

Northwest Children's School

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Toddler Time Enrollment Application

2026-2027 School Year

September through May

_____/_____/_____
Child #1: First Name Last Name Date of Birth

_____/_____/_____
Child #2: First Name Last Name Date of Birth

Fridays from 10am – 11:30am

Adult attendance during the session is **required**.

Toddlers must be 18 months through Age 3*

See last page for sibling availability and restrictions

(*and not yet eligible for our preschool classroom)

Dropbox Secure Upload Link:

<https://www.dropbox.com/request/wfY873C8oUdqJsRSQLHt>

Registration Fee

Scan the QR code below to pay the \$25 one-time registration fee.

Please enter your **students' name** in the name field.



How did you hear about us? _____ Facebook _____ Web Search _____ Referred _____ Other: _____

STUDENT INFORMATION:

Child #1 Name: _____ Birthdate: _____ Age: _____

Child #2 Name: _____ Birthdate: _____ Age: _____

Primary Address: _____

City: _____ State: _____ Zip: _____

Is English a Second Language? YES / NO | If **YES**, what is his/her Primary Language? _____

PARENT INFORMATION:

Mother's Name: _____ **Contact: 1st / 2nd**

Address (if different from above): _____ State _____ Zip _____

Cell Phone: _____ Social Security #: _____

Father's Name: _____ **Contact: 1st / 2nd**

Address (if different from above): _____ State _____ Zip _____

Cell Phone: _____ Social Security #: _____

PRIMARY EMAIL: _____

Northwest Children's School will send communications to this email including enrollment information, tuition invoices, school updates, etc.

IN CASE OF EMERGENCY CALL: Please list names and phone numbers in **ORDER** of who we should call (incl. parents).

<u>First & Last Name</u>	<u>Phone</u>	<u>Relationship</u>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____

AUTHORIZED ADULT LIST: Please list names, phone number & relationships for all who are authorized to attend Toddler Time with your child. Please note, all persons authorized must be at least 18 years of age.

<u>First & Last Name</u>	<u>Phone</u>	<u>Relationship</u>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____

QUESTIONNAIRE

1. What do you hope your child will learn while attending Toddler Time?

2. What does your child like to do in his/her free time?

3. Does your child have social experience with daycare, preschool, sports, etc. and how do they do in this setting?

4. Is there anything you would like to tell us about your family or child before classes begin?

BILLING: The default payment schedule will begin September 1st (unless otherwise indicated below)

Prior to September 1st, you will receive an email from Intuit/QuickBooks outlining the details of your Recurring Payment Set Up. You will have a limited number of days to accept the payment schedule and enter your payment details. Failure to accept the payment schedule on time may result in a Late Fee. Please ensure nwchildrenschool@gmail.com is on your safe sender list so these emails are not missed.

Billing Email (if different than primary): _____

I would like to change the date of my payment drafts to better line up with my pay cycle. Instead of the 1st, please have my payment deducted on the indicated date below marked with an "X" (please initial below):

Prior to 1st: ___ 20th ___ 21st ___ 22nd ___ 23rd ___ 24th ___ 25th ___ 26th ___ 27th ___ 28th ___ 29th ___ 30th

After 1st: ___ 2nd ___ 3rd ___ 4th ___ 5th

By initialing here, _____, I understand selecting a date *prior to* the 1st means my first payment will be drafted from my account in the month of August, then each month thereafter on the same date.

Payment Method:

_____ ACH Bank Transfer with a 1% processing fee (\$1) added to my bill

_____ Debit/Credit Card with a 3% processing fee (\$3) added to my bill

ENROLLMENT ACKNOWLEDGEMENTS – PLEASE READ, INITIAL, & SIGN

1. Toddler Time requires a legal adult to remain in class for the duration of class. Students may not be dropped off and picked up later. **Initial:** _____
2. Enrolled students are the sole responsibility of their “Attending Adult”. **Initial:** _____
3. Due to classroom limitations, only one adult may attend; per child, per session. **Initial:** _____
4. Toddler Time requires a one-time, non-refundable registration fee of \$25. **Initial:** _____
5. Toddler Time tuition is calculated as an annual rate, September through May, and billed monthly in 9 equal payments of \$100 per month, regardless of number of attendance days, absences, illness, etc. Refunds or prorated tuition will not be given. **Initial:** _____
6. Tuition payments are due monthly on the 1st. **Initials** _____
7. Tuition is deemed late if paid after the 5th. A \$25 Late Fee will be due immediately. **Initials** _____
8. Electronic payments are required; payment methods are Bank ACH with a 1% processing fee or Debit/Credit Card with a 3% processing fee, added to monthly payments. **Initials** _____
9. Returned bank ACH payments will be charged a \$35 NSF fee due immediately. **Initials** _____
10. You may withdraw from class at any time by submitting 30-days written notice via email to nwchildrenschool@gmail.com. Notifying your child’s teacher is not acceptable notice. Tuition is still due during the 30-day period after notice is given. **Initials** _____
11. NWCS follows standard public-school holidays and closures (based upon Arlington School District). Emergent closures are posted using ClassDojo. **Initial:** _____
12. Please add nwchildrenschool@gmail.com to your safe sender list to ensure emails are not sent to junk/spam email folders. **Initials** _____
13. ClassDojo is a **FREE** app used for all communications once the school year begins. It is a secure, restricted access app used for parent-teacher communications - accessible only by registered parents & our staff. At least one parent is required to download and connect to your child’s classroom using the app. **Initials** _____
14. **Siblings & Age Restrictions:**
 - a. Siblings, 6 months and under, may attend, at no charge, if they are kept in a carrier (either a car seat or body carrier; no strollers please). **Initials** _____
 - b. Toddler Time is not intended for children 6m to 17m; the classroom includes smaller items which are not appropriate for this age group. **Initials** _____
 - c. Sibling enrollments for two children between 18 months and 3 years, may attend together for a discounted rate on the second child; sibling #1 is the standard rate of \$100/mo and sibling #2 is \$50/mo. Siblings are not subject to a registration fee.
 - d. **Drop-in Rate** for siblings ages 6mo+ are \$20 paid at the start of class. We understand there may be times when sibling childcare options are suddenly unavailable, therefore siblings are welcome to *occasionally* join. Please help older siblings be mindful of age group. Please be mindful of toy/material hazards in the classroom when bringing younger siblings. **Initials** _____
 - e. While we try to accommodate families to the best of our ability, age restrictions are subject to change at any time at the discretion of Northwest Children’s School LLC. **Initials** _____

By signing this application, I have read, understand, and agree to abide by all policies outlined in this application. By submitting this application as part of the registration process, I understand it applies to my child’s enrollment in the 2026-2027 school year **only**.

Signature of Parent or Legal Guardian

Date

RELEASE OF LIABILITY

Child #1 Name: _____ Birthdate: _____

Child #2 Name: _____ Birthdate: _____

Address: _____ City: _____ State: _____ Zip: _____

Allergies: _____

Current Medications: _____

Mother's Name: _____ Phone: _____

Father's Name: _____ Phone: _____

Child's Doctor: _____ Phone: _____

Dr. Facility Name & Address: _____

As the child's legal guardian, I understand my child, _____, (*further referred to as "child"*) is the sole responsibility of the Authorized Adult(s) listed in this application while on the premises at Northwest Children's School LLC, located at 3833 168th St NE STE 1, Arlington WA 98223. I agree to indemnify and hold harmless Northwest Children's School LLC from any and all actions or events pertaining to my child including but not limited to injury, whether self-inflicted or inflicted by another party, disappearance, ingested allergens/poisons, ingestion of classroom materials/toys, illness, or any other means or events which may impact the safety of my child while on the premises. Northwest Children's School LLC staff will not assist with or be held liable for any emergency care or treatment of my child – including the administering of medications, contacting emergency services, first aid care, or any other assistance. I understand all emergency and non-emergency care is the sole responsibility of the Authorized Adult who attends with my child at Northwest Children's School LLC. By signing this Release of Liability, I certify I am the child's legal guardian and have authority to sign.

Signature of Parent or Legal Guardian

Date