



Kingdom Kids
PRESCHOOL

Application



Student's Name _____

Age: _____ Birthdate: _____ Application: _____

Year Entering: _____

Please complete and return this application. If a question requires more space than has been provided, please use a separate sheet of paper. Please refer to the Admission Procedures for a list of documents that must accompany this application. Applications cannot be processed without all the required materials.

Kingdom Kids admits students of any race, color, national, or ethnic origin to all the rights, privileges, and activities accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admission policies, tuition-aid programs, athletic, and other school-administered programs.

FOR OFFICE USE ONLY	_____	Tour Date: _____ <small>(Date/School Representative)</small>
_____ Application Fee	_____ Student Support of Discipline	_____ Birth Certificate
_____ Enrollment/Tuition Contract		_____ Social Security Card
		_____ Information Release Form
Ethnicity: <input type="checkbox"/> Asian/Asian American <input type="checkbox"/> Black/African <input type="checkbox"/> Multiracial <input type="checkbox"/> Caucasian <input type="checkbox"/> Middle Eastern <input type="checkbox"/> Latino/Hispanic <input type="checkbox"/> Native American <input type="checkbox"/> Other (please specify) _____		

PARENT AND/OR GUARDIAN INFORMATION

Father's Name _____
(First) *(Middle)* *(Last)*

Marital Status: Married Divorced Remarried Separated Widowed

Father's Complete Address: _____

(City/State/Zip) Father's Home Phone: _____

Email Address: _____ Cell Phone: _____

Father's Occupation: _____ Business Phone: _____

Place of Business or Employment: _____

Mother's Name: _____
(First) *(Middle)* *(Last)*

Marital Status: Married Divorced Remarried Separated Widowed

Mother's Complete Address: _____

(City/State/Zip) Mother's Home Phone: _____

Email Address: _____ Cell Phone: _____

Mother's Occupation: _____ Business Phone: _____

Place of Business or Employment: _____

List names and ages of other children in family, including those attending this school:

Name and Address of Grandparents:

(Name) *(Address)* *(City)* *(State)* *(Zip)*

(Name) *(Address)* *(City)* *(State)* *(Zip)*

STUDENT INFORMATION

Child's Legal Name: _____

Name child will go by: _____ Child's Birthdate: _____

Resides with: Father/Mother Mother Only Father Only
 Mother/Stepfather Father/Stepmother Guardian

Please list all schools your child has attended in the past:

<u>School</u>	<u>Address</u>	<u>City/State/Zip</u>	<u>Dates</u>	<u>Grades</u>



SICK POLICY FOR ALL CHILDREN

In consideration of other children, faculty, and staff of GCA, we cannot accept children who are sick, display symptoms of sickness, or have received medication for infections or fever within the last twenty-four (24) hours.

All parents please honor the request of the KINGDOM KIDS faculty and staff's request of keeping or picking up your child in case of suspected contagious illnesses.

A child is considered ill if he/she has:

- A temperature greater than 99.5 degrees
- Coughing, sneezing and/or other cold/flu symptoms
- Green nasal discharge
- A rash, ringworm, or other contagious illnesses
- Diarrhea or Vomiting
- Inflamed mouth or throat

OR

Other signs associated with contagious diseases. This will disqualify your child from entering their designated classroom. Please respect the discretion of our staff. We care for the safety and well-being of ALL who work here and that are entrusted to us by their parents. Please do the same.

If I have not love, I am nothing.

Parent's Signature

Date

THIS FORM MUST BE SIGNED AND RETURNED TO KINGDOM KIDS BEFORE YOUR CHILD CAN BEGIN SCHOOL. THIS FORM IS VALID FOR FUTURE YEARS, UNTIL THE STUDENT WITHDRAWS FROM KINGDOM KIDS OR IT IS RENEGOTIATED BY EITHER PARTY.



Disclosure of Child's History

We, the parents/guardians of _____,

Have disclosed any and all information, reports, or paperwork concerning our child in compliance with the Kingdom Kids Discipline Policy.

We have disclosed any past suspensions/expulsions as prior schools or unlawful behavior of our child to the school's administration.

Signature: _____ Date: _____

Please sign and return to the office.

Thank you.



APPROVED MEAL/SNACK LIST

Absolutely NO CANDY OR SODA allowed in school. Please send nutritionally balanced meals &/or snacks to school with your child along with a refillable water bottle to keep in class.

Listed below are approved snacks

Juice: Orange, Apple, Pineapple, Tomato, etc.

