

# SCAP ENROLLMENT APPLICATION

## 2019 - 2020 School Year

Today's Date \_\_\_\_\_ Sibling: YES NO Starting Date: August 12, 2019

RenWeb ID#: \_\_\_\_\_ Referred by: \_\_\_\_\_

Child's Full Name \_\_\_\_\_ Nick name \_\_\_\_\_

Date of Birth \_\_\_\_\_ Male Female SS# \_\_\_\_\_ Ethnicity \_\_\_\_\_

K1 K2 K3 K4 (VPK) Full Day K4 (VPK) Part-time VPK #: \_\_\_\_\_

K4 (VPK) ½ morning 9 am – 12 pm K4 (VPK) ½ afternoon 12:30pm – 3:30pm

Mother's Name: \_\_\_\_\_ Father's Name: \_\_\_\_\_

Social Security #: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Home Address: \_\_\_\_\_ Home Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Cell/Pager#: \_\_\_\_\_ Cell/Pager#: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_ Email: \_\_\_\_\_

Employer: \_\_\_\_\_ Employer: \_\_\_\_\_

Occupation: \_\_\_\_\_ Occupation: \_\_\_\_\_

Child Lives with: Both Parents Mother Father Other \_\_\_\_\_

Emergency Contacts: Please list two other contacts other than above. Emergency contacts are allowed to pick up.

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Home Address: \_\_\_\_\_ Home Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Cell/Work: \_\_\_\_\_ Cell/Work: \_\_\_\_\_

Relationship: \_\_\_\_\_ Relationship: \_\_\_\_\_

**Authorized Pickup (All authorized individuals must produce Identification)**

Name \_\_\_\_\_ Telephone \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Telephone \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Telephone \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Telephone \_\_\_\_\_ Relationship \_\_\_\_\_

**NOT ALLOWED TO PICK-UP: Please attached legal documentation (Court ordered Injunction, Custody Orders, Etc.)**

# Seacoast Christian Academy Preschool

## Parent Questionnaire 2019 - 2020

Child's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

How did you hear about Seacoast Christian Academy Preschool?

Radio  Magazine  TV  Word of Mouth  VPK or ELC  Postcard

Other: \_\_\_\_\_

Church attended by your family: \_\_\_\_\_

Why have you chosen Seacoast Christian Academy Preschool for your Child?

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What would you like your child to learn about God?

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What are your three basic priorities regarding the total education and care of your child?

(1) \_\_\_\_\_ (2) \_\_\_\_\_ (3) \_\_\_\_\_

Has your child ever been in a Child Care facility before?  yes  no

If yes, what type of facility?  Preschool  Day Care  Home Day Care

Has your child been diagnosed with a specific learning disability or an attention deficit disability?

no  yes If yes, please explain: \_\_\_\_\_

Does your child have any discipline problems?  no  yes, please explain \_\_\_\_\_

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Does your child have behavioral habits such as biting, finger sucking, temper tantrums, etc?  no  yes

If yes, please explain and how do you work with him/her:

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Has your child ever been dismissed or suspended from a preschool for behavior issues?  no  yes

Please explain: \_\_\_\_\_

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Does your child play well with others?  no  yes Does your child play well alone?  no  yes

Special Concerns: (eating habits, toileting, etc):

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Does your child have a history of any physical/medical conditions?  no  yes

Please explain: \_\_\_\_\_

Does your child have any evidence of: Vision problems?  no  yes

Hearing loss?  no  yes

Speech difficulty?  no  yes

Allergies:  no  yes

Please explain: \_\_\_\_\_

## MISSION STATEMENT

To provide a Christ-centered education focusing on the whole student: the body, the mind, and the spirit, as an instrument to serve God, assisting students to develop a love relationship with God and equipping them academically so that they will be disciple-makers who will impact generations to the glory of God.

## STATEMENT OF FAITH

\*We believe the Bible to be the inspired, infallible, authoritative Word of God.

