



Oklahoma Islamic Academy's (OIA) Mother's Day Out Program Application Form

CHILD INFORMATION FORM FAMILY INFORMATION

Child's Full Name: _____ D.O.B. _____ Nickname: _____
 Street Address: _____ City _____ Zip _____
 Mother's Name: _____ Mother's Occupation: _____ Mother's Cell: _____
 Mother's Work #: _____ Mother's Email: _____
 Father's Name: _____ Father's Occupation: _____ Father's Cell: _____
 Father's Work #: _____ Father's Email: _____
 Child lives with: ___ Mother & Father ___ Mother ___ Father ___ Other (please list): _____
 Parents' Marital Status: ___ Married ___ Divorced ___ Separated ___ Other

Please list at least two names and phone numbers of persons that we may contact for emergencies, if a parent cannot be reached.
 Name: _____ Phone Number: _____
 Name: _____ Phone Number: _____

HEALTH INFORMATION

Food Allergies: _____
 Other Allergies: _____ Other Health Problems: _____

ROUTINE INFORMATION

Eating Habits & Difficulties: _____
 Sleep & Nap Habits: _____
 Other Comments: _____

SOCIAL & PHYSICAL GROWTH Please mark the following with Y(yes) or N (no).

- Additional notes can be provided in the space below:
 1. Right Handed ___ 2. Left Handed ___ 3. Clumsy ___ 4. Restless ___ 5. Shy ___ 6. Has falling spells ___
 7. Domineering ___ 8. Dare-devil behavior ___ 9. Impulsive ___

Please list any additional comments regarding the above issues: _____
 What are some of the ways your child plays at home?

 Other comments you think will help those working with your child: _____

MEDICAL RELEASE FORM

I, _____ (Parent/Guardian) hereby give permission for any and all medical attention to be administered to my child, _____ (Child) in the event of accident, injury, sickness, etc..., under the direction of the person(s) listed below, until such time as I may be contacted. I also assume the responsibility for the payment of any such treatment. This release is effective for the period of one year from the date given below.

Insurance Company: _____ Policy Number: _____

In case I cannot be reached, the following person is designated to act on my behalf: Oklahoma Islamic Academy personnel designated by the director in her absence.

PHOTO/VIDEO RELEASE FORM

OIA's Mother's Day Out program requests your permission to take, develop & display pictures & videos taken of your child while he/she is attending the program. These may be used for a variety of uses, such as: sharing special moments and activities with parents, preparing class memory and craft items, use in worship video, or displaying on the OIA Website/Facebook Page. All photos/videos will consist of your child actively learning and/or playing. Please sign below if you grant Oklahoma Islamic Academy/Mother's Day Out program permission to take your child's photo/video and use them for the purposes described above.

Permission Granted By: _____ Date: _____ Relationship to Child: _____

Name(s) of those financially responsible for student(s):

1. _____ 2. _____

Frequency of Payment (Please circle one): Annual Month

List student(s) enrolled oldest to youngest

Student Name	Date of Birth	Number of Days

By signing this financial agreement I understand that I am liable for the amount of tuition and any overage charged in accordance with the policies and procedures of Oklahoma Islamic Academy's Mother's Day Out Program.

Parent/Guardian _____ Date _____ Parent/Guardian _____ Date _____

Enrollment Fee \$100 non-refundable deposit due at the time of enrollment to secure placement.

***Student Fee** Paid by all students once a year. Cost cover classroom materials & supplies.

*Two Day	*Three Day	*Five Day		Number of Days	Paid in Full	Monthly
\$40	\$60	\$100		Two	\$1700	\$200
				Three	\$2600	\$300
				Five	\$4400	\$500

Multiple Child Discount

A discount of 10% will be given to each consecutive sibling for tuition. Enrollment fee and Student fee are not discounted.

Tuition Due Dates

Annual: Due August 31st

Monthly: September tuition is due the first day of school. All subsequent payments are due the first of each month.

Late payment: Payments are late on the 15th of each month. A late fee of \$10 will be applied after this date.

Cancellation Policy The office must be notified two weeks in advance of any student being withdrawn from the program. The student is responsible for tuition until two weeks after notification is given. *Beginning of year policy-* Notification must be given one week prior to the beginning of the school year if the student will not be attending. The student will be responsible for the first two weeks of tuition if notification is given after the dropping date.

After school care (Stay and Play) will begin at 2:35 pm and end promptly at 3:15. The cost for this service is \$7 per student per day. Any student left at school after 2:35 pm will automatically attend Stay & Play and the student's account will be charged accordingly. Any student left after 3:15 pm will be considered a late pick up. **Late fees begin to accrue at 3:16 pm \$5 flat fee for the first 5 minutes \$10 per minute 3:21 pm-3:30 \$20 per minute starting at 3:31 pm**

Any student that accrues 4 late pickups will no longer be permitted to utilize Stay & Play. Pick up time for this student will resume at 2:30 pm. If the student is left again after 2:30 pm, a different program with a later pick-up time might be suggested to fit the student's needs, such as OIA's Before and After School Care Program. **Drop-In Policy** Any Currently enrolled student may attend class on a non-enrolled day for a fee of \$25 per day if space is available. **Payment must be made at the time of drop-in.** Please call the teacher to check the availability of your student's classroom. Constant continuation of attendance on a non-enrolled day will prompt discussion of permanent enrollment.

Oklahoma Islamic Academy reserves the right to withdraw/expel a child from the Mother's Day Out (MDO) Program for any reason at any time during the school year. Reasons may include, BUT ARE NOT LIMITED TO, payment delinquencies, bullying, being consistently disruptive, disrespectful to teachers, staff and/or other students, repeated aggressive behavior such as but not limited to biting, scratching, hitting; requiring special resources that the MDO Program does not provide such as a psychologist, special needs teacher, and/or or resources beyond the capabilities of the MDO Program. Also includes parent(s) exhibiting belligerence or unwilling to cooperate with school policies, expectations, and rules.

OIA MDO Program