



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.

<div style="border: 1px solid black; padding: 2px; display: inline-block;">FOR OFFICE USE ONLY</div>	<p>Tour Date: _____ (Date/School Representative)</p>
<p>_____ Application Fee</p> <p>_____ Student Support of Discipline</p> <p>_____ Enrollment/Tuition Contract</p>	<p>_____ Birth Certificate</p> <p>_____ Social Security Card</p> <p>_____ Information Release Form</p>
<p>Ethnicity: <input type="checkbox"/> Asian/Asian American <input type="checkbox"/> Black/African <input type="checkbox"/> Multiracial <input type="checkbox"/> Caucasian</p> <p> <input type="checkbox"/> Middle Eastern <input type="checkbox"/> Latino/Hispanic <input type="checkbox"/> Native American</p> <p style="text-align: right;"><input type="checkbox"/> Other (please specify) _____</p>	



PARENT AND/OR GUARDIAN INFORMATION

Father's Name _____

(First)

(Middle)

(Last)

Marital Status: ☐ Married ☐ Divorced ☐ Remarried ☐ Separated ☐ Widowed

Father's Complete Address: _____

Father's Home Phone: _____

(City/State/Zip)

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: _____

Mother's Home Phone: _____

(City/State/Zip)

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:

School

Address

City/State/Zip

Dates

Grades



OFFICIAL USE ONLY

School Year _____ Date Recd. _____
 Reg. Fee _____ Pmt. Method _____
 Start Date _____ Class: _____
 Schedule: FT _____ PT _____ VPK Only _____
 M _____ T _____ W _____ TH _____ F _____
 VPK Morning Care 7:00am – 9:00am _____
 VPK M –F Wraparound _____
 VPK Wraparound MWF _____

Application for Enrollment

An Annual Non-Refundable Registration Fee of \$100.00 per family is due with application.

Student Information Date of Enrollment: _____

Date of Birth: _____ Gender: M/F (circle one)

Child's Full Name: _____

Child's Address: _____

City/State: _____

Zip Code: _____

Program Requested: *select one below*

Infant _____ Toddler _____ 2-Year-Old _____
 3-Year-Old _____ VPK _____

Custody: Mother _____ Father _____
 Both _____ Other _____

VPK ONLY (9:00am -12:30pm) _____
 FT VPK WRAPAROUND (7:00am – 5:30pm) _____
 VPK Morning Care (7:00am – 9:00am) _____

Any Custody Papers must be on file at Kingdom Kids Preschool

Family Information:

Mother's Name: _____

Father's Name: _____

Address: _____

Address: _____

Cell: _____ Cell Carrier: _____

Cell: _____ Cell Carrier: _____

Employer: _____

Employer: _____

Work: _____

Work: _____

Email: _____

Email: _____

If parents are divorced, widowed, and remarried, is there a stepparent? Yes, No (circle one)

Stepmother: _____

Stepfather: _____

(Please print neatly. We will use email address and text message for school communication)

Emergency Medical Release

This is to certify that I voluntarily furnished medical and insurance information on the above designated child to Kingdom Kids Preschool. I hereby request that in the event that I, or the people I designated for an emergency, cannot be reached in a timely manner, that an official representative of Kingdom Kids Preschool will seek first aid or emergency medical care for my child including transport to the nearest emergency facility available. I further give my consent to any emergency facility and physician to administer necessary medical treatment to my child if I am unable to be reached or the situation necessitates immediate treatment.

Physician: _____

Physician's Number: _____

Insurance Provider: _____

Group #/Policy # _____

List Medical Conditions/Treatments: _____

List Any Allergies: _____

****Section 65C-22.006(2), F.A.C., requires a current physical examination (Form DH 3040) and immunization record (Form DH 680 or 681) on file at time of enrollment. ****

Tuition and Enrollment Agreement

In consideration of Kingdom Kids Preschool accepting and enrolling _____ ("Student") into the programs and activities for the school year, the undersigned agrees to the following terms:

1. **Non-Refundable Registration Fee:** Parent/Guardian understands that the registration fee must accompany the registration papers and is non-refundable. Registration fees are collected annually.
2. **Tuition and Fees:** Parent/Guardian understands that the tuition goes to provide the highest quality care and early childhood education program for each child. Tuition is based on a total yearly cost of the program broken down into weekly or monthly payments to make it more feasible for our families. Therefore, tuition is due each week regardless if your child is in attendance or not. No credit is given for scheduled holidays or school closings.
3. **Payment:** I agree to pay the tuition rate reflected on the tuition schedule for the program that my child will attend. All tuition is due on Friday for the following week. Any late payments will be subject to a \$25.00 late fee which will be assessed to your child's account at end of business day on Monday. Non-payment of tuition by Wednesday will result in disenrollment of your child. A \$50.00 fee (\$25.00 late fee and \$25.00 returned check fee) is charged for each returned check. Parent/Guardian understands that an electronic funds transfer authorization form (ACH) must be completed and kept on file.
4. **Dismissal:** Parent/Guardian understands the school reserves the right to dismiss any student for any reason. In the event of a dismissal from Kingdom Kids Preschool, any registration fees, the current week's tuition and/or any activity fees are non-refundable and deemed earned. The Parent/Guardian remains responsible for payment of any unpaid charges to their account.
5. **Withdrawal:** This is a binding contract for the entire tuition for the school year. The child's absence or failure to attend Kingdom Kids Preschool does not relieve the Parent/Guardian of the obligations set forth herein, regardless of the circumstances. However, if the parent/guardian must withdraw their child for circumstances out of their control, the parent/guardian must provide Kingdom Kids Preschool with two (2) weeks written notice on a Withdrawal Form provided by Kingdom Kids Preschool.
6. **Release and Waiver of Liability:** In consideration of Kingdom Kids Preschool accepting this Application for all programs and activities provided by Kingdom Kids Preschool, I hereby waive my right to sue, make claim or bring any action against Kingdom Kids Preschool, its owners, employees or agents. I voluntarily agree to release, discharge and hold harmless Kingdom Kids Preschool, its owners, employees, or agents from and against all claims of liability, even those arising out of their negligence, fault, recklessness, and any other act or omission which causes my child damages, illness, injury or disease of any nature or in any way connected with the participation in these programs and activities.
7. **Breach:** In the event of breach of contract by the Parent/Guardian, Kingdom Kids Preschool reserves the right to recover from the Parent/Guardian all unpaid tuition, late fees, and administrative fees for the time period during which the Student attended school, plus prejudgment interest and all costs of collection, including but not limited to attorney's fees, collection agencies fees, and court costs.
8. **Entire Agreement:** This agreement contains the entire agreement of the parties and there are no other promises or conditions in any other agreement whether oral or written concerning the subject matter of this Agreement. This Agreement supersedes any prior written or oral agreement between the parties.
9. **Governing Law and Venue:** This Agreement will be construed in accordance with the laws of the State of Florida. Any dispute arising from this Agreement shall be governed by Florida law and shall solely and exclusively by a court of competent jurisdiction located in St. Lucie County, Florida.

Parent/Guardian Signature

Date

Director's Signature

Date



Emergency Contact and Medical Information for Student

Student's Name _____ Date of Birth _____ Male _____ Female _____

Parent's/Guardian Name _____

Parent's/Guardian Name _____

() _____
Home Phone Cell Phone

() _____
Home Phone Cell Phone

Address _____

Address _____

City, State, ZIP Code _____

City, State, ZIP Code _____

Alternative Emergency Contacts

Primary Emergency Contact _____

Secondary Emergency Contact _____

() _____
Home Phone Cell Phone

() _____
Home Phone Cell Phone

Address _____

Address _____

City, State, ZIP Code _____

City, State, ZIP Code _____

Medical Information

Hospital/Clinic Preference _____

Physician's Name _____

Phone Number _____

Insurance Company _____

Policy Number _____

Allergies/Special Health Considerations _____

I authorize all medical and surgical treatment, X-ray, laboratory, anesthesia, and other medical and/or hospital procedures as may be performed or prescribed by the attending physician and/or paramedics for my child and waive my right to informed consent of treatment. This waiver applies only in the event that neither parent/guardian can be reached in the case of an emergency.

Parent/Guardian's Signature

Date

Parent/Guardian's Signature

Date

***Section 7.1 and 7.2 of the Childcare Facility Handbook**, require a current physical examination (Form 340) and immunization record (Form 680 or 681) within 30 days of enrollment.

***Section 7.3 of the Childcare Facility Handbook** requires that parents receive a copy of the CCFB "Know Your Childcare Facility" (CF/PI 175-24).

***Section 2.8 of the Childcare Facility Handbook** requires that parents are notified in writing of the disciplinary and expulsion policies used by the childcare facility. **Discipline Policy:** The use of corporal punishment is never permitted at Kingdom Kids Preschool. When necessary, supervised separation from the group may be used. Our focus is to encourage and redirect your child's behavior.

Meal Agreement: I agree to provide lunch and snacks to meet my child's nutritional needs.

***Parent Handbook:** I understand and agree with all the above-mentioned policies as well as those set forth in the Kingdom Kids Preschool Parent Handbook of which I have received a copy.

***Court Appearances:** If for whatever reason any employee shall be subpoenaed by any family enrolled or previously enrolled, their testimony will be completed by deposition only.

Your signature below indicates, I will take full responsibility for payment of all medical services which might be rendered due to any emergency that may arise at Kingdom Kids Preschool, LLC and that you have received the above items and that the information in this enrollment packet is complete and accurate. I hereby grant permission for the staff of the facility to have access to my child's record.

Parent's Signature

Director's Signature



Disclosure of Child's History

We, the parents/guardians of _____,

Have disclosed 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.



TUITION AGREEMENT

In consideration of Kingdom Kids Preschool accepting and enrolling _____ ("Student") into the programs and activities for the school year, the undersigned agrees to the following terms and conditions.

1. **Non-Refundable Registration Fee:** Parent/Guardian understands that the registration fee of \$100 must accompany the registration papers and is non-refundable. Registration fees are collected annually.
2. **Tuition and Fees:** Parent/Guardian understands that the tuition goes to provide the highest quality care and early childhood education program for each child. Tuition is based on a total yearly cost of the program broken down into weekly or monthly payments to make it more feasible for our families. Therefore, tuition is due each week regardless of whether your child is in attendance or not. **No Credit is given for scheduled holidays or school closings.**
3. **Payment:** I agree to pay the tuition rate reflected on the tuition schedule for the program that my child will attend or the Parent Fee if my child is enrolled in ELC. All tuition is due on Friday for the following week. Any late payments will be subject to a \$30.00 late fee which will be assessed to your child's account at the end of the business day on Monday. Non-payment of tuition by Wednesday will result in disenrollment of your child. A \$60.00 fee (\$30.00 late fee and a \$30.00 return check fee) is charged for each returned check. Parent/Guardian understands that an electronic funds transfer authorization form (ACH) must be completed and kept on file in **PROCARE**.
4. **Dismissal:** Parent/Guardian understands the school reserves the right to dismiss any student according to our Expulsion Policy. In the event of a dismissal from Kingdom Kids Preschool, any registration fees, current week's, month's tuition and/or any activity fees are non-refundable and deemed earned. The Parent/Guardian remains responsible for payment of any unpaid charges to their account.
5. **Withdrawal:** This is a binding contract for the entire tuition for the school year. The child's absence or failure to attend Kingdom Kids Preschool does not relieve the Parent/Guardian of the obligations set forth herein, regardless of the circumstances. However, if the parent/guardian must withdraw their child for circumstances out of their control, the parent/guardian must provide Kingdom Kids Preschool with two (2) weeks written notice on a Withdrawal Form provided by Kingdom Kids Preschool.
6. **Release and Waiver of Liability:** In consideration of Kingdom Kids Preschool accepting this application for all programs and activities provided by Kingdom Kids Preschool, I hereby waive my right to bring any action against Kingdom Kids Preschool, its owners, employees, or agents. I voluntarily agree to release, discharge and hold harmless Kingdom Kids Preschool, its owners, employees, or agents from and against all claims of liability.
7. **Breach:** In the event of a breach of this contract by the Parent/Guardian, Kingdom Kids reserves the right to recover from the Parent/Guardian all unpaid tuition, late fees, and administrative fees for the time period during which the student attended school, plus prejudgment interest and all costs of collection, including but not limited to attorney's fees, collection agencies fees, and court costs.
8. **Entire Agreement:** This agreement contains the entire agreement of the parties and there are no other promises or conditions in any other agreement whether oral or written concerning the subject matter of this Agreement. This agreement supersedes any prior written or oral agreement between the parties.
9. **Governing Law and Venue:** This agreement will be construed in accordance with the laws of the State of Florida. Any dispute arising from this agreement shall be governed by Florida Law and shall solely and exclusively by a court of competent jurisdiction located in St. Lucie County.

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.



VPK ONLY PROGRAM AGREEMENT

I _____ have read and fully understand the early drop off and late pick up fees as stated in the VPK Fee Schedule.