\*We believe that there is One God, eternally existent in Three Persons: Father, Son, and Holy Ghost.

\*We believe in the deity of our Lord Jesus Christ, His virgin birth, His sinless life, His miracles, His vicarious and atoning death through His shed blood, His bodily resurrection, His ascension to the right hand of our Father, and His personal return in power and glory.

\*We believe that, for the salvation of the lost and sinful man, regeneration by the Holy Spirit is absolutely necessary.

\*We believe in the resurrection of both the saved and lost; that they are saved unto the resurrection of life, and lost unto the resurrection of damnation.

\*We believe in the spiritual unity of believers in our Lord Jesus Christ.

\*We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a Godly life.

### **Romans 5:1-2**

“Therefore, since we have been justified through faith, we have peace with God through our Lord Jesus Christ, through whom we have gained access by faith into this grace in which we now stand.”

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

## PHILOSOPHY

Preschoolers are active learners who learn at different rates of speed according to their age and stage of development. Developmentally appropriate activities in learning centers aid in the education process. The curriculum will strive to incorporate spiritual, emotional, social, physical, and mental concepts that children can use in their daily lives. The purpose of Seacoast Christian Academy Preschool is:

- \*To establish a firm belief and love for Jesus Christ, the Son of God.  
(Isaiah 9:6 NIV) For to us a child is born, to us a son is given, and the government will be on his shoulders, and he will be called, Wonderful Counselor, Mighty God, Everlasting Father, Prince of Peace.
- \*To help children to establish a firm belief in the Bible as God's Word
- \*To help children to feel good about him/herself as a child of God
- \*To help children grow in trust, independence, and initiative
- \*To help children explore the world around him/her
- \*To help children develop small muscles through art, puzzles, blocks, and home living activities
- \*To help children exercise large muscles through movement activities indoors and outdoors
- \*To help children enjoy creative expression through music, art, and other play activities
- \*To help children to think and make choices through individual and group activities
- \*To help children make progress in solving problems, sharing, and expressing oneself
- \*To help children begin to show respect, love, and acceptance for others
- \*To help children experience God's love for him/her through loving relationships with other children and adults

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

# **SEACOAST CHRISTIAN ACADEMY PRESCHOOL**

## **Admission Policy**

**2019 – 2020**

Acceptance to SCAP is granted to those families and students of any race, color, and national or ethnic origin who demonstrate a sincere desire to have a Biblically based education. A student is admitted to SCAP on the basis of available space. Every student enrolled at SCAP is placed on a 90 days probationary period. If during that time, the student does not cooperate with any aspect of the educational program or whose attitude and/or actions are not in harmony with the goals and ideals of Seacoast, we reserve the right to dismiss the student. The student will be invited to re-admit for the following school year on the basis of his/her progress.

As a private institution, Seacoast Christian Academy Preschool reserves the privilege of setting and maintaining its own standards for students conduct, dress, and scholarship. The school maintains the right to refuse admittance to anyone who fails to meet entrance requirements. It also maintains the right to suspend or expel any student who violates the standards herein.

Seacoast Christian Academy Preschool also reserves the right to refuse re-enrollment to students or families who have demonstrated disharmony regarding purpose, objectives, standards, policies, rules and regulations of the school.

**Registration Fee: \$100 non-refundable**

**Supply Fee: \$75 non-refundable**

**K1 Weekly Tuition: \$195.00**

**K2 Weekly Tuition: \$185.00**

**K3 Weekly Tuition: \$175.00**

**K4 Weekly Tuition: \$155.00 Full day students**

**K4 Weekly Tuition: \$105.00 Part-time 8:30-3:30**

**Late Pickup fee: \$1.00 per minute**

**Late Tuition payment fee: \$25.00**

**TUITION IS DUE BY FRIDAY AT 6:00 PM FOR THE UPCOMING WEEK. LATE TUITION WILL INCUR A \$25.00 CHARGE**

**By my signature, I acknowledge that I have read and agree to comply with the admission policy of Seacoast Christian Academy Preschool.**

