



**Please complete this form, enclose your payment in full and mail back within
14 days of your initial telephone reservation.
Make check payable to Extraordinary Kids- P.O. Box 7006, Deerfield, IL 60015
Thank You!**

Child's Name - Last _____ First (prefers to be called) _____ Boy or Girl (circle)

Date of Birth _____ School _____ E-Mail _____

Parent(s) Name _____ Home Address _____ City _____

Home Phone _____ Work Phone _____ Cell / Pager _____

Emergency Name and Phone _____

My child's class meets in (please circle) Deerfield Northbrook on M T W TH F in the AM or PM

CAR POOL AND PICK UP INFORMATION- The people listed below are authorized to pick up my child:

Name _____ Phone _____

Name _____ Phone _____

PLEASE TELL US ABOUT YOUR CHILD ! Please use the back to elaborate.

Special hobbies or interests _____

Allergies or Medical Restrictions _____

Is there anything else our teachers should know? _____

INSURANCE LIABILITY WAIVER AND RELEASE OF ALL CLAIMS

The undersigned, who has chosen to utilize activities provided by and/or services provided through EXTRAORDINARY KIDS, LTD. Acknowledges having been informed that EXTRAORDINARY KIDS, LTD. does not have it's own liability insurance(EXTRAORDINARY KIDS, LTD. is hereafter referred to as " KIDS" and the term "KIDS" includes all officers, directors, agents, servants, and employees of EXTRAORDINARY KIDS, LTD. as well as successors or assigns of EXTRAORDINARY KIDS, LTD. each time the term "KIDS" is used herein). The undersigned, having been informed that KIDS does not have liability insurance, has also been informed that as a prerequisite for activities to be provided through and/ or services to be provided by KIDS, this waiver and release of all claims (as well as the indemnification) must be signed; the undersigned waives, released and fully discharges KIDS from any and all claims for injuries (whether personal or otherwise), losses or damages, that the undersigned may now have or at any time have that might arise out of, be connected with, or in any way be associated with or through services and/or activities provided by KIDS. The undersigned also agrees to indemnify and hold harmless and defend KIDS from any and all claims from such injuries, losses and damages that the undersigned may now have or that the undersigned may at any time have arising out of, connected with, or in any way associated with the activities and/or services of KIDS. The undersigned has read and fully understands the above, including the waiver and release of all claims and indemnification and has voluntarily signed this agreement.

PHOTO PERMISSION

On occasion KIDS staff may take photos of our many activities and special events. We may use these photos in our brochures and promotional literature, and most people are delighted when they see themselves or family members in publicity. On occasion free-lance photographers show up from the local newspapers. We welcome the coverage and hope you do to. It is often through this type of publicity that you and others learn about what's happening in our classes. If, however, you prefer that your child's pictures **not** be taken and used to promote our program, please contact the directors at 847-945-7632. Thank You.

Signature (of Parent, on behalf of self and each minor) Date FALL Session Printed Name of Person Signing

Signature (of Parent, on behalf of self and each minor) Date WINTER Session Printed Name of Person Signing

Signature (of Parent, on behalf of self and each minor) Date SPRING Session Printed Name of Person Signing

POLICIES AND PROCEDURES

DEERFIELD & NORTHBROOK

Revised 1/2009

ILLNESS

If your child becomes ill or gets injured during class we will:

1. Call the parent(s): First at home, then on their cell or pager, then at work.
2. Call the emergency contact.
3. If there is a medical emergency 911 will be called.

ABSENCES

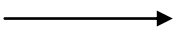
1. *If your child will be absent on the day of his/her class, please notify us.*
2. *If your child has been ill, he/she must be fever free for 24 hours in order to attend class. Healthy children make happy children. Please do your part by keeping our environment healthy.*
3. *If your child has chicken pox, please wait until he/she has scabbed before returning to class.*

DROP OFF / PICK UP

1. Drop off is no earlier than 5 minutes before class begins and pick up is no later than 5 minutes after class ends.
2. An adult must bring every child into the building or classroom.
3. The staff will refuse to release a child to anyone, whether related or unrelated to the child who has not been authorized in writing by parent(s) or guardian to receive the child. Persons not known to the staff shall be required to provide a drivers license with photo or photo identification card issued by the Illinois Secretary of State to establish their identity prior to a child being released to them.
4. The facility will maintain a list of persons designated in writing by the parents or guardian to whom the facility will release the child.
5. Every child will be picked up from inside the building or classroom, and signed out with driver's initials if required.

ALLERGIES

1. It is the parent/guardian's responsibility to notify us if your child has a food or environmental allergy that could effect his/her participation in class.
2. The child should be aware of his/her restrictions.
3. Food is not served on a regular basis, only as a compliment or enhancement to a lesson.
4. Extraordinary Kids always makes available a list of foods that will be used during each session and it is the responsibility of the parent/guardian to ask for it and read it carefully.
5. Original food packaging is available on site. Parents/guardians are encouraged to read ingredient labels to determine if there is any reason that the food is unsuitable for their child.
6. Extraordinary Kids will do their best to provide an appropriate alternative food whenever possible. We appreciate parents help with suggestions or providing substitutes when necessary.
7. Extraordinary Kids will work with parents to try to meet their child's special needs. We strive to keep our environment as safe as possible for students, while maintaining the hands-on approach of our program.
8. Unfortunately, there may be times when we are unable to accommodate a student's needs. In that case we will refund you the cost for that class, minus fees determined by the specific site.
9. We can not guarantee an allergy free environment. Our classrooms are used by many people other than Extraordinary Kids Ltd.

OVER 

BEHAVIOR

In the event that a child is having trouble adjusting to the class, is disruptive to the class or other children, or physically aggressive to teachers or peers, the parent will be immediately notified. A phone conference or meeting will be arranged as soon as possible. A solution will be decided upon and implemented. If this solution is ineffective or the child remains unhappy or problematic, we reserve the right to dismiss your child from our class. A prorated refund will be given for the remaining classes. Everything will be done in the child's best interest.

GENERAL REGISTRATION PROCEDURE

1. A preliminary phone registration is required for Fall Session.
2. Winter and Spring Session registration is done by priority. This can take place either in the classroom or by phone. Prior to registration a letter will be sent home from Extraordinary Kids with your child explaining the procedure.
3. Payment is due 2 weeks after the initial phone reservation or for Winter and Spring due 2 weeks after the teacher is notified of the child's plan to return.
4. If payment has not been received after two weeks of your reservation, Extraordinary Kids will make 1 courtesy call to your home with specific instructions on how to proceed. After that, your space in the class will be automatically released.
5. Alternate payment arrangements can be made at any time, please contact Extraordinary Kids.

REFUND POLICY

1. The class fee contains a **\$50.00 non-refundable cancellation fee**.
2. A refund, less the \$50 cancellation fee, will be given if the refund request is received 2 weeks prior to your child's first class of the session.
3. After that time, if you withdraw for any reason, you will receive a prorated refund for the remaining classes minus **\$100 non-refundable cancellation fee**.
4. A pro-rated refund will be granted after the start of the program due to an illness or injury verified in writing by a physician on the physician's official letterhead. The pro-rated refund will begin the date the initial phone call is received by Extraordinary Kids.

MAKE-UP CLASSES

We are sorry but we can not guarantee make-up classes. We can only accommodate students in classes that are not running at full capacity.