

**PLEASE MAKE SURE TO READ THE INFORMATION IN THIS PACKET BEFORE SIGNING IT. IN AN EFFORT TO TRY AND ENSURE THE BEST EXPERIENCE POSSIBLE, IT IS IMPORTANT THAT YOU UNDERSTAND OUR POLICIES BEFORE THE YEAR GETS UNDERWAY. THANK YOU.**

**WE LOOK FORWARD TO A GREAT YEAR!**



**SINCERELY,  
TIFFINY**



**P.S. YOU WILL BE FILLING OUT AND SIGNING THE HEALTH ASSESSMENT & IMMUNIZATION FORM. RETURN IT, AND YOUR UTAH SCHOOL IMMUNIZATION RECORD TO THE OFFICE. PLEASE MAKE SURE YOU FILL OUT BOTH SIDES. YOU WILL BE FILLING OUT A WAIVER & FINANCIAL AGREEMENT ELECTRONICALLY. REGISTRATION IS DONE ONLINE. PLEASE RETAIN THE REST OF THE PACKET FOR YOUR RECORDS.**







**THANK YOU ☺**

Thank you for enrolling your child in Tiffany's Flower Box Pre-school Inc. located at 338 N. Main Street, Kaysville, 84037, Phone # 801-444-3535! It is our goal to provide your child with an academically and spiritually based school. We also offer extra-curricular activities either before class or as soon as classes are dismissed. It is our hope that in providing these services together, your child will receive the benefit of them all, while saving you time and frustration getting them from one place to another. It is a pleasure and a privilege to be entrusted with your little "buds". It is our goal to provide a safe and loving environment to help them blossom!



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### **GOALS AND STRATEGIES**

-  Our educational plan is committed to the success of each unique student.
-  We strive to strengthen each individual child's self-worth and their relationship with their Heavenly Father.
-  Students will acquire developmentally appropriate knowledge and skills.
-  Self-confidence and self-esteem will be enhanced through extra-curricular activities and performances for those that participate.
-  Decisions will be made through the collaborative efforts of parents, child and teacher. We will send home an evaluation at the first of the year, to help you know where your child is at academically and socially. At the end of the year, we will hold a parent-teacher conference to discuss your child's accomplishments.
-  Individual excellence will be the foundation for school excellence.

### **PHILOSOPHY / INTENT**

The faculty, staff, and parents of Tiffany's Flower Box Pre-school Inc. are committed to the educational, moral, and spiritual development of each student. We will help instill in our children the importance of learning and applying cooperative life skills and responsible citizenship. We will provide opportunities to recognize, promote, and challenge each child's potential in a safe, loving, nurturing and sensitive environment.

### **IMMUNIZATION/ HEALTH ASSESSMENT FORM**

According to Utah State Law, each child must have a current immunization record or exempt form on file & a health assessment form. This record must be received prior to your child's first day of school or he/she will be unable to attend. You can find these on our website.

### **SEVERE WEATHER POLICY**

School is always in session unless the weather makes it impossible. On doubtful mornings, **please check your email & text messages.** If, during the day, weather factors dictate school closure earlier than the regular scheduled time, we will text & email you. You must have **at least two emergency contact people** (other than parents) and their phone numbers listed on your Enrollment Form.



## **SCHOOL SCHEDULE AND TUITION**

Students must be either 3yrs old or 4yrs old by September 1st and attend a class with the corresponding age. We allow 18 students in a class. Each class has a teacher and an aide. All children must be fully potty-trained.( No Exceptions) All children and staff will follow the Davis County Traditional School Schedule. If there is no school, there is no class. The only exception to this is that **our first day of school is the day after Labor Day and our last day of school is the Wednesday, or Thursday before Memorial Weekend begins.**

- **3 Year Old Classes Tuesday/Thursday** 9:00am ~ 11:30am or 9:45am ~ 12:15pm Full tuition \$990 a year \* deduct \$25, if paid in full upfront or \$110/month (Includes early bird discount/ normally \$125)
- **3 Year Old Class Monday/Wednesday/Friday** 9:45am-12:15pm Full tuition \$1305 a year \* deduct \$25, if paid in full upfront or \$145/month (Includes early bird discount/normally \$160)
- **K Prep Class Tuesday/Wednesday/Thursday/Friday** 9:00am ~ 11:30am Full tuition \$1710 a year \*deduct \$25, if paid in full upfront or \$190/month (Includes early bird discount/normally \$205 )with option of only **Tuesday/Thursday** Full tuition \$990 a year \* deduct \$25, if paid in full upfront or \$110/month (Includes early bird discount/ normally \$125)
- **K Prep Class Monday/Wednesday/Friday** 9:00 am ~ 12:00 pm Full tuition \$1575 a year \* ideduct \$25, if paid in full upfront or \$175/month (Includes early bird discount/ normally \$190)
- **K Prep Class Tuesday/Wednesday/Thursday** 9:45am ~ 12:15pm Full tuition \$1305 a year \* deduct \$25, if paid in full upfront or \$145/month (Includes early bird discount/ normally \$160)



**IF TUITION IS PAID BY THE LAST DAY OF THE MONTH PRIOR TO ATTENDANCE, YOU MAY DEDUCT \$15 FROM THE STANDARD RATES. IF YOU PAY IN FULL AT THE BEGINNING OF THE YEAR, YOU MAY DEDUCT AN ADDITIONAL \$25 FROM THE YEARLY TOTAL.**



## **EXTRA-CURRICULAR ACTIVITIES SCHEDULE AND TUITION**

We follow the Davis County Traditional School Schedule. If there is no school, there is no class. In addition, no classes will be held the week of the Tumbling Exhibition and/or the Dance Recital as these performances count as their weekly lesson.

