploration and independence.
- Teachers moving around the room to be available to children, playing alongside them, modeling respectful and appropriate interaction.
- Having multiples of favorite types of toys to minimize conflicts over materials.

Behavioral Management Techniques

When challenging behaviors arise, teachers employ a variety of positive techniques tailored to the child's



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developmental level and specific situation. These methods may include:

- **Distraction (for Infants and Toddlers):** Teachers redirect the child's attention to a more positive and engaging choice, avoiding reinforcement of the negative behavior.
- **Redirection:** Teachers calmly guide a child away from inappropriate behavior and focus their attention on a more acceptable alternative.
- **Natural Social Consequences:** Teachers allow children to experience the natural outcomes of their behavior, helping them understand how their actions affect themselves and others.
- **Conflict Resolution:** Teachers lead children in problem-solving discussions to resolve social conflicts, helping them understand the impact of their behavior on others.
- **Positive Reinforcement:** Teachers acknowledge and reinforce positive behavior, emphasizing cooperation, kindness, and self-control.
- **Behavioral Investigation:** Teachers work with families to understand and address the root causes of any persistent disruptive behavior through observation, documentation, and open communication.

Behavioral Guidance

In situations where a child's behavior becomes consistently disruptive or distracting to the group (e.g., during circle time), the child may be asked to take a brief break with the Assistant Director or Director. During this time, the child will be given the opportunity to think in a calmer atmosphere, after which a staff member will engage the child in a problem-solving discussion to address the behavior. This approach is meant to encourage self-reflection and accountability.

For children experiencing ongoing difficulties, regular communication with parents is essential. If needed, outside assistance or resources may be sought to ensure that the child's needs are being met. In extreme cases where a child's behavior consistently poses a safety risk or significantly disrupts the learning environment, further actions may be considered in consultation with parents.

Discipline Policy

KidzWise Academy strictly prohibits corporal punishment, ridicule, or any form of harsh or humiliating treatment. Our focus is on fostering an environment of respect, where children feel safe and supported while learning essential life skills through guided interactions and positive reinforcement.

Our discipline approach is fully compliant with Georgia state and federal laws governing child care and child welfare, ensuring a safe, nurturing, and lawful environment for every child in our care.

26. Biting

Biting is a natural part of a child's development, particularly for infants and toddlers, who often explore the world by putting objects in their mouths. Teething can make biting feel soothing, and young children who lack the verbal skills to express themselves may resort to biting as a means of communication or to release strong emotions. While biting is common in early childhood, it is a behavior that needs careful attention and guidance.

Our Approach to Managing Biting

At KidzWise Academy, we take biting seriously and handle each incident with the goal of protecting all children while addressing the underlying causes of the behavior. We strive to understand the triggers behind the biting, such as:

- **Developmental Needs:** Teething or oral exploration
- **Environmental Factors:** Insufficient space for movement or inadequate access to toys and activities



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- **Emotional Triggers:** Difficulty expressing feelings of frustration, excitement, or fear
- **Social Dynamics:** Interactions with other children that may lead to biting as a response

Once we identify the triggers, various methods and strategies are implemented to reduce and ultimately eliminate the biting behavior. These strategies may include:

- Adjusting the environment to ensure enough space and materials for all children
- Increasing teacher supervision and intervention during high-stress times or activities
- Providing children with alternative ways to express their emotions, such as using words or gestures
- Offering sensory activities such as chewing toys or soothing teething rings to satisfy the child's oral needs in a safe manner.

Behavioral Support

Teachers also work with the child to teach appropriate ways of communicating needs or emotions, such as using verbal cues, signs, or gestures. Positive reinforcement is employed to encourage non-biting behaviors, helping the child develop socially acceptable ways to interact with peers.

Communication with Parents

When biting incidents occur, parents of both the child who bit and the child who was bitten are notified immediately. The incident is documented, and steps taken to address the behavior are shared with both sets of parents. The identity of the children involved is kept confidential to protect privacy.