I understand that any early/late fees **must be paid in cash before my child is allowed to enter the center again.** Failure to pay the early/late fee within 24 hours could result in your child being dropped from our VPK Program.

Child's Name: _____

Parent's Signature: _____

Date: _____

Director's Signature: _____

KINGDOM KIDS PRESCHOOL

Statement of Faith

1. We believe the Bible to be the inspired and authoritative Word of God and the standard by which all knowledge is judged and taught. (2 Timothy 3:16-17)
2. We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit. (Matthew 28: 18-20)
3. We believe in the Deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory. (I Corinthians 15:3, 1 Peter 2:21-24, John 3:16).
4. We believe that through Adam all men have inherited a sinful nature and we are all under the wrath of God; we are spiritually dead, and are without hope, except for God's mercy. (Romans 5:12, Ephesians 2:1-3, Romans 6:23)
5. We believe that all those who are regenerated by God's Holy Spirit, and who thus repent and believe in Jesus Christ as Savior and Lord, will receive forgiveness of sins, reconciliation to God, and eternal life. This salvation is received apart from any works. Good works do not assist in our salvation, but rather result from our salvation. (John 3:1-8, Luke 13:1-5, Romans 3:21-30, Ephesians 2:8-9)
6. We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life. (Galatians 5:22-23)
7. We believe in the resurrection of both the saved and the lost; that those who are in Christ are saved unto the resurrection of life, and those who are outside of Christ are lost unto the resurrection of damnation. (John 5:29, Acts 24:15)
8. We believe that all believers in our Lord Jesus Christ are united in the Body of Christ (John 17:21-23) and are eternally secure in this relationship. (John 10:28, Romans 8:35-39)
9. We believe that children and adolescents should be taught in Christian love. (Hebrews 12:6, Revelation 3:19)
10. We believe that teaching and learning should be accomplished through the cooperative effort of parents and teachers, for the Bible places primary responsibility for the total education of the child on the parents. (Proverbs 22:6, Deuteronomy 6:4-9)

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

Parent's signature:

_____	Father	_____	Date
_____	Mother	_____	Date



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.



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.



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



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 the 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



Attendance Policy

Parents are required to sign the Sign in and Sign out Attendance Sheets every day. The ELC-SR Program funding is based on student attendance. 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 a maximum fee of \$5.00 per missed sign-in or sign-out.

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 three school days, a doctor's note is required. **IF YOUR CHILD IS OUT MORE THAN (3) THREE 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 three) 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

We are not a Childcare, we are a Preschool, therefore, it is also important that your child arrives no later than 9:00 am at school. Students dropped off later than 9:00 am may be dismissed from the program, unless you have worked something out with the Front Office.

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 will be charged \$1.00 per minute after 5:30 pm and if 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





Student Name: _____

Is allergic to: _____



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.

Be sure to fill out the Allergy Form in this packet.

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

Parent/Guardian 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 report their origins more accurately. As a result of this you can 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 _____



PARENT PARTICIPATION PROGRAM

Program Purpose

Grace Christian Academy has been blessed with parents who volunteer their time in support of many different school activities. These volunteers provide assistance to teachers, in the office, in the lunchroom, special events, and in many other areas. This assistance proves to be beneficial to both the students and the parent volunteers. It's a win-win situation!

Program Requirements

The requirements for the program are as follows:

- Per family - 20 volunteer hours in a school year or donate \$200.00.

Parents will be mailed a semi-annual report indicating how many hours they have volunteered to date. Parents who do not meet the requirements by the end of the year will be billed on a prorated basis for the hours not worked. If a family wishes to opt out of the program, they simply donate the amount listed above to meet the program requirements. Hours are also prorated for those who enroll after the beginning of the school year, or who leave before the school year ends.

Tracking Your Work Hours

The following procedures will be used to track each parent's participation hours:

1. The Parent Participation Program binder will be kept in the School Office. Each parent has an individual tracking sheet where he or she can keep a record of the number of hours worked, the date and the project.
2. As a Christian group, we trust the parents to record their participation hours honestly and accurately. The hours reported would not be verified unless there is some concern.

Participation Options

What types of participation will qualify for the program? The following is a list of possible activities/functions and the appropriate contact. Please see your child's teacher for suggestions in or for the classroom.