**\$39 ONE CLASS OR \$69 FOR TWO CLASSES (INCLUDES EARLY BIRD DISCOUNT/NORMALLY \$49 OR \$79)**

### **Monday Ballet/Jazz**

**K prep** 12:20pm ~ 1:05pm or **3 yr old** 12:20pm ~ 1:05pm

### **Tuesday Ballet/Jazz 3 yr old or K prep Class**

11:35am ~ 12:20pm OR 12:20pm ~ 1:05pm

### **Wednesday Co-Ed Tumbling 3 yr old or K prep Class**

12:20pm ~ 1:05pm

### **Thursday Co-Ed Tumbling 3 yr old or K prep Class**

11:35am ~ 12:20pm OR 12:20pm ~ 1:05pm



**IF TUITION IS PAID BY THE LAST DAY OF THE MONTH PRIOR TO ATTENDANCE, YOU MAY DEDUCT \$10 FROM THE THE STANDARD RATES!**



## **ENROLLMENT AND RECITAL FEE**

There is a yearly \$80 non refundable enrollment fee per pre-school student. This money is used for copies, supplies, etc. If your child decides to participate in extra-curricular activities, there is a yearly \$20 registration fee and a \$38 recital fee per student (\$25 for 2<sup>nd</sup> child/\$0 for any additional children in the same immediate family). The recital fee for tumblers is \$25. This money is used to offset costs associated with the performance (we do not charge admission at the door for recital). Dance recital fee will INCLUDE a digital copy of the June Dance recital! No recital costuming will be given out until all fees have been paid. **All fees are due when your child enrolls, and are non-refundable for any reason, regardless if your child drops before classes begin or discontinues lessons during the year. These fees do not include their costume fees, shoes, uniforms, or tights.**

# **SCHOOL AND EXTRACURRICULAR ACTIVITIES PAYMENTS**

**All payments are due and payable on the 20th of the month prior to the month of attendance!**

Payments must be received **before** the last day of the month to receive the early bird discounted rates.

**Example:** October's tuition is due on September 20th and is late on October 1st.

If paid on or after October 1st, the normal tuition rate will apply.

Tuition is based on a yearly rate. You may pay this upfront or we can divide this into nine equal monthly payments.: Payment in full gives you an additional \$25 off for the year. Full tuition will be charged regardless of the following: Class is canceled due to extreme weather conditions, class not held due to a holiday or school vacation, your child misses a class for any reason.

If you choose to pull your child for any reason, we require a **30 day written notice**. This must be turned into the **office** (not a teacher) by hand or by email. **You are responsible for 30 days' worth of tuition from the time we receive the notice.** We go by the date we receive the notice, not the date written on the notice. **This policy is in effect 30 days before classes start in September.**



## **PLEASE NOTE:**

- There is a tuition box by the office door. Please place all payments in this box.
- Please make checks payable to Tiffany's Flower Box Preschool. Please put child's full name on memo section of check.
- You may click on the recurring billing option on your account under the credit card settings and we will auto charge your visa card on file on the 25<sup>th</sup> of each month prior to attendance. The **4% credit /debit card processing and service fee will still apply. If the card is declined, you will not receive the early bird special.**
- If mailing your check, please mail to: 338 N. Main, Kaysville Utah 84037
- **Returned checks will need to be redeemed with cash or money order. If a check is returned, you will not receive the early bird discount and you will be assessed a \$25 returned check fee.**
- If you pay with cash you will need to include the **exact** amount due to lack of cash on hand at the school. Cash payments must be given to the office during office hours. To ensure proper credit, make sure you get a receipt.
- **If you make payments online , choose the recurring payment option or use a credit card, there is a 4% credit /debit card processing and service fee.**
- If your payment is not received by the last day of the month it is due, your credit card on file will be charged and a processing and service fee of 4% will be assessed and you will not receive the early bird discount.
- If your account becomes more than thirty days delinquent, your child may be removed from the rolls to provide space for another child.
- I agree to pay interest at the rate of 18% annually on all past due balances from the original due dates, plus court costs and reasonable attorney's fees, with or without suit, incurred in collecting any past due balance, and a collection fee of up to 40% if my account is assigned to a collection agency. Fees are based on yearly rates.
- If you choose to pull your child for any reason, we require a **30 day written notice**. This must be turned into the **office** (not a teacher) by hand or by email. **You are responsible for 30 days' worth of tuition from the time we receive the notice.** We go by the date we receive the notice, not the date written on the notice. **This policy is in effect 30 days before classes start in September.** If you choose to re-enroll your child, we will do our best to find an open spot in the same class or one similar; however, we cannot guarantee an open slot.

## **ITEMS NEEDED FOR SCHOOL**

**A backpack is a must!** We want to make sure papers & important notes to parents get home. Please make sure the backpack is regular size, big enough to hold all their things. Some of the smaller packs are too small to fulfill our needs.

**Items needed at back to school Open House:**

24 Count Crayons ✿ Thin Dry Erase Markers ✿ 10 ct jumbo markers ✿ 8 pk glue sticks

## **DROP OFF AND PICK UP**

Please use care and caution when pulling in and out of the school parking lot, and go only 5 mph. Please look carefully for students that may be around. You must park in a legal parking stall before entering the building. **Please do not use the handicap parking stalls unless you are handicapped.**



Tiffany's Flower Box Pre-school, Inc. cannot accommodate children more than 5 minutes before or after school. If your child is left after school or dance for more than 10 minutes, **you will be charged a \$10 Late Pick-Up Fee.** Please contact us as soon as possible if an emergency arises that will prevent you from picking up your child on time. Our phone number is 801-444-3535 (NOTE: this does not negate your late pick-up fee if you are more than 10 minutes late). Your little one will be cared for until they are picked up. Please provide information about other arrangements you have made to have your child to be picked up (remember, we can only release your child to those who are on your release form).

We know that things can happen, and please know that your child will be cared for until you get here. However, we have a large number of students, if everyone is late just once, you can imagine the hardship this places on our teachers. They have other obligations that they need to see to after class is over. If you are late, your account will be charged for a **Late Pick-Up.** Please do not ask them to dismiss this fee. This makes for an uncomfortable situation for the both of you. The teachers are not allowed to dismiss a Late Pick-Up Fee (it isn't fair to uphold a policy for one person and not another). Thank you for your understanding of the policy.

## **CHECK-IN & OUT PROCEDURES**



If you need to check your child out of school for any reason, you will be required to provide a driver's license or photo ID (this is only until the teachers remember which child goes to each parent). Only parents and those indicated on the child release form will be allowed to check your child out. **You will need to download the Lillio app and check your child in and out using this app every day. This is state law.**

## **CALENDARS AND INFORMATION**

We will be sending home calendars and letters on a regular basis to keep you informed. **Calendars can be found on our website as well.** Please read them carefully for important information. If your child misses a class, please check with their teacher for any missed information. Most of our correspondence will be via Email. **We must have your Email.**

## **LOST ARTICLES, INJURY, AND ILLNESS**



Please label your child's shoes, bags, coats, etc! Tiffany's Flower Box Pre-school Inc. will not be held responsible for lost, stolen, or damaged items. Please check the lost and found box near the office. Any items not claimed at the end of each term will be taken to Goodwill. Tiffany's Flower Box Pre-school Inc. will not be responsible for injuries sustained as a result of participating in school and/or extra-curricular activities. We strive to provide a safe and fun atmosphere, however accidents may happen. You are reasonable to have health/ accident insurance for your child. We will inform you of any injuries that we become aware of during class, and call you immediately if we think it is serious. We do not offer make-up classes if your child misses a class. **If your child is dropped-off ill, we will notify you immediately to come and get him/her (this includes all coughs and runny noses). We want to keep everyone healthy and not pass illnesses!**



## **COMMITMENT AND CONSIDERATION FOR EXTRA-CURRICULAR ACTIVITIES:**

Your child will perform in a class show and a recital each year to demonstrate what they have learned in the extra-curricular activities. We ask that your child be committed to the upcoming performance. Performing is part of our program. Children who participate in our program need to be in each performance. We ask that students attend every class possible and arrive on time for class. If your child is ill, please keep your child home until he/she is feeling better.

We understand that your child may decide to try some other type of lessons. **However, we ask that once your child has signed up for class, they commit to the upcoming performance.** A lot of time and effort goes into costuming and choreography. Due to choreography it is very difficult if we have students discontinue lessons. If your child decides to discontinue lessons during the year, you will be responsible for any costuming that has been purchased and/or ordered. ALL extra-curricular activities will require a costume & class attire. **The purchase price for dance class attire** is \$15/ black leotard to be used in the 1st recital and to practice in, \$22/ black ballet shoes for class & shows, & \$10/natural tights(must be purchased through the office) to be worn at both shows. There is also a \$49 costume fee for the end of the year recital costume. Tumbling uniforms are \$15 / boys t-shirt and \$40/ girls leo. For boys, you are responsible to provide a pair of black non-denim bottoms i.e. sweats or shorts). These fees are non-refundable if your child quits during the year (the prices quoted are a discounted rate given to everyone who pays before October 1st. **If you choose to pay on or after this date, you will need to add \$10 for each costume purchased).**

## **DRESS CODE:**

Because your child will be doing both academic and extra-curricular activities, it is important that they are dressed in a manner that will be conducive to both. They will need to be dressed in something that is appropriate for a "classroom" setting, as well as physical activity. **We will not have time to have each child change for each session.** A good example of an appropriate outfit would be a nice set of sweats, or shorts over a leotard. If children want to wear a dance outfit under their clothes, that's wonderful, but parents... **please do not send dance clothes in their backpacks.** It takes too long for them to change themselves and they end up being late for class (our school policy strictly restricts teachers from changing the children's clothing...we apologize for any inconvenience this may cause). **Please do not send your child in jeans or normal pants on days when he/she has extra-curricular activities.** Children cannot stretch or bend correctly in them. We will help dancers change into ballet shoes.

