



American
University
of Armenia

Հայաստանի
Ամերիկյան
Համալսարան

Registration Form

GENERAL INFORMATION

Child's name, surname	Date of Birth	Boy/Girl
Date Enrolled in Sprout	Date Unenrolled from Sprout	Updated

Home Address

Home Phone Number

Mother/Guardian Name	Occupation
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Cell Phone	Workplace Phone
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Father/Guardian name	Occupation
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Cell Phone	Workplace Phone
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I authorize the following individual(s) to pick up my child from preschool when I am not available

Name	Relation to the Child:	Contact
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Name	Relation to the Child:	Contact
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Name	Relation to the Child:	Contact
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I hereby give authority to any hospital or doctor to render immediate aid as might be required at the time for the child's health and safety. I understand that I am responsible for any possible expenses of such medical services.

I Agree (Signature)

I Disagree (Signature)

CHILD'S HEALTH RECORD INFORMATION

Is your child allergic to food or other substances? If yes, please explain.

Other special health-related instructions or requests:

CHILD'S BACKGROUND KNOWLEDGE

Language Understands a little Speaks a few words Speaks in short sentences Speaks Fluently

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PARENTS' VOLUNTEER INFORMATION

We believe that parents can play a great role in the Sprout Program. We invite all parents to volunteer in helping us create a safe and fun environment for our children. Please check any of the following in case you would like to contribute to our activities.

- I can help coordinate special activities for my child's playgroup.
- I am willing to chaperone for field trips
- I can help prepare for special events at the Sprout Program.
- I would like to be a part of a carpool group to pick up other Sprout children from and drop them off at Sprout.

Volunteer's Printed Name:

Date:

Contact Number:

E-mail:

REGISTRATION DOCUMENTS AND PAYMENT PROCEDURE

Sprout play sessions are held twice a week, one hour each, or once a week for two hours. Please choose the most convenient days and times from the following schedule by ticking the boxes on the left. (Select all that apply.)

Day	Time	Sessions Per Week
Monday & Wednesday	<input type="checkbox"/> 17:30-18:30	2
Tuesday & Thursday	<input type="checkbox"/> 17:30-18:30	2
Saturday	<input type="checkbox"/> 10:00-12:00	1

Registration Documents

The following documents should be submitted at the time of registration:

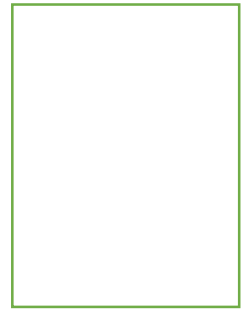
- Completed registration form
- Completed parental consent form for research data
- Completed parental media consent form 4. A 3x4 OR 4x6 photo of the child
- Copy of child's birth certificate
- Receipt for the registration fee
- Parent agreement form

Monthly Fee

	One Child Only	Two siblings	Three Siblings
For General Public	20,000AMD	15,000AMD	13,000ADM
For AUA Affiliates*	18,000AMD	13,000AMD	10,000AMD

*Children and grand-children of AUA faculty, staff, students, and alumni. Please submit the following additional documents:

- Photo ID of the adult family member affiliated with AUA
- Official document showing relationship to the child
- Any official document showing your affiliation with AUA



PAYMENT OPTIONS

- ▶ Payments can be made on a monthly basis, or for more than a month. All payments should be made before the child joins the program. There are three options to make the payment:
 - **Bank transfer:** The fee can be transferred to HSBC Bank account number **001-006402-001**, child's **Name/Surname** marked **“For preschool”**.
 - **Payment machine:** The payment machine is available only in the Main Building at AUA. Please note that the machine only accepts monthly fees. Therefore, if a child joins the program in the middle of the month, the fee should be paid through the cashier's office or bank transfer. 300 AMD transaction fee will be applied to any payment done through the payment machine.
 - **Cashier office:** The cashier's office is located in Room 514M, Main Building of AUA. The office hours are Monday – Friday 10:00-16:00 (13:00- 13:45 lunch.)

- ▶ Receipt for the registration fee payment should be submitted together with the registration documents at the time of registration. Please note that no cash payments will be accepted and all the payments should be done through one of the three options listed above.☒

WITHDRAWAL

The Sprout Program requires a one-week notice prior to withdrawal.

If you choose to withdraw your child from the Program, the following fees apply:

- ▶ A fixed administrative fee of 5,000 AMD regardless of the number of children enrolled from the household.
- ▶ A fee for the play sessions that the child has attended for the paid period.

I have read the above policies and procedures regarding the fees, payments, and withdrawal and hereby agree with the above conditions.

Parent/Guardian Printed Name

Parent/Guardian Printed Signature
