



Alaka'i Academy Preschool Enrollment Checklist

Alaka'i Academy welcomes you, your child and family. We thank you for your interest in our Program. We aim to provide you with an excellent experience and ease of enrollment.

An annual non-refundable registration and classroom activities fee of \$200 and tuition will be due on the first day of class. To satisfy our Eco-healthy environment, Alaka'i Academy will purchase all learning supplies. Personal items are requested on the Supplies List. Please complete the attached documents and return with you no later than 5 days prior to your child's start date for final processing.

The following checklist is provided to assist you:

- Complete and sign the Child Information Form
- Complete and sign the Parent Interview (primary caretaker)
- Complete the Child's Medical Insurance Form
- Complete and sign the Disclosure of Information form
- Complete and sign the photo/video release form
- Complete and sign the Tuition Agreement
- Complete and sign the Auto Pay form(choose Credit Card or Bank Transfer)
- Complete and sign the Meal Benefit Form
- Secure items in the Supply List (Child's personal items)
- Copy of Parent(s) Photo Identification-Copies can be made at the Center.
- Copy of your child's birth certificate
- Completed tour of facility
- Read the Alaka'i Academy Parent Handbook and hand in last page signed
- Complete and sign the Student Health Records(Pediatrician)
 - TB clearance
 - Physical
 - immunization records (Religious waivers available upon request
 - Supplemental Records

Should you have any questions, please contact the Center at 331-8000 or email us at info@alakaiaacademy.com. We look forward to serving your child. Thank you.