**Child's Name:** \_\_\_\_\_

**Parent's Name:** \_\_\_\_\_

**Parent's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**SEACOAST CHRISTIAN ACADEMY PRESCHOOL  
FINANCIAL COMMITMENT AGREEMENT  
2019 - 2020**

Child's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

SS#: \_\_\_\_\_ Grade: \_\_\_\_\_ \_\_\_ Male \_\_\_ Female

**REGISTRATION:** \$100.00 *Non-Refundable*; due upon enrollment.

**EDUCATIONAL & SUPPLY FEE:** \$75.00 *Non-Refundable*; due upon enrollment.

**HOURS:** Hours of Operation are 6:30 AM to 6:00 PM, Monday through Friday. **Late pick-up** fees after 6:00 PM are \$1.00 per minute.

**TUITION:** Tuition is **DUE by Friday at 6:00 pm** for the upcoming week. Payment received after Friday is considered late, and a **\$25 late fee** will be assessed. ***I understand that my child may be dismissed from the preschool if my account is delinquent for longer than ONE WEEK.*** If I fail to pay all my indebtedness to Seacoast, I understand that my account will be turned over to an attorney for collection. I agree to pay all cost of collection, including actual attorney fees incurred.

**DISCOUNTS:** Seacoast offers several discounts on the Weekly Tuition Fee such as a 10% 2<sup>nd</sup> child discount and a 10% military discount. Payment may be made by check, credit card, money order, or Automatic withdrawal.

**NSF:** A returned check, credit card, or automatic payment (EFT) will incur a **\$40 NSF** handling fee. If two (2) NSF checks are processed, Seacoast will require that future payments are made by cashier's check or money order ONLY.

**VACATION CREDIT:** Each child may take up to 2 weeks Vacation per Calendar school year (**August 12, 2019 to May 22, 2020**) in which they will not be charged a weekly tuition fee.

**BILLING PARTY:** \_\_\_ Mother \_\_\_ Father \_\_\_ Both Other: \_\_\_\_\_

Early Learning Coalition School Readiness Program? \_\_\_ YES \_\_\_ NO  
Please attach a copy of documentation.

\_\_\_ **Registration Fee (\$100) non-refundable**

\_\_\_ **Educational Book & Supply Fee (\$75) non-refundable**

\_\_\_ K1 Weekly Tuition (\$195.00)

\_\_\_ K2 Weekly Tuition (\$185.00)

\_\_\_ K3 Weekly Tuition (\$175.00)

\_\_\_ K4 Weekly Tuition (\$155.00 Full Day)

\_\_\_ K4 Weekly Tuition (\$105.00 Part-time 8:30-3:30)

\_\_\_ Discounts: 10% second child \_\_\_\_\_ (name)

**By my signature below, I acknowledge that I have read and agree to comply with the provisions herein.**

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

**SEACOAST CHRISTIAN ACADEMY PRESCHOOL**  
**Voluntary Pre-Kindergarten (K4) Program**  
**Attendance and Tardiness Policy**  
**2019-2020**

**School starts: August 12, 2019**

**School ends: May 22, 2020**

**Weather make-up days: As needed**

All families will receive a calendar showing scheduled days off for the operational school year of 2019-2020.

Attendance during the scheduled instructional days is of utmost importance to remain in the VPK program. Attendance is the “Key to Success” for VPK funding and your child’s education.

**5 Day Start Up Period:** All children attending the VPK Program are expected to be in attendance each day of the Start Up Period. This is important for establishment of funding and also establishing classroom community and routines to help assure a successful and meaningful program.

**Tardiness:** The instructional day starts promptly at 9:00 am and all students are expected to be ready to start the day. Arrivals after 9:00 am are disruptive to the classroom and difficult for the arriving child. We understand that an occasional tardiness is unavoidable; however, more than twice a month is cause for termination from the VPK program. If a child arrives after 9:00 am, a tardy slip must be issued before entering the classroom.

\*\*Students enrolled in the ½ day morning class may arrive to school no earlier than 8:50.

\*\*Students enrolled in the ½ day afternoon class may arrive to school no earlier than 12:20.

**Absences:** Students enrolled in the VPK program are allowed 3 unexcused absences per month. Students with absences beyond 3 days are required to provide documentation to the school for continued funding in the VPK program. Without proper documentation, the parent will be required to pay the Tuition Cost and also the VPK funding amount.

\*\*Note: A student that is absent for 5 consecutive instructional days, without a phone call from a parent, will be considered termination from the VPK program.

**Verification:** The Seacoast Preschool Teachers will ask you to sign a monthly attendance log. Your signature will verify the attendance of your child, and will allow the Early Learning Coalition of Duval County to make the payment for your child’s education.

\*\*Note: Without the monthly signature, VPK will not reimburse Seacoast for your child’s tuition and you will be responsible for the tuition.

**To participate in the VPK Program at Seacoast Christian Academy Preschool, I agree to comply with the terms of this Absence and Tardiness Policy. My signature below is acknowledgement of my review and acceptance of the term of this policy.**

Child’s Name: \_\_\_\_\_

Parent’s Name: \_\_\_\_\_

Parent’s Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# SEACOAST CHRISTIAN ACADEMY PRESCHOOL

## VPK School Schedule

### 2019-2020

**School Starts: August 12, 2019**  
**Weather Make Up Days: As needed**

**School Ends: May 22, 2020**

37 Week Program = 180 Days  
3 hours per day = 540 hours

**½ Day-Morning Program**

Drop off: 8:45 am – 9:00 am  
Tardy: 9:00 am  
Pick Up: 12:00 pm – 12:10 pm  
Late Fees: apply after 12:10 pm (\$1.00 per minute)

**½ Day-Afternoon Program**

Drop off: 12:20 pm – 12:30 pm  
Tardy: 12:30 pm  
Pick Up: 3:30 pm – 3:40 pm  
Late Fees: apply after 3:40 pm (\$1.00 per minute)

**Full Day**

Drop off: 6:30 am – 9:00 am  
Tardy: 9:00 am  
Late Fees: apply after 6:00 pm (\$1.00 per minute)

**Absences:** Children who are part of the VPK program are allowed 3 unexcused absences a month. Children who miss 4 or more days, during a month, **MUST** provide documentation.

- Doctor's notes: must be turned into the FRONT OFFICE upon child's return to school.
- Vacation Form: must be turned into the FRONT OFFICE at least 2 weeks in advance

Failure to comply with the Absentee Policy of SCAP will result in the withdrawal of the students from SCAP. Students that are absent in excess of seven days in a month can be withdrawn from SCAP.

**Tardiness:** Students are allowed two (2) tardies during month. Excessive tardies can result in the withdrawal of the student from SCAP.

**Sign In/Out Logs:** These logs are a safety and security policy of SCAP. We understand that mornings can be chaotic; however, the sign in/out logs ensure the safety of your child and is used to verify attendance.

**I have read, understand, and/or had the Office Coordinator answer any questions I may have had about the above information. I agree to comply with the rules and regulations of the Seacoast VPK Program.**

**Child's Name:** \_\_\_\_\_

**Parent's Name:** \_\_\_\_\_

**Parent's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



# Seacoast Christian Academy Preschool Attendance Policy 2019 - 2020

**School Starts: Monday, August 12, 2019**

<b>School Hours:</b>	6:30 am – 6:00 pm
Drop Off full day:	6:30 am – 9:00 am
Tardy:	9:00 am (Tardy slip required to enter class)
Pickup full day:	6:00 pm
Late Fees:	6:00 pm (\$1.00 per minute)
VPK 1/2 AM:	12:00 pm (\$1.00 per minute)
VPK 1/2 PM:	3:30 pm (\$1.00 per minute)
VPK Part-time	3:30 pm (\$1.00 per minute)

## **Absences:**

- We ask parents to call and notify the school regarding their child's illness. This enables the staff to pray for the child and also to notify other parents in the event of a contagious illness.
- Vacation forms **MUST** be turned in 2 weeks in advance.

## **Sign In & Out Books:**

- Please be aware that it is State Law that parents sign (**FULL SIGNATURE**) their child in and out on written logs. These logs will ensure an accurate attendance in the event of an emergency evacuation.
- We understand that it is chaotic during certain times of the day; however, your child's safety depends on us knowing the attendance of the day. Please understand that your signature helps to ensure that everyone is accounted for and receiving government funding, if applicable (VPK and School Readiness).

**I have read, understand, and/or had the Administration answer any questions I may have had about the Attendance Policy. I agree to comply with the policy and regulations of Seacoast Christian Academy Preschool, and all government assistance agencies.**

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Parent Signature

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Date

# Disciplinary Practices Acknowledgement

It is our responsibility to model for the children what is acceptable behavior at our preschool. Our staff establishes and consistently enforces reasonable, age-appropriate limits which help foster self-discipline within a child. SCAP emphasis on what children “may do” rather than on what they “may not do”.

- We use a positive approach, using firmness
- We make suggestion rather than give commands
- We give a child reasons why we do certain things
- We follow through when we have asked for a response to a request
- We teach a child to finish what he/she has begun
- We let a child do for himself in appropriate situations
- We use soft voices when speaking with a child
- We remember that children learn through actions
- We clearly define limits for children to follow
- We are consistent
- We try to anticipate and avoid unpleasant situations
- We talk with a child in regards to “inappropriate choices” and also let him/her know that we still love them
- We pray for and with students
- When needed, a child may be sent to the “thinking area” to rest and collect himself

## CLASSROOM POLICIES & DISCIPLINE PROCEDURES

We have set forth a Simple Rule System. There are only 5 major rules that children are asked to obey:

- I will keep my hands, feet, and objects to myself.
- I will respect myself, my classmates, my Teacher, and my Teacher Aide
- I will listen and follow directions the first time they are given
- I will raise my hand when I want to answer questions
- I will always do my best

We have developed the following Classroom Disciplinary Plan that will be in effect at all times. We use the “Clip Chart System”. The “Clip Chart” is divided into 7 sections that are labeled. Students will have clothespins with their names written on them. The clothespin can be moved up and down the chart. All students will begin at the level of “Ready to Learn” each day. Teachers will ask students to either “clip up” or “clip down” to a certain level depending on the student behavior. If your child is required to move their clip, the teacher will note it on their Daily Communication Folder. This report is signed nightly by you, the parent.

If a child continues to have difficulty in the class, a conference may be requested by the Teacher or Director to discuss a plan of action. If the plan of action does not appear to help the child regain self-control, then the parent may be asked to withdraw the child. This is strictly enforced for the safety and well-being of the child and his/her fellow classmates. If deemed necessary, a child may be sent home for the day for aggressive or inappropriate behavior. If the parent does not pick-up the child within 1 hour of the phone call, the child will be suspended for the following day.

**I have read and understand the above disciplinary practices used by Seacoast Christian Academy Preschool and agree to give my full cooperation in teaching my child self-discipline.**

Child's Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Supplies

## Acknowledgement Form

### K1 and K2 Students

- 2 complete sets of clothes, to include socks and shoes
- Diapers/pull-ups for a week
- 1 mat (should be at least 1 ½ inches thick) NO sleeping bags
- 1 small blanket
- 1 small fitted sheet (to cover mat)
- 1 small pillow (optional: travel size ONLY)

### K3 Full day students

- 1 complete set of clothes, to include socks and shoes
- 1 mat (should be at least 1 ½ inches thick) NO sleeping bags
- 1 small blanket
- 1 small fitted sheet (to cover mat)
- 1 small pillow (optional: travel size ONLY)

### K4 Full day students

- 1 complete set of uniform clothes, to include socks and shoes
- 1 mat (should be at least 1 ½ inches thick) NO sleeping bags
- 1 small blanket
- 1 small fitted sheet (to cover mat)
- 1 small pillow (optional: travel size ONLY)

### K4 half-day students

- 1 complete set of uniform clothes

Blankets and Sheets **MUST** be taken home on Fridays and washed. Supplies need to be restocked on Monday mornings. To avoid confusion, please label your child's name on all items.

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Suggestions:** Purchase two sleeping mats for the school year due to wear-n-tear and they are more available to find at the beginning of the school year and also half the price.

# Seacoast Christian Academy Preschool

## Uniform Policy

### K4 Students

#### Girls

Blouse: White Peter Pan

Jumper: Plaid, Navy, or Khaki

Slacks: Khaki or Navy

Polo's: Any solid color

Sweater: Any solid color

Shorts: Khaki or Navy

Shoes: Tennis shoes (NO OPEN TOES)

#### Boys

Pants: Khaki or Navy

Polo's: Any solid color

Shorts: Khaki or Navy

Shoes: Tennis shoes (NO OPEN  
TOES)

Uniforms are available at Wal-Mart, Target, JC-Penney, and most other major department stores.

**I understand that Seacoast Christian Academy Preschool has a uniform policy in effect. I am aware that if my child arrives at school out of compliance with school policy, that I will be called to come to the school and bring acceptable attire for my child.**

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Parent Signature

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Date

**NOTE: Please be aware that dress code infractions may go unnoticed upon occasion; however, action will be taken promptly to enforce the policy when violations are observed.**

# **Seacoast Christian Academy Preschool Acknowledgements 2019 - 2020**

## **ACTIVITIES PERMISSION STATEMENT**

**I hereby grant permission for my child to use all the play equipment, to participate in all activities of the school and to leave the fenced playground under the supervision of a staff member for fire drills, walks on the campus grounds or trips to the High School Sanctuary. Weekly Chapel will require students to walk to the High School Sanctuary. I understand that reasonable measures will be taken to safeguard the health and safety of my child and that I will be notified as soon as possible in case of an emergency.**

Parent/Guardian Name: \_\_\_\_\_

## **VIDEO/AUDIO/PHOTOGRAPH RELEASE**

**I, on behalf of myself, my child, my child's other birth parent, and any family member, authorize Seacoast Christian Academy, its Affiliates and/or assigns or any other entity authorized by Seacoast to use and reproduce any and all audio and video tapes and photographs of me/us including my/our names, biography, likeness, voice, or performance for the purpose of publicizing and/or selling any and all programs, promotions, advertisements or any other use Seacoast Christian Academy may choose including, but not limited to, the sale of the rights thereof without any compensation to me/us for such action(s).**

**I/we further authorize Seacoast Christian Academy to edit, duplicate, reuse and/or distribute the authorized items listed above for broadcast in any form via video, radio, television, cablecast, Internet, satellite, audiovisual, closed circuit, or any other electronic or mechanical means of distribution throughout the world. I/we also agree that no compensation will be paid for any of the services and/or products mentioned herein to any person or entity granting this permission covered under this agreement from this date forward.**

Parent/Guardian Name: \_\_\_\_\_

**PLEDGE OF COOPERATION  
STUDENT/PARENT  
2019 – 2020**

Student's Name: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

**I understand that Seacoast Christian Academy reserves the right to dismiss any student who does not cooperate with any aspect of the educational program or whose attitude and/or actions are not in harmony with the aims ideals of Seacoast. By signing this pledge, I agree to abide by the policies of Seacoast and I understand that my continued enrollment is contingent upon my compliance with all stated policies in the Parent Handbook. I pledge to become involved in my child's education. I understand that Seacoast Christian Academy is a Preschool, not a daycare. I also understand that I am expected to communicate daily with my child's teacher by signing the daily communication sheet. I pledge to support my child's teacher by scheduling or attending any conferences regarding my child's education or behavior.**

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# RECEIPT OF PARENT HANDBOOK

(Sign and return with enrollment packet)

## HANDBOOK AGREEMENTS FOR PARENTS AND STUDENTS

**Parents: Please read the following statements carefully and sign below to indicate your agreement.**

I hereby affirm that I have read the Parent/Student Handbook and discussed its policies with my student. I certify that I consent to and will submit to all governing policies of the school, including all applicable policies in the Parent/Student Handbook.

I understand that the standards of the school do not tolerate profanity, obscenity in word or action, dishonor the Holy Trinity and the Word of God, disrespect to the personnel of the school, or continued disobedience to the established policies of the school.

I understand that the services of the school are engaged by mutual consent, and that either the school or I reserve the right to terminate any or all services at any time. I understand that this Handbook does not contractually bind Seacoast Christian Academy and is subject to change without notice by decision of Seacoast Christian Academy's governing body. Admission to the school is a privilege, not a right, and admission for one school year does not guarantee automatic admission for future school years.

\_\_\_\_\_  
(Signature of Parent)

\_\_\_\_\_  
(Please Print Name)

Child Name: \_\_\_\_\_

Director Signature \_\_\_\_\_ Date \_\_\_\_\_

**The administration has made a conscientious effort to address every school policy. However, changing fads and unforeseen circumstances may require changes or additions.**

# Volunteer Acknowledgement Form 2019 - 2020

**We encourage you to consider volunteering your time and talent as we work together to educate your child. You may assist in the classroom by doing story time, or by sharing information about your career. Volunteering is a wonderful sense of unity for children to understand that the teacher and parent are a working team. As a volunteer, you will understand what your child and teacher experience on a daily basis.**

## **Volunteer Workers**

The teacher and director greatly appreciate parents who are able to volunteer their time and talents to help in the programs of the school. At times, you may be called upon to help with special projects and/or Field trips. Your participation, when possible, is a blessing to the school, teacher, and your child. Please let your teacher know if you are available so that we may best utilize your talents.

\_\_\_\_\_ I have read and understand the volunteer statement. I understand that I am not obligated to volunteer; however, I am interested in volunteering.

\_\_\_\_\_ I am unable to participate as a volunteer.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

## **Volunteer Information**

Child's name: \_\_\_\_\_

Parent's name: \_\_\_\_\_

\_\_\_\_\_ Room Mother

\_\_\_\_\_ Crafts

\_\_\_\_\_ Music

\_\_\_\_\_ Story Time

\_\_\_\_\_ Others \_\_\_\_\_

A copy will be given to your child's teacher





861 Townsend Blvd  
Jacksonville, FL 32211  
904-421-3900

Dear Parents/Guardians:

The first five years of life are very important to your child because this time sets the stage for success in school and later in life. During infancy and early childhood, many experiences should be gained and many skills learned. It is important to ensure that each child's development is proceeding without problem during this period; therefore, we are interested in helping you follow your child's growth and development.

**Screening** is a process to determine if a child has any developmental concerns that may require further attention and follow-up.

**Assessment** is the process to monitor growth and development of certain skills and knowledge on an ongoing basis.

Screening and Assessment are directly linked to lesson planning and meeting the individual needs of children. Our goal is to ensure that your child is prepared to enter kindergarten at the age of five.

**Seacoast** will be administering the Ages and Stages Questionnaire for all children ages 12 months to 5 years. This developmental screening will be administered at least once per academic year. K3 and VPK classes will participate in our Seacoast assessments in the beginning, middle and end of the school year. In addition, the VPK assessment will be administered 3 times a year for VPK students.

Information gathered from the observations and screenings will be used to help your child with developmental growth and success. These results are confidential and will be shared with you in writing or in a documented parent-teacher conference.

Sincerely,

Angel Gastfield  
Director

\*\*\*\*\*

**Permission to Screen**

I give permission for my child to participate.