Classroom Volunteer

1. Substitute Teacher
2. Substitute Aide
3. Assist in the classroom.
4. Drive on field trips
5. Help Set-up Parties/Special Events

Rilya Wilson Act

Pursuant to s. 39.604, Florida Statutes, a child from birth to the age of school entry, who is under court-ordered protective supervision or in out-of-home care and is enrolled in an early education or child care program must attend the program 5 days a week unless the court grants an exemption. A child enrolled in an early education or child care program who meets the requirements of this act may not be withdrawn from the program without prior written approval of the Department or community-based care lead agency. If a child covered by this act is absent, the program shall report any unexcused absence or seven excused absences to the Department or the community-based care lead agency by the end of the business day following the unexcused absence or seventh consecutive excused absence.

Educational stability and transition are key components of this act to minimize disruptions, secure attachments and maintain stable relationships with supportive caregivers of children from birth to school age. Successful partnerships are imperative to ensure that these attachments are not disrupted due to placement in out-of-home care or subsequent changes in out-of-home placement. A child must be allowed to remain in the child care or early education setting that he/she attended before entry into out-of-home care, unless the program is not in the best interest of the child. If a child from birth to school-age leaves a child care or early education program, a transition plan needs to be developed that involves cooperation and sharing of information among all persons involved, respects the child's developmental stage and associated psychological needs, and allows for a gradual transition from one setting to another.

This law provides priority for child care services for specified children who are at risk of abuse, neglect, or abandonment. These children are also known as Protective Services children.

Rilya Wilson Act Requirements:

- ✓ Protective services children **MUST** be enrolled to participate 5 days per week.
- ✓ Protective services children **MAY NOT** be withdrawn without prior written approval from the Department of Children and Families (DCF) or Community Based Care (CBC).
- ✓ If a Protective Services child has 7 consecutive excused or any unexcused absence, the child care provider **MUST** notify the appropriate community based care staff.
- ✓ The Department and child care providers **MUST** follow local protocols set up by the CBC to ensure continuity.
- ✓ If it is not in the best interest of the child to remain at the child care or early education program, the caregiver **MUST** work with the Case Manager, Guardian Ad Litem, child care and educational staff, and educational surrogate, if one has been appointed, to determine the best setting for the child.

Community-Based Care Lead Agencies Contact Information:

<http://www.dcf.state.fl.us/programs/cbc/docs/leadagencycontacts.pdf>

**** If you have concerns regarding any child that you may care for, please contact the Florida Abuse Hotline at 1-800-96-ABUSE****



myprocare®

Dear parent/guardian,

Kingdom Kids Preschool is pleased to offer **MyProcare**, a free online portal for you to access account information and easily pay tuition. MyProcare is safe, secure and created with your convenience in mind.

Log in today!

1. Go to MyProcare.com.
2. Enter your email address (the email you have on file with Kingdom Kids Preschool) and choose **Go**.
3. Enter the confirmation code sent to your email, choose a password, and press **Go**.
4. Then you may:
Use the **Pay** button to make a payment with your card.

Thank you!

Kingdom Kids Preschool and MyProcare

Getting In, Getting Out



CCAP LAFORCA

IN: Check Behind The Car



- BEFORE GETTING IN THE CAR AND STARTING THE ENGINE, walk around the car and CHECK FOR KIDS, TOYS, AND PETS!
- Make sure there is NOTHING UNDER OR BEHIND YOUR CAR that could attract a young child.
- PICK UP TOYS, BIKES, CHALK OR ANY TYPE OF EQUIPMENT around the driveway so that these items don't entice kids to play.

Developed by:
PREVENTION UNIT
Office of Family and
Community Services

Getting In, Getting Out



CCAP LAFORCA

OUT: Check the Back



- In just 10 MINUTES, a car's temperature can increase by 19°
- Before getting out of your car, check the back seat... DON'T FORGET YOUR CHILD!
- NEVER leave your child alone in a car and CALL 911 IF YOU SEE ANY CHILD LOCKED IN A CAR!
- Place something in the back seat that you will need at work, school, or home (your laptop, your lunch).

Developed by:
PREVENTION UNIT
Office of Family and
Community Services

My signature below verifies receipt of the **Getting In, Getting Out...** flyer from the Department of Children and Families.

Name: _____

Child's Name: _____

Date Received: _____

Signature: _____

Please complete and return this portion of the flyer to your childcare provider, in order for them to maintain it in their records.