## **STUDIO DRESS:**

No jewelry should be worn. All hair must be pulled back with an elastic. Please do not have your child wear bows or accessories as they often fall out and are easily misplaced. Your child needs the following items to begin lessons. **Please label all items before the first day of class.** **Dance:** Black Ballet Shoes (\$22) Natural Tights for Recital (\$10) Black Leo For The Class Show And Weekly Practice (\$15) Costuming is \$49 and due before October 1st. **Tumbling:** In tumbling, they are barefoot. Sweat pants or shorts for boys. Girls can wear the same leo for tumbling. Costuming is \$17 for boys and \$40 for girls, and due before October 1st, on or after this date you need to add \$10 to these prices. No refunds will be given for these items. Costumes for the spring recital are purchased in September.

## **PICK-UP:**

Since teachers have classes back-to-back, we cannot babysit the students after class! It is important that you pick your child up as soon as class is over or **you will be assessed a \$10 Late Pick-Up Fee.**

## **PARENT VISITS:**

Often we do not get students' full attention if a parent is in visible sight (they don't want to participate because they want to sit with their parent). We also understand that it is important for parents to have the opportunity to observe their child. You are welcome to look through the windows. We also allow parents to arrange a time with their child's instructor to observe them in a class in intervals of every 2~3 months. **The parent must come alone, without any other children.** If you have other questions, direct them to the office or email us. We are happy to help!

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Once again, we are humbly grateful for the opportunity to work with you and your child. It is an awesome responsibility and honor to supplement your efforts at home in the shaping and molding of your child's intellectual, moral, and spiritual development. We thank you for this privilege and look forward to a long and rewarding working relationship!



Tiffany's Flower Box Pre-school Inc.





# TIFFINY'S FLOWER BOX PRE-SCHOOL ENROLLMENT FORM



**FALL 2024 You will provide this online now, not in paper form**

Child's Name: \_\_\_\_\_ NickName \_\_\_\_\_ Date: \_\_\_\_\_

Child's Age in Sept. 2024 \_\_\_\_\_ Child's Birth Date & Year: \_\_\_\_\_ Sex: F M

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Mother's/Guardian's Name: \_\_\_\_\_

Home Phone # (\_\_\_\_) \_\_\_\_\_ Cell # (\_\_\_\_) \_\_\_\_\_ Work # (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Father's/Guardian's Name: \_\_\_\_\_

Home Phone # (\_\_\_\_) \_\_\_\_\_ Cell # (\_\_\_\_) \_\_\_\_\_ Work # (\_\_\_\_) \_\_\_\_\_

★-mail: \_\_\_\_\_ (most all correspondence will be done via email)

**(We must have this!!!)**

Person to contact in case of emergency **(other than parents!)** These contacts will be allowed to check your child out.

1<sup>st</sup> Name: \_\_\_\_\_ Phone #(\_\_\_\_) \_\_\_\_\_

(\_\_\_\_) \_\_\_\_\_

2<sup>nd</sup> Name: \_\_\_\_\_ Phone #(\_\_\_\_) \_\_\_\_\_

(\_\_\_\_) \_\_\_\_\_

List Any Known Medical Conditions \_\_\_\_\_ None Known ☐

List Any Issues Of Special Attention (including any known allergies) \_\_\_\_\_

\_\_\_\_\_ None Known ☐

Note: If above lines are left blank, it is assumed None Known. We will make every effort to accommodate any medical conditions; however, we do not assume any responsibility for the care or supervision of your child's medical conditions.

**Pink immunization form, or exemption form, must be turned in before your child can attend the first day of school!**

**Please list below those that may check your child out of school other than emergency contacts.**

Please include all carpool persons. (Note: until teachers have a chance to get used to what child goes with what parents and carpools, a valid driver's license will be required. Also, if sending someone not normally sent to pick up your child, they must bring their driver's license.)

**Only Parents, Emergency Contacts & people on this list can pick up your child.**

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SEE PAGE 2 ON BACK----->



# TIFFINY'S FLOWER BOX PRE-SCHOOL ENROLLMENT FORM

## FALL 2024 CONTINUED Find these classes online

Please circle the pre-school session (time) you desire and the age your child will be in Sept. 2024

- **3 Year Old Classes Tuesday/Thursday** 9:00am ~ 11:30am or 9:45am ~ 12:15pm Full tuition \$990 a year \* deduct \$25, if paid in full upfront or \$110/month (Includes early bird discount/ normally \$125)
- **3 Year Old Class Monday/Wednesday/Friday** 9:45am-12:15pm Full tuition \$1305 a year \* deduct \$25, if paid in full upfront or \$145/month (Includes early bird discount/normally \$160)
- **K Prep Class Tuesday/Wednesday/Thursday/Friday** 9:00am ~ 11:30am Full tuition \$1710 a year \*deduct \$25, if paid in full upfront or \$190/month (Includes early bird discount/normally \$205 )with option of only **Tuesday/Thursday** Full tuition \$990 a year \* deduct \$25, if paid in full upfront or \$110/month (Includes early bird discount/ normally \$125)
- **K Prep Class Monday/Wednesday/Friday** 9:00 am ~ 12:00 pm Full tuition \$1575 a year \* ideduct \$25, if paid in full upfront or \$175/month (Includes early bird discount/ normally \$190)
- **K Prep Class Tuesday/Wednesday/Thursday** 9:45am ~ 12:15pm Full tuition \$1305 a year \* deduct \$25, if paid in full upfront or \$145/month (Includes early bird discount/ normally \$160)

If your child is a retuner please let us know to pull their immunization records.