Yogurt: Cups, Yogurt Bars, GoGurts

Cheese: String Cheese, Sliced Cheese, Baby Bell, etc

Chip: Cheese Puffs, Trail Mix, Rice Cakes, etc

Cereal: Honeycomb, Cheerios, Apple Jacks, Fruit Loops Etc. (do not send milk)

Crackers: Ritz, Animal Cookies, Saltine, Pretzel Sticks

Cookies: Vanilla Wafers, Oatmeal, Fig Newton, etc.

NO CHOCOLATE PLEASE!!

Please list any allergies your child has or may have

*******If none please list "NONE"**

Parent/Guardian Signature:

Date:



EXPULSION POLICY

Unfortunately, there are sometimes reasons we must expel a child from our program either on a short term or permanent basis. We want you to know we will do everything possible to work with the family of the child(ren) to prevent this policy from being enforced. The following are reasons we may have to terminate or suspend a child from the center:

Immediate Causes for Expulsion

- The child is at risk of causing serious injury to other children or himself/herself.
- Parents threaten physical or intimidating actions toward staff members.

Parental Actions for Child's Expulsion

- Failure to pay/habitual lateness in payments.
- Failure to complete required forms including the child's physical or immunization records.
- Habitual tardiness when picking up your child.
- Physical or verbal abuse to staff.

Child's Actions for Expulsion

- Failure of child to adjust after a reasonable amount of time.
- Uncontrollable tantrums/angry outbursts.
- Ongoing physical or verbal abuse to staff or other children.
- Excessive biting.

Proactive Actions that will be taken to prevent Expulsion

- Staff will try to redirect children from negative behavior.
- Staff will reassess the classroom environment, appropriate activities, supervision.
- Staff will always use positive methods and language while disciplining children.
- Staff will praise appropriate behaviors.
- Staff will consistently apply consequences for rules.
- Child will be given verbal warnings.
- A brief time-out will be given so the child can regain control.
- Child may lose certain privileges (Explained)
- Child's disruptive behavior will be documented and maintained in confidentiality.

- Parent/Guardian will be notified verbally.
- Parent/guardian will be given written copies of the disruptive behaviors that might lead to expulsion.
- The Director, classroom staff and parent/guardian will have a conference(s) to discuss how to promote positive behaviors.
- The parent/guardian will be given literature or other resources regarding methods of improving behavior.
- Recommendations for evaluation by professional consultation on premises.
- Recommendation of evaluation of local school district child study team.

Schedule of Expulsion

- If the remedial actions above have not worked, the child’s parent/guardian will be advised verbally and in writing about the child’s or parent’s behavior warranting an expulsion. An expulsion action is meant to be a period so that the parent/guardian may work on the child’s behavior or to come to an agreement with the facility.
- The parent/guardian will be informed regarding the length of the expulsion period.
- The parent/guardian will be informed about the expected behavioral changes required for the child or parent to return to the facility.
- The parent/guardian will be given a specific expulsion date that allows the parent an adequate amount of time to find alternative childcare (approximately one to two weeks’ notice depending on the risk to other children’s welfare or safety).
- Failure of the child/parent to satisfy the terms of the plan may result in permanent expulsion from the facility.

A Child will not be Expelled...

- If a child’s parent/guardian
 - ❖ Made a complaint to the Office of Licensing regarding a facility’s alleged violations of the licensing requirement (1-800-667-9845).
 - ❖ Reported abuse or neglect occurring at the center. (1-800-652-2873).
 - ❖ Questioned

Parent Signature

Date



ENROLLMENT AND TUITION CONTRACT

STUDENT _____

GRADE : _____

STUDENT : _____

GRADE : _____

STUDENT : _____

GRADE : _____

STUDENT : _____

GRADE : _____

The undersigned parents/legal guardians do hereby contract for the enrollment of the above listed child(ren) as students at Kingdom Kids for the school year of _____ and do certify to the following:

1. We have read, understand and accept the Commitment to Cooperative Effort.
2. We will assume all financial responsibilities as published in the current Tuition & Fee Schedule and will pay all tuition and fees as stated on this schedule. Parent Fees are due on the 1st of each month.

It is further understood and agreed that upon our failure to comply with the terms of this contract with Kingdom Kids, KK's at its option, shall notify the parent or guardian of the above-named student(s) to comply with the terms of this contract including the payment of all installments when due, together with penalties as provided above, or said student(s) shall not be allowed to continue at Kingdom Kids and all privileges of the school may be withdrawn from the above-named student(s) until such time as our contract obligations are met.

