

Name: _____

Preschool Application Process Checklist

MELBOURNE

- 2-Day (M/W)** **2-Day (T/TH)**
- 3-Day (M/W/F)**
- 3-Day (T/TH/F)**
- Monday-Friday**
***Please note Friday is an enrichment day with added activities.**

- Completed CCA Application
- Consent for Treatment
- Off Campus Release
- Birth Certificate
- Current Immunization Record-Blue Card- Expires_____
- Updated Physical Examination-2 years or 1 year- Expires_____
- Hold Harmless
- Foster Care Placement Letter (If applicable)
- IEP, 504, Service Plan, or Psychological Evaluation Yes____ No ____

CALVARY

Chapel Academy

Where Faith and Learning Soar

FOR OFFICE USE	
Date Rec'd	_____
ACTIVITY FEE \$ _____	
Cash	_____ On-Line _____
Check#	_____
Staff	_____

2-Day (M/W) 2-Day (T/Th) Monday-Friday
 3-Day (M/W/F) 3-Day (T/TH/F)

*** Please note Friday is an enrichment day with added activities.**

MELBOURNE CAMPUS 2021-2022 APPLICATION FOR PRESCHOOL

I. PERSONAL DATA:

Student's Name _____
(Last) (First) (Middle)

Name student goes by: _____

Male/Female _____ SS Number ____/____/____ Date of Birth _____
month/date/year

Race: African-American Asian Caucasian Hispanic Native American Other

Address _____

City _____ State _____ Zip _____

Father's Full Name: _____ Marital Status: _____

Address _____

City _____ State _____ Zip _____ Home Phone: _____

Employer: _____ Occupation: _____

Work Phone: _____ Cell Phone: _____

E-mail Address: _____

Mother's Full Name: _____ Marital Status: _____

Address _____

City _____ State _____ Zip _____ Home Phone: _____

Employer: _____ Occupation: _____

Work Phone: _____ Cell Phone: _____

E-mail Address: _____

Step-Parent's Full Name: _____ Cell Phone: _____
(If applicable)

Is the student currently in foster care? Yes ___ No ___ (If YES, a placement letter is required.)

With whom does the student live? _____

Calvary Chapel Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, and athletic and other school administered programs.

Child Custody

(Legal documents must accompany this application.)

If Parents are divorced or separated, who has legal custody of the child? _____

Is either parent forbidden by court order from having equal access to the child or the school records?

No Yes

If yes, name of parent who may not have equal access: _____

(Written documentation is required prior to enrollment.)

If there are other children in the family, complete the following:

Name: _____ Age/Grade: _____ / _____ School: _____

Name: _____ Age/Grade: _____ / _____ School: _____

Name: _____ Age/Grade: _____ / _____ School: _____

Name: _____ Age/Grade: _____ / _____ School: _____

List adults who will be permitted to pick up your child:

Name: _____ Relationship: _____ Phone: _____

Name: _____ Relationship: _____ Phone: _____

Name: _____ Relationship: _____ Phone: _____

Name: _____ Relationship: _____ Phone: _____

II. MEDICAL INFORMATION:

Name of physician: _____ Phone: _____

Insurance Provider: _____ Group Number: _____

Policyholder's Name: _____ Policy Number: _____

In the event of an emergency, the name and phone number to call if parent cannot be reached:

Name: _____ Phone: _____

Name: _____ Phone: _____

Special physical problems of student: _____

List any allergies (i.e. medical, etc.):

Is your child taking regular medication for any purpose? Yes _____ No _____

If yes, please specify medication and explain (medication/dosage): _____

III. SCHOOL HISTORY:

List the schools the student has previously attended (name and full address with zip code):

School _____

Address _____ Dates and Grades Attended _____

School _____

Address _____ Dates and Grades Attended _____

Has your child ever been requested to withdraw from a school? _____ Yes _____ No
 Grade _____ School _____ Reason _____

Why have you selected CCA for your child's education? _____

Please specify if your child has ever been tested for the following:

Speech _____ When _____ By whom _____

Test results _____

Hearing _____ When _____ By whom _____

Test results _____

Vision _____ When _____ By whom _____

Test results _____

Please specify if your child currently has any of the following:

IEP _____ School Name/Location _____
 School District _____
 Is the IEP current? _____ yes _____ no

(Written documentation is required prior to enrollment.)

OTHER _____ Name/type plan? _____
 School name _____
 School district _____

Please specify if your child has ever been referred to or been working with the following agencies:

Brevard Early Steps: _____ yes _____ no When _____ For _____
 Child Find: _____ yes _____ no When _____ For _____
 Easter Seals: _____ yes _____ no When _____ For _____
 Circles of Care: _____ yes _____ no When _____ For _____

IV. BILLING INFORMATION:

Name of person responsible for this student's tuition and other expenses:

Address _____
 City _____ State _____ Zip _____ Home Phone: _____

Financial information may also be released to:

Name: _____ Phone: _____
 Name: _____ Phone: _____

<u>Program</u>	<u>Activity/Registration Fee for 2021-2022</u>		<u>Activity Fee</u>	<u>Tuition</u>
3-Year Old Program	<u>Days</u>	<u>Time</u>	\$75	
3-Year Old Program	M/W or TU/TH	8:15-11:45 a.m.	\$75	\$203 per month
3-Year Old Program	3-Day w/Friday	8:15-11:45 a.m.	\$75	\$409 per month
	Monday-Friday	8:15-11:45 a.m.	\$75	\$500 per month

Tuition Fee for 2021-2022 will be available January 19, 2021. Please refer to our 2020-2021 tuition fees.

Friday is an Enrichment day which will include art, music, drama, computer, media center and PE activities.

In the event my child is accepted for admission to CCA, I agree to the following: (Please initial following each item.)

- V. STUDENT/PARENT AGREEMENT: The undersigned parent(s) or legal guardian(s) of the above-referenced student agrees to abide by the policies, procedures, and rules set forth by CCA, and further recognizes the school's right to establish rules and provide for their enforcement. _____

Permission is hereby granted for the above-referenced student to be photographed for the purpose of possible use in marketing and/or advertising publications. This permission is applicable for current, as well as future project use. _____

Be advised that your child may be assessed for delayed standard development and/or growth using the Gesell Developmental Observation method if/when it is perceived necessary by the CCA teacher and administration. _____

- VI. AUTHORIZATION FOR EMERGENCY CARE: The undersigned parent(s) or legal guardian(s) of the above-referenced student authorize officials of CCA/Calvary Chapel Melbourne to contact directly the persons named on an emergency information card maintained in the school office and authorize the named physician(s) to render such treatment as may be deemed necessary in an emergency, for the health of the child. In the event the physician(s), other persons named above, or parent/guardian cannot be contacted, the school officials are hereby authorized to take whatever action is deemed necessary in their judgment, for the health of the aforesaid child. Further, the undersigned parent(s) or legal guardian(s) of the above-referenced student will not hold CCA/Calvary Chapel Melbourne financially responsible for the emergency care and/or transportation for the above-referenced student. This authorization shall remain effective while the child is enrolled in CCA, unless sooner revoked in writing and delivered to CCA/Calvary Chapel Melbourne. _____

- VII. I understand the service hour requirement as described in the Preschool Handbook, and am aware that I will be billed for any outstanding hours at the end of each school year. _____

- VIII. I am aware that I am responsible for providing supplies for each child following the parameters of the CCA Supply Lists.

- IX. I will read the Preschool Handbook and discussed any appropriate or pertinent information with my/our child(ren). I agree to abide by the policies and procedures as outlined in the Preschool Handbook and support the school in enforcing the school rules and discipline policies as outlined in the aforementioned Handbook. Failure to sign and return this form does not alleviate my responsibility to abide by all policies and procedures as stated in the handbook, particularly as it relates to discipline.

- X. REGISTRATION FORMS: The undersigned parent(s) or legal guardian(s) of the above-referenced student understands that registration **MUST** be completed and the following documents **MUST** be on file in the school office: a) completed tuition contract; b) non-refundable activity fee. **Completion of these documents and payment of the activity fee are necessary for the student to ensure a space or to be placed on the wait list for the 2021-2022 school year.** _____

- XI. ACKNOWLEDGEMENT OF FINANCIAL COMMITMENT/WITHDRAWAL: The undersigned parent(s) or legal guardian(s) of the above-referenced student understands and will fulfill the financial commitment to pay for the educational services the school is providing. I also understand that there are no refunds of registration fees (unless a seat is not available or it is determined the student is not accepted). It is further agreed that withdrawal of a preschool student from CCA **must be in writing, signed by the parent or legal guardian**, and received by the principal no less than one month prior to the student's intended withdrawal. There are no refunds of tuition unless the student's family relocates 25 miles or more due to a job transfer, a serious illness, or death of a parent or legal guardian. _____

- XII. DEFAULT IN PAYMENTS: It is understood and agreed that any and all payments are due and payable on the first day of each month. If the tuition is not paid by 3:15 p.m. on the fifth of the month, a late fee of \$20.00 will be charged. If tuition and other incurred monthly charges are not paid by the fifteenth of the month, you may be asked to remove your student from the program. A student whose account is not paid in a timely manner will not be eligible for registration for the following school year and report cards and records will not be released. _____

- XIII. PHOTOGRAPHY PERMISSIONS: _____ **Unrestricted Usage:** I give permission for my child's image to be used in print, video, social media, and the school website.
(Select one) _____ **Limited Usage:** I give permission for my child's image to be used in the school yearbook ONLY.