Please indicate the time of any extra-curricular activities you desire: **\$39 for one class or \$69 for two**  
(INCLUDES EARLY BIRD DISCOUNT/NORMALLY \$49 OR \$79). Must be paid before the first day of the month prior to attendance to get this rate.

Mon. Dance 3Yr. Olds & K prep

Tues. Dance 3Yr. Olds & K prep

Wed. Co-Ed Tumbling K prep

Thurs. Co-Ed Tumbling 3 Yr. Olds or K Prep

|                          |                     |    |                          |                    |
|--------------------------|---------------------|----|--------------------------|--------------------|
| <input type="checkbox"/> | 12:20 pm – 1:05 pm  | OR | <input type="checkbox"/> |                    |
| <input type="checkbox"/> | 11:35 am – 12:20 pm | OR | <input type="checkbox"/> | 12:20 pm – 1:05 pm |
| <input type="checkbox"/> | 12:20 pm – 1:05 pm  | OR | <input type="checkbox"/> |                    |
| <input type="checkbox"/> | 11:35 am – 12:20 pm | OR | <input type="checkbox"/> | 12:20 pm – 1:05 pm |

### THE FOLLOWING FEES ARE DUE BEFORE WE CAN HOLD A SPOT FOR YOUR CHILD: PAID IN FULL

PRESCHOOL REGISTRATION FEE \$80 (CHECK # \_\_\_\_\_ OR CASH \$ \_\_\_\_\_ DATE \_\_\_\_\_)

OPTIONAL EXTRA-CURRICULAR ACTIVITY REGISTRATION FEE \$20 (CHECK # \_\_\_\_\_ OR CASH \$ \_\_\_\_\_ DATE \_\_\_\_\_)

DANCE RECITAL FEE \$38 (CHECK # \_\_\_\_\_ OR CASH \$ \_\_\_\_\_ DATE \_\_\_\_\_) \*REMEMBER, THESE ARE NOT COSTUME FEES

TUMBLING RECITAL FEE \$25 (CHECK # \_\_\_\_\_ OR CASH \$ \_\_\_\_\_ DATE \_\_\_\_\_) \*REMEMBER, THESE ARE NOT COSTUME FEES

- Payments by check - Please make your check payable to Tiffany's Flower Box Preschool. Print your child's name in the memo line to ensure your account is properly credited.
- If mailing your check, please mail to: 338 N. Main, Kaysville, Utah 84037.
- If you pay with cash you will need to include the exact amount due to lack of cash on hand at the school. Cash payments must be given to the office during office hours. To ensure proper credit, make sure you get a receipt.
- Returned checks will need to be redeemed with cash or money order. If a check is returned, you will be assessed all applicable late fees plus a \$25 returned check fee. If more than one check is returned, all further payments must be made with cash or money orders.
- If your payment is not received by the last day of the month it is due, your credit card on file will be charged and a processing and service fee of 4% will be assessed along with all applicable late fees.
- I agree to pay interest at the rate of 18% annually on all past due balances from the original due dates, plus court costs and reasonable attorney's fees, with or without suit, incurred in collecting any past due balance, and a collection fee of up to 40% if my account is assigned to a collection agency. All fees are based on yearly tuition rates.
- Tiffany's Flower Box Pre-school Inc. requires a thirty day written withdrawal notice. If you choose to withdraw your child from Tiffany's Flower Box Pre-school Inc. you will be charged for thirty days of tuition effective the first day your written notice is received by our office. This is effective thirty days prior to school starting (this gives us a chance to advertise and try to fill the spots).

My signature below states that I have read Tiffany's Flower Box Pre-school Inc. policies and procedures and I have enrolled my child in the classes listed above. Furthermore, it states my acceptance to the terms and conditions herein implied. I know all fees are non-refundable for any reason. I accept full responsibility and liability for my child. I understand there is a 30 day drop notice in effect as of 30 days prior to school starting.

PRINT Parent/Guardian's Name

Signature

Date





**Tiffany's Flowerbox Preschool & Davis Dance Academy  
Parent Financial Agreement & Picture Waiver Form**

**PAYMENTS:**

- I understand that tuition is due on the 20<sup>th</sup> of each month prior to attendance. Any tuition paid after the last day of the month prior to attendance will not receive the discount of \$10 for dance & \$15 for preschool. If your payment is not received before the first of the month it is due, your credit card on file will be charged and a processing and service fee of 4% will be assessed along with all applicable non discount fees. I agree to pay all tuition, the annual registration fee of \$20, the dance recital fee of \$38 or tumbling recital fee of \$25, and any applicable costuming fees. I understand that if I am more than 10 minutes late picking up my child I will be assessed a \$10 late pick-up fee to be paid by the next time I bring my child to class. I understand that my child will not be allowed to participate or perform unless all fees are kept current. All fees are based on a yearly rate. We break it down into nine payments for you to make it financially easier.