Ongoing Monitoring and Intervention

Teachers carefully monitor the child's behavior after each incident, making note of any patterns or changes. If biting persists despite interventions, we may recommend additional strategies, such as:

- Consulting with child development specialists or therapists
- Collaborating with parents to reinforce behavior management techniques at home
- Making adjustments to the child's routine or environment to better support their needs

Potential for Dismissal

Although biting can be a natural part of early childhood development, KidzWise Academy takes this behavior seriously due to the potential safety risks it poses. If all reasonable methods and interventions have been tried and the child continues to bite, creating a recurrent safety hazard for others, the center may decide that the best course of action is to dismiss the child from the program. This decision will be made in consultation with the parents and only after careful consideration of the child's behavior and the impact on the safety of other children.

Our policies and procedures regarding biting comply with Georgia state and federal regulations and prioritize the well-being and safety of all children in our care.

27. Special Information for Parents of Infants and Toddlers

Parents of infants and toddlers should provide the following items, all labeled with the child's name:

- Diapers and wipes
- Formula or breast milk (prepared and labeled)
- Extra clothing
- Bibs and blankets



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Infants will be fed, changed, and placed in cribs to sleep according to their individual schedules. Parents are encouraged to visit the center during the day to feed and interact with their infant.

28. Safe Sleeping Position for Infants

In accordance with the recommendations of the American Academy of Pediatrics, infants are placed on their backs to sleep. Infants who fall asleep in a bouncy chair or other equipment will be moved to a crib and placed on their back. Exceptions require a physician's note.

29. Custody and Parental Rights

KidzWise Academy recognizes the rights of both parents or guardians regarding child access, drop-off, and pick-up, unless legal documentation states otherwise. Parents are responsible for providing the most recent court documents clarifying custody arrangements. The center will adhere strictly to these documents. In cases where custodial issues may disrupt the learning environment, the academy reserves the right to reevaluate the child's enrollment.

30. Severe Weather Conditions

In the event of severe weather, KidzWise Academy may follow the closing decisions of the local public school system. Parents will be contacted to pick up their children if severe weather arises during operating hours.

31. Emergency Evacuation

Regular emergency drills are conducted to ensure that all children and staff are prepared for emergencies. If an evacuation is necessary, parents will be notified as soon as possible. During a drill or emergency, parents are expected to follow the center's evacuation procedures.

32. Baby-Sitting Policy

KidzWise Academy discourages staff members from engaging in independent childcare arrangements with families outside of center hours. If a staff member does agree to babysit, it is understood that they do so as a private citizen, not as an employee of the center, and KidzWise Academy is not liable for their actions during off hours.

33. Termination of Enrollment

By the Center - The center may terminate enrollment if:

- There is repeated violation of center policies
- A child or parent exhibits disruptive or dangerous behavior
- The center cannot meet the child's needs
- There is non-payment of tuition

By Parent/Guardian - Parents must provide two weeks' written notice prior to withdrawal. Failure to do so will result in a charge for the final two weeks of tuition.



34. Birthdays

Families are welcome to celebrate their child's birthday at the center. Parents may bring a nutritious snack or non-food treat, subject to the center director's approval. Please arrange birthday celebrations with your child's teacher at least one week in advance.

35. Items from Home

Items such as toys, candy, gum, money, balloons, or weapons are prohibited from being brought to the center. The center is not responsible for any breakage or loss of personal items brought from home.

36. Tooth Brushing

Children aged toddlers through preschool are encouraged to brush their teeth after lunch. Parents must provide a labeled toothbrush with a protective cover. Parents are responsible for replacing the toothbrush after an illness or when the toothbrush becomes worn out.

37. Family Communication and Involvement

KidzWise Academy maintains an "open door" policy for all enrolled families. We encourage parents to be actively involved in their child's development through classroom visits, participation in special events, and regular communication with staff. Families will be notified promptly of any significant occurrences affecting their child.

38. Dispute Resolution and Arbitration Agreement

To avoid costly litigation and encourage prompt, fair resolutions, KidzWise Academy requires disputes to be resolved through **mediation or binding arbitration** rather than through court proceedings. This section applies to all students, including those with and without special needs.

