

Enrollment Checklist for POP Kids School

- _____ I am enclosing the required paperwork and payment to confirm my child's placement at POP Kids School for the 2023-24 school year.
- _____ I have made other arrangements and my child will not be attending POP Kids School for the 2023-24 school year.

In order to reserve your child's placement at POP Kids School, the following items must be returned by

Wednesday, May 24th, 2023:

- _____ May 2024 tuition payment (see included schedule of fees) – **non-refundable; receipt ensures your child's placement.**
- _____ Snack Fee (see included schedule of fees) - Tuition and snack fee can be combined on one check.
- _____ Child Enrollment and Health Information (yellow form)
- _____ POP Kids Family Information (pink form)
- _____ POP Kids Permission (blue form)
- _____ Extended Day application (purple form) – you will be notified in Sept. if your child gets in. Payment will be due with October tuition. (*This option is only for AM students - except Bright Stars)
- _____ **If your child has an allergy or medical condition that will require medication be kept at school, please contact the office for additional required forms.
- Forms may be dropped off anytime. Our office hours are Mon & Fri 9:00 – 12:00 or Tues/Wed/Thurs 9:00 – 3:00 until May 19th. A secure lockbox is located by the school entrance if we are not in the office. We will also be in the office on Wednesday, May 24th from 9:00am –12:00pm. If you prefer to mail your paperwork, our address is:

POP Kids School
101 S. Lebanon Rd.
Loveland, OH 45140

If you have any questions, please call the school at 513-683-1600 or email popkids@popkidsschool.com

****PLEASE RETURN THIS CHECKLIST WITH PAPERWORK****



----- Keep for future reference -----

Due in September:

- _____ **Tuition is due on or before the 10th of the month starting in September thru April** (see included schedule of fees). *If interested in setting up recurring electronic bank payments, please see our website (www.popkidsschool.com) under "Payment Options". **There is a fee for this service.**
- _____ **Child Medical Statement and immunization record (green form) is due by the 1st day of school** – must be signed and dated by your child's physician and is only valid for 13 months from the child's exam date
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