CCAP LAFORCA

IN: Check Behind The Car

- BEFORE GETTING IN THE CAR AND STARTING THE ENGINE, walk around the car and CHECK FOR KIDS, TOYS, AND PETS!
- Make sure there is NOTHING UNDER OR BEHIND YOUR CAR that could attract a young child.
- PICK UP TOYS, BIKES, CHALK OR ANY TYPE OF EQUIPMENT around the driveway so that these items don't entice kids to play.

Developed by:
PREVENTION UNIT
Office of Family and
Community Services

Getting In, Getting Out



CCAP LAFORCA

OUT: Check the Back

- In just 10 MINUTES, a car's temperature can increase by 19°
- Before getting out of your car, check the back seat... DON'T FORGET YOUR CHILD!
- NEVER leave your child alone in a car and CALL 911 IF YOU SEE ANY CHILD LOCKED IN A CAR!
- Place something in the back seat that you will need at work, school, or home (your laptop, your lunch).

Developed by:
PREVENTION UNIT
Office of Family and
Community Services

PLEASE FILL OUT AND RETURN

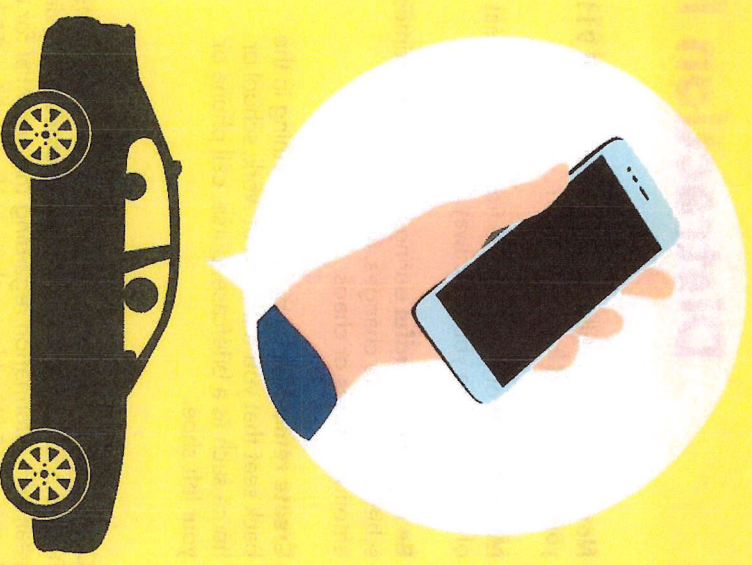
A change in daily routine,
lack of sleep, stress,
fatigue, cell phone use, and
simple distractions are some
things parents experience and
can be contributing factors as
to why children have been left
unknowingly in vehicles...



For additional information, please visit
www.myflfamilies.com/childcare or contact
your local licensing office.

This brochure was created by the
Department of Children and Families in
consultation with the Department of Health.

**WHEN LIFE
HAPPENS...
DON'T BE A
DISTRACTED
ADULT**





Distraction Prevention Tips:

- **Never** leave your child alone in a car and **call 911** if you see any child locked in a car!
- **Make a habit** of checking the front and back seat of the car before you walk away.
- **Be especially mindful** during hectic or busy times, schedule or route changes, and periods of emotional stress or chaos.
- **Create reminders** by putting something in the back seat that you will need at work, school or home such as a briefcase, purse, cell phone or your left shoe.
- **Keep a stuffed animal** in the baby's car seat and place it on the front seat as a reminder when the baby is in the back seat.
- **Set a calendar reminder** on your electronic device to make sure you dropped your child off at child care.
- **Make it a routine** to always notify your child's child care provider in advance if your child is going to be late or absent; ask them to contact you if your child hasn't arrived as scheduled.

During the 2018 legislative session, a new law was passed that requires child care facilities, family day care homes and large family child care homes to provide parents, during the months of April and September each year, with information regarding the potential for distracted adults to fail to drop off a child at the facility/home and instead leave them in the adult's vehicle upon arrival at the adult's destination.



Facts About Heatstroke:

⚠ It only takes a car **10 minutes** to heat up 20 degrees and become deadly.

