



2026-27 Student Enrollment Form – Trout Creek Academy Extended Day

**Important:** Please ensure all sections and pages of this form are completed accurately. Incomplete or missing information may delay the enrollment process. We no longer accept hand delivered forms; kindly return this form via email to **TCA@VillageExtendedDay.com**

**Student Information**

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

DOB \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Sex \_\_\_\_\_ Nickname \_\_\_\_\_

Student's Grade Level 2026-27 \_\_\_\_\_ Homeroom Teacher \_\_\_\_\_

Has student attended VEDS Extended Day at one of our schools? Yes No

Who does student live with? \_\_\_\_\_ Who has legal custody of student? \_\_\_\_\_

List all Allergies: \_\_\_\_\_

List Health/Development (ex.504, IEP) \_\_\_\_\_

**Parent/ Guardian Information 1**

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

Full Address: \_\_\_\_\_

DOB \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Sex \_\_\_\_\_ SSN \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Cell# \_\_\_\_\_ Email \_\_\_\_\_

Employer \_\_\_\_\_ Work# \_\_\_\_\_ Other# \_\_\_\_\_

**Parent/ Guardian Information 2**

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

Full Address: \_\_\_\_\_

DOB \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Sex \_\_\_\_\_ SSN \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Cell# \_\_\_\_\_ Email \_\_\_\_\_

Employer \_\_\_\_\_ Work# \_\_\_\_\_ Other# \_\_\_\_\_



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**Authorized Pick up and Emergency Contacts:**

Persons in addition to parents/guardians to be contacted in case of illness, accident, or emergency and those persons authorized to remove student from the facility. All parents and authorized persons listed on your account must be an adult (18+) and be able to show ID in order for the student to be released. Student will not be allowed to leave the premises, except with the individuals whom are listed in writing as authorized to pick up him/her.

Full Name: \_\_\_\_\_ Relationship to Student: \_\_\_\_\_

Phone# \_\_\_\_\_ Emergency Contact? YES NO

Full Name: \_\_\_\_\_ Relationship to Student: \_\_\_\_\_

Phone# \_\_\_\_\_ Emergency Contact? YES NO

Full Name: \_\_\_\_\_ Relationship to Student: \_\_\_\_\_

Phone# \_\_\_\_\_ Emergency Contact? YES NO

Full Name: \_\_\_\_\_ Relationship to Student: \_\_\_\_\_

Phone# \_\_\_\_\_ Emergency Contact? YES NO

**Program Attendance** – please select from the following options below

Days per week	3 Days per week	5 Days per week	1 Day (Teacher)		
Program Session:	Before School	After School	Before & After School		
Preferred Schedule:	Monday	Tuesday	Wednesday	Thursday	Friday

**Additional Questions:**

Is either Parent/Guardian employed by the St. Johns County School District? NO YES  
If yes, please state parent’s name and relation to student: \_\_\_\_\_  
If yes, please state parent’s role & location (School): \_\_\_\_\_  
If yes, please state if you need Contract Hours or Pick Up by 6:00pm: \_\_\_\_\_

Is either Parent/Guardian an active member of the military/armed forces? NO YES  
If yes, please state parent’s name and relation to student: \_\_\_\_\_  
If yes, please state role & branch of military: \_\_\_\_\_

Is student entitled to free or reduced lunch at Trout Creek Academy? NO YES  
If so, when can documentation of approval for this school year be provided? \_\_\_\_\_



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**Parent/Guardian permissions:** *Please initial next to each item below to reflect permission granted*

- \_\_\_\_\_ My child/youth may be photographed, and the photos may be used for newsletters, general publications, displayed at our facility, and/or for publicity, including any of our websites.
- \_\_\_\_\_ My child is allowed to consume store-bought and/or home-prepared food brought in by staff or families to include, but not limited to for the following occasions: cooking projects, daily snacks, birthday parties, and celebrations.
- \_\_\_\_\_ I have been supplied a copy of the Child Care Facility Brochure, KNOW YOUR CHILD CARE CENTER, published by The Department of Children and Families available on the program website.
- \_\_\_\_\_ I understand that I may not solicit Village Extended Day employees to provide babysitting services, nor may employees transport my child/youth home.
- \_\_\_\_\_ I have read and understand the Village Extended Day Parent Handbook available on the program website

**Release and Hold Harmless Agreement**

I, \_\_\_\_\_ (First Party),

the parent/guardian of \_\_\_\_\_ (Minor Child),

in consideration of enrolling the minor child in the Village Extended Day programs (Second Party), do hereby, for myself, my minor child, and our heirs, executors, administrators, and assigns, remise, release, and forever discharge Village Extended Day programs, its successors, and assigns, from any and all claims, demands, damages, costs, expenses, actions, and causes of action arising from the minor child’s participation in any program, whether foreseen or unforeseen, and any consequences thereof, including but not limited to bodily and personal injuries, and loss or damage to property.

Furthermore, I agree to hold harmless Village Extended Day programs, its successors, and assigns, for any medical costs or expenses incurred due to the treatment of any such injuries. I also agree to be solely responsible for the payment or reimbursement of any medical charges, expenses, or transportation costs incurred as a result of my child’s participation in the program.

This release constitutes the entire agreement between the First Party and the Second Party. The terms of this release are contractual and not merely a recital.

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Signature of Parent or Legal Guardian

Date of Signature



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**Registration Fee & Tuition:**

A **non-refundable** administration fee of \$100 (Single) / \$150 (Family), must be paid in full prior to enrollment. Tuition will be withdrawn automatically on the 1st of each month (or the last business day prior to the 1<sup>st</sup>, if the 1st falls on a weekend or school holiday). You may choose to pay tuition using an alternative method prior to the date of the automatic deduction...

For any account changes, including, enrollment, scheduling, withdrawal, etc.; we require **written notification** sent via email to [TCA@villageextendedday.com](mailto:TCA@villageextendedday.com).

Schedule for enrollment, changes and withdrawal is included below:

<u>Enrollment</u>	<u>Deadlines</u>	<u>Withdrawal</u>	<u>Deadlines</u>
August	7/23/2026	August	7/16/2026
September	8/23/2026	September	8/16/2026
October	9/23/2026	October	9/16/2026
November	10/23/2026	November	10/16/2026
December	11/23/2026	December	<b>No Withdrawals</b>
January	12/23/2027	January	12/16/2027
February	1/23/2027	February	1/16/2027
March	2/23/2027	March	2/16/2027
April	3/23/2027	April	3/16/2027
May	4/23/2027	May	<b>No Withdrawals</b>

(Changes include change of scheduling, days of the week, etc.)

<u>Changes</u>	<u>Deadlines</u>
August	7/23/2026
September	8/23/2026
October	9/23/2026
November	10/23/2026
December	11/23/2026
January	12/23/2027
February	1/23/2027
March	2/23/2027
April	3/23/2027
May	4/23/2027