



**Kids Planet Preschool and Kindergarten**  
 GLENDALE: 714 S. Glendale Avenue, Glendale, CA 91205  
 SUN VALLEY: 11122 Saticoy Street, Sun Valley, CA 91352  
 PHONE: 818-545-3787  
 EMAIL: info@KidsPlanet.com  
 WEB: www.KidsPlanet.com  
 Hours of Operation: 7:30am to 5:30pm

**APPLICATION FORM**

**OFFICE USE ONLY**

School Year: \_\_\_\_\_ Grade Level: \_\_\_\_\_ Registration Date: \_\_\_\_\_ Immunization Complete: Yes / No

**STUDENT'S LEGAL NAME:** (As it appears on legal birth document)

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 Last First Middle

Birth Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Birthplace \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 Month Day Year City State Country

Address \_\_\_\_\_  
 Number Street Apt. # City State/Zip

Home Phone # (\_\_\_\_) \_\_\_\_\_

E-Mail Address \_\_\_\_\_

**FAMILY INFORMATION:**

**Primary Caregiver**

Please check  Father  Mother  Other \_\_\_\_\_ SSN: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**Name:** (As it appears on official identification)

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 Last First Middle

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

Cell Phone # (\_\_\_\_) \_\_\_\_\_

**Secondary Caregiver**

Please check  Father  Mother  Other \_\_\_\_\_

**Name:** (As it appears on official identification)

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 Last First Middle

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

Cell Phone # (\_\_\_\_) \_\_\_\_\_

**Student Lives With:** (check all that apply)

- Mother     Father     Stepfather     Stepmother     Foster Father     Foster Mother
- Legal Guardian     Caregiver     Joint Physical Custody     Other \_\_\_\_\_

- Legal Document (Restraining Order, Custody Order, etc.)? No — Yes — (If yes, copy must be on file at school)

**Other Adults to be Called in Emergency:**

1.	_____	_____	_____
	Last	First	Relationship to Student
			Phone Number
2.	_____	_____	_____
	Last	First	Relationship to Student
			Phone Number

**The Parent(s) / Guardian(s) Agree:**

- To pick up and drop off their child according to the school hours, understanding that the child may not be admitted to school for the day for arriving later than at 9:30am, unless a prior notification has been received, and that there will be a late pick up charge if the child is picked up later than at 5:30pm.
- To provide any medical documentation or doctor's notification requested by Kids Planet, understanding that the child may not be admitted to school for the day due to the lack of medical documentation proving that the child is well enough to return to school.
- To pay the full monthly tuition fee irrespective of any absences, sick days, or other reasons for non-attendance; acknowledging that in a calendar year there is only two (2) weeks total of absence that can be deducted from the monthly tuition fee which should be taken one (1) week at a time and a prior notification must be submitted to the administration.
- To the probationary period of child's attendance to maximum of fifteen (15) days and termination of child's attendance for the reasons described in the Parent Agreement document.
- To the potty training policies outlined in the Kids Planet Parents' Handbook, understanding that the child must wear diaper until s/he is able to verbally communicate his/her restroom needs in addition to using the toilet during frequent scheduled restroom times.
- To provide Kids Planet with the following documents in addition to other admission forms: a copy of birth certificate and a copy of child's immunization records.
- To give permission for their child to be photographed or videotaped by the school during school activities. These pictures may be used on the school's poster boards and/or on Kids Planet social media sites.
- To give authorization for their child to participate in all activities at school designed by the school's personnel.

I have read, understand, and agree to comply with policies and procedures outlined above. I had the opportunity to ask questions about this form to Kids Planet staff. My **NON-REFUNDABLE** registration fee is enclosed.

\_\_\_\_\_

Parent / Legal Guardian Full Name

\_\_\_\_\_

Parent / Legal Guardian Signature

\_\_\_\_\_

Date

Notes: