

Completing Curie Preschool Forms Electronically

You do not need a printer. Complete, sign and email every form from your computer or phone.

1 · Fill in the form

Open the PDF in any reader — Adobe Acrobat Reader, Preview on a Mac, Edge, or the Files app on iPhone and Android. Click any shaded box and type. Press **Tab** to move to the next box.

2 · Sign it

You have three options. Any of them is acceptable to us.

- **Type your name.** Type your full legal name into the signature box. Combined with your consent on the next page, this is your legal signature.
- **Draw your signature.** In Adobe Acrobat Reader choose **Sign** → **Add Signature** → **Draw**, and sign with your finger, trackpad or mouse. On a Mac use Preview → **Markup** → **Sign**. On iPhone or iPad, open the PDF in Files, tap **Markup**, then the **+** button and **Signature**.
- **Insert a picture of your signature.** Sign a blank sheet of paper, photograph it, and use **Sign** → **Add Signature** → **Image**.

3 · Save, then email

This is the step families most often miss. Choose **File** → **Save As** and save the completed file to your device. Do not use Print, and do not email the file straight from the browser tab — in some browsers your typing will not be saved.

Please rename the saved file as: **ChildLastName_ChildFirstName_FormName.pdf**

For example: Patel_Aarav_EnrollmentAgreement.pdf

Email completed forms to your campus:

Herndon	info.herndon@curieschool.com	(703) 303-1370
South Riding	info.southriding@curieschool.com	(571) 385-7141

A note on privacy

Ordinary email is not encrypted. If you would prefer not to send health information by email, you are welcome to bring any form to the front desk instead, or ask us for an alternative. Either is fine.

Consent to Use Electronic Signatures

Complete once per family. This covers every Curie Preschool form for the school year.

By signing below, I confirm that:

- I agree to conduct enrollment business with Curie Preschool electronically, and I consent to signing enrollment forms, agreements, policies and permission forms by electronic means.
- I understand that when I type my name, draw my signature, or insert an image of my signature into a Curie Preschool form, I intend it to be my legal signature, with the same effect as a signature written by hand in ink.
- I am able to open, read, save and print PDF documents, and I have access to a valid email address.
- I understand I may withdraw this consent at any time by telling the school in writing, and may instead submit signed paper forms at no cost. Withdrawing consent does not affect the validity of forms already signed electronically.
- I may request a paper copy of any form I have signed electronically, at no charge.

Child and family

Child's full name

Program / class

Campus

Second child, if enrolling more than one

Parent or guardian — first signer

Printed name

Email address

Signature — type, draw, or insert an image

Date

Parent or guardian — second signer (if applicable)

Printed name

Email address

Signature — type, draw, or insert an image

Date

This consent is given under the federal Electronic Signatures in Global and National Commerce Act (E-SIGN) and the Virginia Uniform Electronic Transactions Act (§ 59.1-479 et seq. of the Code of Virginia).