Mediation: In the event of a dispute, the parties agree to first attempt mediation with a mutually agreed mediator. The costs of mediation will be shared equally.

- **Arbitration:** If mediation does not result in a resolution, both parties agree to binding arbitration. The arbitration will be conducted under the rules of the **American Arbitration Association (AAA)** or another recognized arbitration provider.
- **Arbitrator's Authority:** The arbitrator will have the exclusive authority to resolve any dispute regarding the interpretation, applicability, or enforceability of this agreement.
- **Costs:** Each party will bear their own legal costs, with shared responsibility for the arbitrator's fees unless otherwise decided. **Exceptions:** This clause does not limit the right to seek injunctive relief for urgent safety or health-related matters.

By enrolling your child, you agree to this dispute resolution process.



39. Liability Waiver

By enrolling your child in KidzWise Academy, you agree to the following liability waiver:

Acknowledgment of Risk

I, the undersigned, acknowledge and fully understand that my child's participation in the programs and activities at KidzWise Academy is entirely voluntary. I recognize that there are inherent risks associated with childcare, including but not limited to injuries, accidents, illness, and actions of other children. These risks may be heightened in programs accommodating children with special needs. I knowingly accept and assume all such risks on behalf of my child.

Assumption of Risk and Release of Liability

I hereby assume full responsibility for any risk of injury, illness, damage, or loss that may occur while my child is enrolled at KidzWise Academy. I acknowledge that KidzWise Academy LLC, its affiliated entities, parent or subsidiary companies, directors, officers, employees, agents, volunteers, or any affiliated individuals or companies, will take reasonable precautions to ensure my child's safety but cannot guarantee the elimination of all risks. I voluntarily release, discharge, and hold harmless KidzWise Academy LLC, its affiliated entities, parent or subsidiary companies, directors, officers, employees, agents, volunteers, or any affiliated individuals or companies from any and all claims, causes of action, or liabilities arising from my child's participation, except in cases of gross negligence or intentional misconduct.

Covenant Not to Sue

I agree that I will not institute any lawsuit or other legal action against KidzWise Academy LLC, its affiliated entities, parent or subsidiary companies, directors, officers, employees, agents, volunteers, or any affiliated individuals or companies for any injury, illness, damage, or loss resulting from my child's participation in the daycare's programs and activities, unless it is directly caused by gross negligence or intentional misconduct.

Indemnification

I agree to indemnify, defend, and hold harmless KidzWise Academy LLC, its affiliated entities, parent or subsidiary companies, directors, officers, employees, agents, volunteers, or any affiliated individuals or companies from any and all claims, damages, liabilities, costs, and expenses, including reasonable attorneys' fees, that may arise from any injury, illness, damage, or loss caused by my child's participation, except as caused by the gross negligence or intentional misconduct.

Confirmation of Understanding and Agreement

By signing this waiver, I confirm that I have carefully read and fully understand the terms of this Liability Waiver. I voluntarily agree to the terms herein and acknowledge that I am giving up certain legal rights. I further certify that the information provided about my child's condition is accurate and complete and that I will promptly inform KidzWise Academy of any changes to my child's health or special needs.

This waiver is intended to be as broad and inclusive as permitted by the laws of the state in which KidzWise Academy operates. If any portion of this waiver is found to be invalid, the remaining provisions shall continue to be in full force and effect.

Parent/Guardian Signature: _____

Date: _____

Student Name(s): _____



40. Parent Handbook Version 2025.02.06 Acknowledgment

I, the undersigned, acknowledge that I have read, understood, and agree to all policies and procedures outlined in the KidzWise Academy Parent Handbook and any additional documents referenced therein, including the Liability Waiver and Dispute Resolution Agreement. By enrolling my child at KidzWise Academy, I agree to comply with all policies and procedures in their entirety.

I also understand that the policies and procedures outlined in this handbook are subject to updates and revisions. I agree to accept and sign any future revisions as required to maintain my child's enrollment at KidzWise Academy.

This acknowledgment applies to all policies and procedures for both special needs and non-special needs children.

Parent/Guardian Signature: _____

Student Name(s): _____

Date: _____