I do NOT give permission for my child to participate.

Child's Name: \_\_\_\_\_

Child's Date of Birth: \_\_\_\_\_ If child was premature, original due date \_\_\_\_\_

Parent/Guardian's Phone Number(s): \_\_\_\_\_

The results may be shared with the center's Episcopal Children's Services *Jacksonville Early Literacy Partnership* coaches on a need to know basis (Please check one)  YES  NO

Print name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Seacoast Christian Academy Preschool

## Emergency Medical Authorization Form

2019 – 2020

I understand that no emergency treatment may be given without parental consent except in a life-threatening situation. I understand that in the event of a medical emergency every effort will be made to contact the persons I have designated to authorize emergency care.

However, in the event that a legal guardian cannot be reached and my child requires emergency medical care, as legal guardian of the student whose name(s) appears below, I authorize SCAP Administration to give emergency treatment, including First Aid and CPR by a qualified staff member. Should my child need to be transported to a hospital, I understand and accept responsibility for any charges incurred. In the event my child is well enough to return to school before I am able to arrive at the emergency room, my child may be released into the custody and care of the Administrator of Seacoast Christian Academy, and returned to School.

CHILD'S NAME \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Male Female SS# \_\_\_\_\_

Mother's name: \_\_\_\_\_ Father's name: \_\_\_\_\_

SS# \_\_\_\_\_ SS# \_\_\_\_\_

Home Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Cell: \_\_\_\_\_ Cell: \_\_\_\_\_

Work: \_\_\_\_\_ Work: \_\_\_\_\_

Additional Local Emergency Contact

Name: \_\_\_\_\_ Name: \_\_\_\_\_

SS#: \_\_\_\_\_ SS#: \_\_\_\_\_

Home: \_\_\_\_\_ Cell \_\_\_\_\_ Home \_\_\_\_\_ Cell \_\_\_\_\_

Work \_\_\_\_\_ Work \_\_\_\_\_

Relationship \_\_\_\_\_ Relationship \_\_\_\_\_

HOSPITAL \_\_\_\_\_ PHYSICIAN \_\_\_\_\_

PHYSICIAN PHONE \_\_\_\_\_ INSURANCE # \_\_\_\_\_

ALLERGIES \_\_\_\_\_ Other \_\_\_\_\_

Parent signature \_\_\_\_\_ Date \_\_\_\_\_

Parent signature \_\_\_\_\_ Date \_\_\_\_\_

Signed and sworn to before me on \_\_\_\_\_ by  
(Parent) \_\_\_\_\_. He/She is personally known to me or  
has produced Valid Driver's License or Identification card.

\_\_\_\_\_  
Notary Signature

**Seacoast Christian Academy Preschool  
Parent Enrollment Checklist  
2019 -2020**

Student Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Social Security #: \_\_\_\_\_

**As per the Florida codes regarding Childcare Facility, the following documentation must be on file. Thank you for your cooperation.**

\_\_\_\_ Copy of student's Birth Certificate

\_\_\_\_ Copy of student's Social Security Card

\_\_\_\_ **HRS form 3040: Health Exam (Original) less than one year old**

    Please note: we require the original form, signed by your physician.

\_\_\_\_ **HRS form 680: Certificate of Immunization (Original)**

    Please note: we require the original forms, signed by your physician **OR**

\_\_\_\_ **Waiver of Immunization (Original)**

**Also needed**

\_\_\_\_ **Completed Enrollment Application**

\_\_\_\_ **Registration Fee (\$100.00) non-refundable, if applicable**

\_\_\_\_ **Educational Book/Supply Fee (\$75.00) non-refundable, if applicable**

\_\_\_\_ **First week tuition, if applicable**

\_\_\_\_ **Automatic Tuition Agreement**

**VPK Students only**

\_\_\_\_ **VPK Certificate**

\_\_\_\_ **VPK School Schedule**

\_\_\_\_ **VPK Attendance/Tardiness Policy**