3. We have read and will support the specific financial policies of Kingdom Kids.
4. We will endorse the entire educational program of the school and will comply with all rules and regulations as set forth in the Student/Parent Handbook and policies of the administration and school board.
5. Families admitted to Kingdom Kids will be expected to attend programs and conferences scheduled by Kingdom Kids to remain well informed and involved in the policies and activities of the school.
6. Kingdom Kids acceptance of students is contingent upon social and other behavior that is compatible with the school's standards. Kingdom Kids reserves the right to suspend or expel any student for any reason based upon his/her actions or the actions of his/her parents. See Expulsion Policy.
7. The parties signing this contract acknowledge full understanding and agreement that participation by the student(s) referred to herein in various activities sponsored by KINGDOM KIDS and the use of equipment and facilities owned or maintained by KINGDOM KIDS may result in the possibility of accidental or other physical injury to such student(s), and such parties assume the risk of all such injury and further agree to indemnify and save KINGDOM KIDS harmless from any and all liability attributable to KINGDOM KIDS by either such parties, or their children or wards as a result of the participation in such activities or the use of such facilities.

(over)

FIRST TIME ENROLLMENT ONLY:

Any new student(s) will be on social and behavioral probation for the first semester. Socially, their behavior must be in compliance with the guidelines listed in the Student/Parent Handbook). If a student is asked by the school to withdraw due to failed probation, this contract will be cancelled. (However, no portion of the enrollment fee, materials fee or tuition paid for the first semester will be refunded).

******PLEASE INITIAL YOUR CHOICE FOR TUITION PAYMENT******

- _____ Monthly Payment Plan (due the 1st of each month) (\$30.00 late fee if paid after 10th of the month)
- _____ ELC Payments
- _____ Parent Fees
- _____ VPK Payments

If payment plans are different for individual students, please explain below:

Parent's signatures:

Father _____

Date _____

Mother _____

Date _____

This contract is considered part of your child(ren)'s enrollment package.

It must be signed by both parents (if living with both) and returned for the (re)enrollment to be official.



A Commitment to Cooperative Effort Expected of All Parents

As parents at Kingdom Kids, we will strive, with God's help, to uphold the following standards so that Christ will be honored in this ministry:

1. We will strive to serve as Christian role models and promote in our children the qualities of love, respect for authority, respect for property, integrity, honesty, purity, proper male and female roles, and a commitment to living by the moral standards of the Bible. This includes a proper marriage relationship between a man and woman as outlined in scripture. Therefore, we will not engage in homosexual relationships and/or a cohabitation of unmarried adults (Romans 1:25-27; Leviticus 20:13; I Corinthians 6:9-20).
2. We will seek to resolve conflicts by utilizing the principles outlined in Matthew 18, which specifically states that we should go directly to the individual(s) involved. Likewise, we will keep problems within the school and not resort to external institutions to resolve our conflicts (I Cor. 6:1-11).
3. We will foster a spirit of love and harmony. *We will abstain from gossip and avoid exhibiting a critical spirit.*
4. We will join with the faculty in promoting good academic training through carefully monitoring our child's academic progress.
5. We will support the policies and decisions of our school board, administration, and faculty.
6. We will endeavor to assist the school through attendance at special programs and volunteer when our schedule and family time allows.
7. We will seek the advancement of our Christian school spiritually, academically, and physically. We will annually recommit ourselves to the principles of Christian education so that we will be a Christian school and not just a private school.
8. We will meet our financial obligations on time.
9. We will read the applicable student handbook and support the policies stated herein.
10. We will make a commitment to pray on a regular basis for our school, its students, faculty, administration, and board.
11. This Commitment to Cooperative Effort will be in effect for as long as my children attend Kingdom Kids.
12. I understand that as a parent, my child(ren) could be subject to suspension or expulsion if my actions or attitude reflect a disrespect of Biblical standards, a disregard of school policies, or a lack of support of the teachers, administration or school board.

(Please sign below, return one copy, and keep one copy for your records.)

Parent's signature:

_____ Father _____ Date
_____ Mother _____ Date



Preschool Discipline Policy

As parents, you want God's best for your children. We share that desire at Grace Christian Academy. Respect and high expectations for all students, teachers and staff are necessary to fulfill the will of our Lord and Savior, Jesus Christ for our school. By coming alongside the family, Kingdom Kids can provide an uncompromising atmosphere where students will be instructed in their development of Godly characters.