**All payments must be placed in the payment box by the front office.**

- **If you make payments online or by credit card there is a 4% credit card processing and service fee.**
- Payments by check-Please make your check payable to Tiffany's Flower Box Preschool OR Davis Dance Academy. Print your child's name in the memo section of your check to ensure your amount is properly credited.
- If mailing, please mail to 338 N. Main, Kaysville, Utah 84037
- Returned checks will need to be redeemed with cash or money order. You will be assessed all applicable late fees, and a \$25 *returned check fee*.
- If your payment is not received by the last day of the month it is due, your credit card on file will be charged and a processing and service fee of 4% will be assessed along with all applicable late fees.
- I agree to pay interest at the rate of 18% annually on all past due balances from the original due dates, plus court costs and reasonable attorney's fees, with or without suit, incurred in collecting any past due balance, and a collection fee of up to 40% if my account is assigned to a collection agency. Fees are based on yearly fees.
- *Davis Dance Academy & Tiffany's Flower Box Preschool requires a 30 day written withdrawal notice.* If you choose to withdraw your child, you will be charged for 30 days of tuition, effective the first day your **written** notice is received in **our office** (not your child's teacher!) This gives us a chance to fill the spot. This does NOT apply to competition teams. They are responsible for all fees, tuition, and costumes for the entire year if they drop from the team for any reason or if they are suspended from the team.
- I understand that at times the facility takes pictures of classes, competitions, & recitals, and that these pictures may be used on the websites or for advertisement. By signing below I give my permission for my child's photos to be used. I understand that at no time are full names revealed on the website or Ad, and no compensation will be given if my child's photos are used.

I will not hold Tiffany's Flower Box Preschool & Davis Dance Academy inc. responsible for injuries sustained as a result of participating in any class at the preschool, studio, rehearsals, recitals, or competitions. I understand that they strive to provide a safe and fun atmosphere, however, accidents may happen. They will notify parents of any injury they become aware of during class, and will phone you immediately if it seems serious. Please read the Release & Waiver of Liability and Indemnity Agreement Form on the next page fully and completely before signing.

My signature below states that I have read and agreed to Tiffany's Flower Box Preschool & Davis Dance Academy inc. Policies and Procedures. Furthermore, it states my acceptance to the terms and conditions herein implied. I accept full responsibility and liability for my child.

\_\_\_\_\_  
Parent/Guardian Name (print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**TIFFINY'S FLOWER BOX PRESCHOOL & DAVIS DANCE ACADEMY INC.**  
**Release and Waiver of Liability and Indemnity Agreement**  
**(Read Carefully Before Signing)**

In consideration of being permitted to participate in any way in the Dance/Tumbling & Preschool Program indicated below and/or being permitted to enter for any purpose any restricted area (here in defined as any area where in admittance to the general public is prohibited), the parents(s) and/or legal guardian(s) of the minor participant named below agree:

1. The parent(s) and/or legal guardian(s) will instruct the minor participant that prior to participating in the below Dance/Tumbling & Preschool activity or event, he or she should inspect the facilities and equipment to be used, and if he or she believes anything is unsafe, the participant should immediately advise the officials of such condition and refuse to participate. I understand and agreed that, if at any time, I feel anything to be UNSAFE, I will immediately take all precautions to avoid the unsafe area and REFUSE TO PARTICIPATE further.
2. I/WE fully understand and acknowledge that:
  - (a) There are risks and dangers associated with participation in Dance/Tumbling & Preschool events and activities which could result in bodily injury, partial and/or total disability, paralysis and death.
  - (b) The social and economic losses and/or damages, which could result from these risks and dangers described above, could be severe.
  - (c) These risks and dangers may be caused by the action, inaction or negligence of the participant or the action, inaction or negligence of others, including, but not limited to, the Releasees named below.
  - (d) There may be other risks not known to us or are not reasonably foreseeable at this time.
3. I/WE accept and assume such risks and responsibility for the losses and/or damages following such injury, disability, paralysis or death, however caused and whether caused in whole or in part by the negligence of the Releasees named below.
4. I/WE HEREBY RELEASE, WAIVE, DISCHARGE AND COVENANT NOT TO SUE Tiffany's Flower Box Preschool & Davis Dance Academy Inc. facility used by the participant, including its owners, directors, teachers, coaches, managers, promoters, lessees of premises used to conduct the Dance/Tumbling & Preschool event or program, premises and event inspectors, underwriters, consultants and others who give recommendations, directions, or instructions to engage in risk evaluation or loss control activities regarding the Dance/Tumbling & Preschool facility or events held at such facility and each of them, their directors, teachers, officers, agents, employees, all for the purpose herein referred to as "Releasee"... FROM ALL LIABILITY TO THE UNDERSIGNED, my/our personal representatives, assigns, executors, heirs and next to kin FOR ANY AND ALL CLAIMS, DEMANDS, LOSSES OR DAMAGES AND ANY CLAIMS OR DEMANDS THEREFORE ON ACCOUNT OF ANY INJURY, INCLUDING BUT NOT LIMITED TO THE DEATH OF THE PARTICIPANT OR DAMAGE TO PROPERTY, ARISING OUT OF OR RELATING TO THE EVENT(S) CAUSED OR ALLEGED TO BE CAUSED IN WHOLE OR IN PART BY THE NEGLIGENCE OF THE RELEASEE OR OTHERWISE.
5. I/WE HEREBY acknowledge that THE ACTIVITIES OF THE EVENT(S) ARE VERY DANGEROUS and involve the risk of serious injury and/or death and/or property damage. Each of THE UNDERSIGNED also expressly acknowledge that INJURIES RECEIVED MAY BE COMPOUNDED OR INCREASED BY NEGLIGENT RESCUE OPERATIONS OR PROCEDURES OF THE RELEASEES.
6. EACH OF THE UNDERSIGNED further expressly agrees that the foregoing release, waiver, and indemnity agreement is intended to be as broad and inclusive as is permitted by the law of the Province or State in which the event is conducted and that if any portion is held invalid, it is agreed that the balance shall, notwithstanding continue in full legal force and effect.
7. On behalf of the participant and individually, the undersigned partner(s) and/or legal guardian(s) for the minor participant executes this Waiver and Release. If, despite this release, the participant makes a claim against any of the Releasees, the parent(s) and/or legal guardian(s) will reimburse the Releasee for any money which they have paid to the participant, or on his behalf, and hold them harmless.