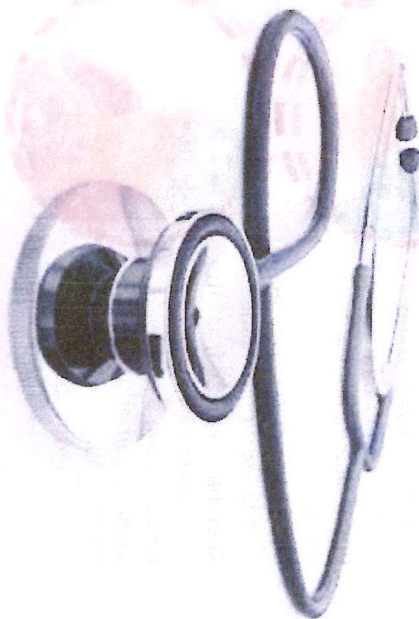
⚠ Even with a window cracked, the **temperature inside a vehicle** can cause heatstroke.

⚠ The body temperature of a child increases **3 to 5 times faster** than an adult's body.



What is the influenza (flu) virus?

Influenza ("the flu") is caused by a virus which infects the nose, throat, and lungs. According to the US Center for Disease Control and Prevention (CDC), the flu is more dangerous than the common cold for children. Unlike the common cold, the flu can cause severe illness and life threatening complications in many people. Children under 5 who have the flu commonly need medical care. Severe flu complications are most common in children younger than 2 years old. Flu season can begin as early as October and last as late as May.



How can I tell if my child has a cold, or the flu?

Most people with the flu feel tired and have fever, headache, dry cough, sore throat, runny or stuffy nose, and sore muscles. Some people, especially children, may also have stomach problems and diarrhea. Because the flu and colds have similar symptoms, it can be difficult to tell the difference between them based on symptoms alone. In general, the flu is worse than the common cold, and symptoms such as fever, body aches, extreme tiredness, and dry cough are more common and intense. People with colds are more likely to have a runny or stuffy nose. Colds generally do not result in serious health problems, such as pneumonia, bacterial infections, or hospitalizations.



For additional information, please visit
www.myflorida.com/childcare or contact your
local licensing office below:

CF/P1 175-70, June 2009

This brochure was created by the Department of Children and Families in consultation with the Department of Health.



"The Flu"
A Guide
for Parents

INFLUENZA VIRUS

During the 2009 legislative session, a new law was passed that requires child care facilities, family day care homes and large family child care homes provide parents with information detailing the causes, symptoms, and transmission of the influenza virus (the flu) every year during August and September.

My signature below verifies receipt of the brochure on *Influenza Virus, The Flu, A Guide to Parents*:

Name: _____

Child's Name: _____

Date Received: _____

Signature: _____

Please complete and return this portion of the brochure to your child care provider, in order for them to maintain it in their records.



What should I do if my child gets sick?

Consult your doctor and make sure your child gets plenty of rest and drinks a lot of fluids. Never give aspirin or medicine that has aspirin in it to children or teenagers who may have the flu.

CALL OR TAKE YOUR CHILD TO A DOCTOR RIGHT AWAY IF YOUR CHILD:

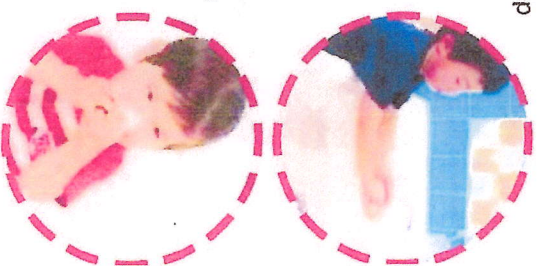
- Has a high fever or fever that lasts a long time
- Has trouble breathing or breathes fast
- Has skin that looks blue
- Is not drinking enough
- Seems confused, will not wake up, does not want to be held, or has seizures (uncontrolled shaking)
- Gets better but then worse again
- Has other conditions (like heart or lung disease, diabetes) that get worse



What can I do to prevent the spread of germs?

The main way that the flu spreads is in respiratory droplets from coughing and sneezing. This can happen when droplets from a cough or sneeze of an infected person are propelled through the air and infect someone nearby. Though much less frequent, the flu may also spread through indirect contact with contaminated hands and articles soiled with nose and throat secretions. To prevent the spread of germs:

- Wash hands often with soap and water.
- Cover mouth/nose during coughs and sneezes. If you don't have a tissue, cough or sneeze into your upper sleeve, not your hands.
- Limit contact with people who show signs of illness.
- Keep hands away from the face. Germs are often spread when a person touches something that is contaminated with germs and then touches his or her eyes, nose, or mouth.



How can I protect my child from the flu?

A flu vaccine is the best way to protect against the flu. Because the flu virus changes year to year, annual vaccination against the flu is recommended. The CDC recommends that all children from the ages of 6 months up to their 19th birthday receive a flu vaccine every fall or winter (children receiving a vaccine for the first time require two doses). You also can protect your child by receiving a flu vaccine yourself.

When should my child stay home from child care?

A person may be contagious and able to spread the virus from 1 day before showing symptoms to up to 5 days after getting sick. The time frame could be longer in children and in people who don't fight disease well (people with weakened immune systems). When sick, your child should stay at home to rest and to avoid giving the flu to other children and should not return to child care or other group setting until his or her temperature has been normal and has been sign and symptom free for a period of 24 hours.

For additional helpful information about the dangers of the flu and how to protect your child, visit: <http://www.cdc.gov/flu/> or <http://www.immunizeflorida.org/>

Parent's Role

A parent's role in quality child care is vital:

- Inquire about the qualifications and experience of child care staff, as well as staff turnover.
- Know the facility's policies and procedures.
- Communicate directly with caregivers.
- Visit and observe the facility.
- Participate in special activities, meetings, and conferences.
- Talk to your child about their daily experiences in child care.
- Arrange alternate care for your child when they are sick.
- Familiarize yourself with the child care standards used to license the child care facility.

Quality Child Care

Quality child care offers healthy, social, and educational experiences under qualified supervision in a safe, nurturing, and stimulating environment. Children in these settings participate in daily, age-appropriate activities that help develop essential skills, build independence and instill self-respect. When evaluating the quality of a child care setting, you should consider the facility's quality indicators related to activities, caregivers, and environment.

Quality Activities

- Activities are children initiated and teacher facilitated.
- Activities include social exchanges with all children.

Quality Caregivers

- Caregivers are friendly and eager to care for children.
- Caregivers accept family cultural and ethnic differences.

Quality Environments

- Environments are clean, safe, inviting, comfortable, and child-friendly.
- Environments provide easy access to age-appropriate toys.

www.myfamilies.com/childcare



For additional information, please visit
www.myfamilies.com/childcare
or contact your local licensing office.

This brochure was created by the
Department of Children and Families in
consultation with the Department of Health.



KNOW YOUR CHILD CARE FACILITY

Know Your Child Care Facility - General Requirements

Every licensed child care facility must meet the minimum state child care licensing standards pursuant to s. 402.305, F.S., and ch. 65C-22, F.A.C., which include, but are not limited to, the following:

- Valid license posted for parents to see.
- All staff appropriately screened.
- Maintain appropriate transportation practices (if transportation is provided).
- Provide parents with written disciplinary and expulsion practices used by the facility.
- Provide access to the facility during normal hours of operation.
- Maintain minimum staff-to-child ratios.

Health Related Requirements

Emergency procedures that include:

- Posting Florida Abuse Hotline number along with other emergency numbers.
- Staff trained in first aid and pediatric cardiopulmonary resuscitation (CPR) on the premises at all times.
- Fully stocked first aid kit.
- A working fire extinguisher and documented monthly fire drills with children and staff.
- Medication and hazardous materials are inaccessible and out of children's reach.

Ratios



<u>Age of Child</u>	<u>Child: Teacher Ratio</u>
Infant	4:1
1 year old	6:1
2 year old	11:1
3 year old	15:1
4 year old	20:1
5 year old and up	25:1

Training Requirements

- 40-hour introductory child care training.
- 10-hour in-service training annually.
- 0.5 continuing education unit of approved training or 5 clock hours of training in early literacy and language development.
- Director Credential for all facility directors.

Food and Nutrition

Post a meal and snack menu that provides daily nutritional needs of the children (if meals are provided).

Record Keeping

Maintain accurate records that include:

- Children's health exam/immunization record.
- Medication records.
- Enrollment information.
- Personnel records.
- Daily attendance.
- Accidents and incidents.
- Parental permission for field trips and administration of medications.

Physical Environment

- Maintain sufficient usable indoor floor space for playing, working, and napping.
- Provide space that is clean and free of litter and other hazards.
- Provide sufficient outdoor play area.
- Maintain sufficient lighting and inside temperatures.
- Equipped with age and developmentally appropriate toys.
- Provide appropriate bathroom facilities and other furnishings.
- Provide isolation area for children who become ill.
- Practice proper hand washing, toileting, and diapering activities.



To report suspected or actual cases of child abuse or neglect, call the Florida Abuse Hotline 1.800.962.2873