"Train up a child in the way he should go, and when he is old, he will not depart from it." Proverbs 22:6

Through clear expectations, positive examples, and appropriate, consistent consequences, our preschool students learn respect for themselves and others. Teacher responses to negative or inappropriate behaviors may include the following elements as necessary and appropriate:

1. **Logical consequences:** The teacher applies appropriate, logical consequences to the student (e.g., picking up, sharing, and apologizing, etc.)
2. **Redirection/Distraction:** The teacher presents alternatives to children engaged in conflict (e.g.: presenting a different toy, suggesting a new activity, engaging the child in an activity with a teacher or different peer, encouraging independent play).
3. **Take a Break:** The child is separated from his peers for an appropriate period. The child rejoins peers after a silent time and following a conference with teacher.
4. **Conferencing:** The teacher explains the inappropriateness of the behavior in terms of its effect on self and others. More appropriate behaviors are identified and discussed. The child is encouraged to assume responsibility as needed. Teacher and student pray and discuss very simple Bible illustrations as indicated.

If inappropriate behavior is frequent or severe, the teacher and/or administration will conference with parents to identify and implement a plan to address the child's needs. When advisable, families will be referred to the Director of Kingdom Kids.

Kingdom Kids does not allow the following responses to inappropriate student behavior: withholding food, light, warmth, clothing, or medical care; ridicule, embarrassment, humiliation, or physical restraint other than restraint necessary to protect a child or others from harm.

PARENT ACKNOWLEDGEMENT

My signature below acknowledges that I have carefully read the discipline plan and indicates my willingness to co-labor with Kingdom Kids in the appropriate discipline of my son/daughter.

Parent Signature

Date

FLORIDA DEPARTMENT OF EDUCATION

Office of Independent Education and Parental Choice



Student Data Collection Form

Dear Parent or Guardian:

Every school district in Florida is required to report to the Florida Department of Education each year student data by race and ethnicity categories that are set by the federal government. The Department of Education does not report individual student data to the federal government but does report the total number of students in various categories in each school. These reports help us keep track of changes in student enrollments and ensure that all students receive the education programs and services to which they are entitled.

The federal government has adopted new standards for collecting and maintaining ethnicity and race data that will allow individuals to more accurately report their origins. As a result of this you have the opportunity to update the student data for your child. With the new reporting categories, you may now identify your child by ethnic group and by one or more racial groups.

Please answer all questions below by checking "Yes" or "No" for each of your children.

Question	YES	NO
ETHNICITY		
1. Is the student of Hispanic/Latino origin?		
RACE		
2. Is the student American Indian or Alaska Native?		
3. Is the student Asian?		
4. Is the student Black or African American?		
5. Is the student Native Hawaiian or Other Pacific Islander?		
6. Is the student White?		

Student Name _____ Grade _____

School District Where Private School is Located _____

Name of Private School _____

Parent/Guardian Signature _____ Date _____



ATTENDANCE POLICY

Parents are required to sign the VPK Attendance Policy at the beginning of the year. The VPK Program funding is based on student attendance. The State of Florida requires parents to sign the Child Attendance and Parental Choice Certificate (Short Form) at the end of each month. Parents are responsible for signing their child/children **in and out every day** on the Attendance Sheets at the table in the front entrance to the preschool. Failure to fully sign (not initial) in and out will result in suspension from care.

Absences

Regular attendance is critically important for children to become successful life-long learners. Please make every effort to notify your child's teacher when your child is going to be absent from school. Every time your child is absent due to an illness, you must provide written documentation. For illnesses resulting in absences longer than five school days, a doctor's note is required. **If your child is out more than 5 days, you will be responsible for paying the daily rate for your child's care as ELC will not pay for excessive absences.**

Students who have excessive unexcused absences (more than five) may be required to attend an attendance meeting with school personnel. After an attendance meeting, continued excessive absences, either excused or unexcused, may result in your child being dismissed from the program.

Excessive Tardiness

It is also important that your child arrives promptly at school. Students dropped off late more than five times may be dismissed from the program.

Late Pick Up

Since there is no staff available to care for your child after the daily program, it is vital that he/ she is picked up on time. Students picked up late more than five times may be dismissed from the program.

I have read and understand this policy and I will adhere to it. I also understand that if my child is out of school more than ELC allows, I am responsible for payment for those days to the school.

Parent Signature

Date



PLEASE RETURN TO TEACHER

Child's Name

5-digit security code # or word (for pick-up)

I have read and signed all forms in the Enrollment Packet for my child. I understand that these forms are used to enhance the understanding of our School Policies & Procedures. I agree to abide by the policies and procedures of the school.

**These policies are subject to change at the discretion
Of Kingdom Kids.**

Parent's Signature

Date