I HAVE READ THIS RELEASE AND WAIVER OF LIABILITY, ASSUMPTION OF RISK AND INDEMNITY AGREEMENT, FULLY UNDERSTAND ITS TERMS, UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING IT, AND HAVE SIGNED IT FREELY AND VOLUNTARILY WITHOUT ANY INDUCEMENT, ASSURANCE, OR GUARANTEE BEING MADE TO ME AND INTEND MY SIGNATURE TO BE A COMPLETE AND UNCONDITIONAL RELEASE OF ALL LIABILITY TO THE GREATEST EXTENT ALLOWED BY LAW.

**Tiffany's Flower Box Preschool & Davis Dance Academy Inc.**

Parent or Guardian Signature (if minor)\_\_\_\_\_

Parent or Guardian Signature (if minor)\_\_\_\_\_

Printed Name of Participant\_\_\_\_\_



# UTAH SCHOOL IMMUNIZATION RECORD

This record is part of the student's permanent school record (cumulative folder) as defined in Section 53A-11-304 of the Utah Statutory Code and shall transfer with the student's school record to any new school.

The Utah Department of Health and local health departments shall have access to this record. This immunization record may be entered into the Utah Statewide Immunization Information System (USIS). For more information about USIS, please visit the USIS website at [www.usis.org](http://www.usis.org) or see the Family Educational Rights and Privacy Act (FERPA) directory.

**INSTRUCTIONS:** This form must be completed for enrollment in schools and early childhood programs (i.e. a nursery or preschool, licensed day care center, child care facility, family home care, or Head Start Program.) See reverse side for instructions on claiming exemptions for medical, religious, or personal reasons.

Student Name \_\_\_\_\_ Gender ☐ Male ☐ Female Date of Birth \_\_\_\_\_

Name of Parent/Guardian \_\_\_\_\_ Signature of Parent/Guardian \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_ Telephone \_\_\_\_\_

| VACCINE                                                                                                                           | 1 <sup>st</sup> | 2 <sup>nd</sup> | 3 <sup>rd</sup> | 4 <sup>th</sup> | 5 <sup>th</sup> |
|-----------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| DTP, DTaP, DT, Td<br>(D-Diphtheria, T-Tetanus,<br>P-Pertussis, aP-acellular Pertussis)                                            |                 |                 |                 |                 |                 |
| Haemophilus Influenzae b (Hib)                                                                                                    |                 |                 |                 |                 |                 |
| Polio (IPV or OPV)                                                                                                                |                 |                 |                 |                 |                 |
| Measles, Mumps, and Rubella (MMR)<br><small>*1<sup>st</sup> dose must be received on or after the 1<sup>st</sup> birthday</small> |                 |                 |                 |                 |                 |
| Measles (Rubeola, 10 day, red measles) <sup>**</sup>                                                                              |                 |                 |                 |                 |                 |
| Mumps <sup>**</sup>                                                                                                               |                 |                 |                 |                 |                 |
| Rubella (German measles, 3 day measles) <sup>**</sup>                                                                             |                 |                 |                 |                 |                 |
| Hepatitis B (HBV)                                                                                                                 |                 |                 |                 |                 |                 |
| Varicella (Chickenpox)                                                                                                            |                 |                 |                 |                 |                 |
| Hepatitis A<br><small>*1<sup>st</sup> dose must be received on or after the 2<sup>nd</sup> birthday.</small>                      |                 |                 |                 |                 |                 |

SCHOOL AND EARLY CHILDHOOD PROGRAM USE ONLY:

1. Date of Unconditional Admission: \_\_\_\_\_  
ALL REQUIREMENTS MET

2. Date of Conditional Admission: \_\_\_\_\_

3. Exemption was granted for:  
☐ Medical Reason  
☐ Religious Reason  
☐ Personal Reason

4. Date Immunizations verified by: \_\_\_\_\_  
☐ Physician Record  
☐ Parent Record

My student has had the chickenpox disease, and therefore, does not need the Varicella vaccine.

Signature of Parent/Guardian: \_\_\_\_\_

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

I have reviewed the records available, and to the best of my knowledge, this student has received the above immunizations.

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_  
☐ Physician ☐ School or Early Childhood Program Official ☐ Health Authority

## INSTRUCTIONS

### The minimum required immunizations for school or early childhood program entry include:

- 5 doses of DTaP/DT/DT – 4 doses are acceptable if the 4<sup>th</sup> dose was given after the 4<sup>th</sup> birthday; 3 Td required if started after age 7.
- 4 doses of Polio – 3 doses are acceptable if the 3<sup>rd</sup> dose was given after the 4<sup>th</sup> birthday.
- 2 doses of Measles – required for all students kindergarten through grade 12. Two doses of Measles, Mumps, and Rubella (MMR) vaccine are acceptable. The first dose of measles containing vaccine must be given on or after the 1<sup>st</sup> birthday.
- 1 dose of Mumps – must be given on or after the 1<sup>st</sup> birthday.
- 1 dose of Rubella – must be given on or after the 1<sup>st</sup> birthday.
- 4 doses of Haemophilus Influenzae type b (Hib) – dosing schedule is based upon student's current age and number of previous doses received. *Hib is not required for kindergarten entry.*
- 3 doses of Hepatitis B – required for students born after July 1, 1993 prior to entering kindergarten. *It is not required to attend an early childhood program.*
- 1 dose of Varicella (chickenpox) – EFFECTIVE JULY 1, 2002 – required for students born after July 1, 1996 prior to entering kindergarten. It must be given on or after the 1<sup>st</sup> birthday. Parental history of the disease is acceptable. Parent/Guardian must sign verifying history of disease.
- 2 doses of Hepatitis A – EFFECTIVE JULY 1, 2002 – required for students born after July 1, 1996 prior to entering kindergarten. The first dose of Hepatitis A must be given on or after the 2<sup>nd</sup> birthday.

Fill in (print or type) student's name, gender, and date of birth.

Fill in (print or type) name of parent/guardian, mailing address, city, zip code, and telephone number. Parent/Guardian must sign.

Written proof is required to verify the student's immunizations. Proof may be obtained from physician records, health department records, or parent/guardian records. Parent/guardian records may be accepted if they indicate the student's name, date of birth, type of vaccine administered, specific dates of immunization, and the name of physician or health care facility administering the vaccine.

I transcribe the month, day, and year of each immunization received by the student in the appropriate box.

### Complete the "SCHOOL AND EARLY CHILDHOOD PROGRAM USE ONLY" box.

- Determine if admission requirements for all required immunizations have been met. If all requirements have been met, enter "Date of Unconditional Admission – ALL REQUIREMENTS MET". If all requirements have not been met, but the student has received at least one dose of each required vaccine, enter "Date of Conditional Admission" and explain the process of completing required immunizations to parent/guardian.
- If a student is exempted for medical reasons and the duration of the medical condition is temporary, enter "Date of Conditional Admission". Upon expiration of temporary status, immunizations shall be required. If the medical exemption is permanent, the student shall be considered as having met all requirements. Complete date for ALL REQUIREMENTS MET and check the box marked medical exemption granted.
- If a student is exempted for religious or personal beliefs, the student shall be considered as having met all requirements. Complete date for ALL REQUIREMENTS MET and check the box marked religious or personal exemption granted.
- Fill in date(s) immunization records were verified.

Complete authorized signature and date.

### Exemption Procedures:

- MEDICAL EXEMPTION:** If a medical exemption is claimed, a Medical Exemption Form must be completed and signed by the student's licensed physician (Utah Statutory Code – Section 53A-11-302). The Medical Exemption Form may be obtained from the student's physician. It must indicate whether the exemption is to one or all immunizations. The WHITE and YELLOW copies will be given to the parent/guardian. The parent/guardian will present the WHITE copy to the school or early childhood program official. The WHITE copy must be attached to this record. The YELLOW copy is for the parent/guardian. The PINK copy will remain in the child's medical record.
- RELIGIOUS EXEMPTION:** If a religious exemption is claimed, a Religious Exemption Form must be completed and signed by the parent/guardian. The Religious Exemption Form may be obtained from a local health department. A local health department representative must witness and sign the Religious Exemption Form giving the WHITE and YELLOW copies to the parent/guardian. The parent/guardian will present the WHITE copy to the school or early childhood program official. The WHITE copy must be attached to this record. The YELLOW copy is for the parent/guardian. The PINK copy will remain with the local health department.
- PERSONAL EXEMPTION:** If a personal exemption is claimed, a Personal Exemption Form must be completed and signed by the parent/guardian. The Personal Exemption Form may be obtained from a local health department. A local health department representative must witness and sign the Personal Exemption Form giving the WHITE and YELLOW copies to the parent/guardian. The parent/guardian will present the WHITE copy to the school or early childhood program official. The WHITE copy must be attached to this record. The YELLOW copy is for the parent/guardian. The PINK copy will remain with the local health department.





This form needs to be filled out and signed by whoever is financially responsible for this account.

(i.e. yourself, a grandparent, an ex-spouse)

\_\_\_\_(Initial Here) I understand that I need to have a valid debit or credit card on file at Davis Dance Academy/Tiffany's Flower Box Preschool. I am still welcome and encouraged to pay with cash or check or set up a bill pay through my bank.

\_\_\_\_(Initial Here) I understand that my card will be charged on the first day of every month if I have a balance owing. I will be charged my balance including the non-discount rate and a 4% credit card processing and service fee. All fees are based on a yearly fee divided by nine months.

VISA or MATERCARD Card number\_\_\_\_\_

Expiration\_\_\_\_\_ Name as it appears on the card\_\_\_\_\_

Signature\_\_\_\_\_ Student's Name\_\_\_\_\_

\_\_\_\_\_(Initial Here) I understand that the complete Policy and Procedure packet is available online at Tiffany's Flowerbox Preschool website. [Tiffynysflowerboxpreschool.com](http://Tiffynysflowerboxpreschool.com) If I picked my registration packet up at the school, I understand that **I will need to get online and read the entire packet**. The packet from the office (hallway at the school) only includes registration forms. It is my job to be informed of all policies and procedures before I bring my child to school on their first day.

Signature\_\_\_\_\_ Date\_\_\_\_\_