CALVARY CHAPEL ACADEMY

Dr.
Mr.
Ms.
Mrs.

Tim Flay, Principal

Signature of Parent/Guardian Responsible for Payment

Date

Print Name: _____

How did you hear about CCA?

- ____ Drive By/Sign _____
- ____ Local Magazine _____
- ____ CCM _____
- ____ Friend/Referred by _____
- ____ Website/Facebook _____
- ____ Sibling _____
- ____ Word of Mouth _____
- ____ Other _____

- Emergency Care Plan instructions: _____
- Sections 7.1 and 7.2, of the Child Care Facility Handbook, require a current physical examination (Form 3040) and immunization record (Form 680 or 681) within 30 days of enrollment.
- Section 7.3, of the Child Care Facility Handbook, requires that parents receive a copy of the Child Care Facility Brochure, "Know Your Child Care Facility" (CF/PI 175-24), or
- Section 8.3, of the Family Day Care Home/ Large Family Child Care Home Handbook, requires that parent(s) receive a copy of the family day care home brochure, "Selecting A Family Day Care Home Provider" (CF/PI 175-28).
- Section 2.8, of the Child Care Facility Handbook, requires that parents are notified in writing of the disciplinary and expulsion policies used by the childcare facility, or
- Section 2.3, of the Family Day Care Home/ Large Family Child Care Home Handbook, requires that parents are notified in writing of the disciplinary and expulsion policies used by the family day care provider. Your signature below indicates that you have received the above items and that the information on this enrollment form is complete and accurate. I hereby grant permission for the staff of this facility to have access to my child's records.

Dr.

Mr.

Ms.

Mrs.

Signature of Parent/Guardian

Date

Print Name

OFF-CAMPUS RELEASE

Concerning: _____
Name of Student

THIS DOCUMENT IS APPLICABLE TO THE PERIOD OF TIME DURING WHICH YOUR CHILD ATTENDS CALVARY CHAPEL ACADEMY.

- I. I authorize Calvary Chapel Academy, by its representative, to obtain any emergency medical care necessary.

- II. I agree that the expense of any medical treatment will not be covered by Calvary Chapel Academy or any of its employees.

- III. I will not hold Calvary Chapel Academy or any of its employees liable for any injury sustained by the student while traveling to, participating in, or returning from any Calvary Chapel Academy function.

- IV. I may be reached in case of emergency at: _____
Phone Number
The student is covered by: _____
Name of Insurance Company
Policy Number: _____

- V. I understand that every effort will be made to contact me regarding medical treatment authorization. If I am unavailable, please consider the following list of pertinent medical information: (Please include any allergies, last tetanus shot, medication, recent injuries, etc.)

Signature _____ Date _____
Parent/Guardian

Sworn to and subscribed before me this _____ day of _____, _____

NOTARY PUBLIC, STATE OF FLORIDA

Personally Known _____
Produced Identification _____
Type _____

CONSENT FOR TREATMENT

THIS DOCUMENT IS APPLICABLE TO THE PERIOD OF TIME DURING WHICH YOUR CHILD ATTENDS CALVARY CHAPEL ACADEMY.

This form is necessary to have on hand in case an emergency arises at the school and treatment must be sought after every effort has been made to contact the parents, guardians, or persons noted on your child's emergency card.

I give permission for _____ to receive treatment by a physician or hospital emergency room personnel in the event that I cannot be reached by phone.

Home Phone

Work Phone

Cell Phone

Signature of Parent/Guardian

Print Name

Please list any medical conditions or allergies below that pertain to your child:

Sworn to and subscribed before me this ____ day of _____, _____

NOTARY PUBLIC, STATE OF FLORIDA

Personally Known _____
Produced Identification _____
Type _____

Calvary Chapel Academy

**Walking Field Trip Parental Permission
And
Hold Harmless Release and Indemnification Agreement**

I understand that participation by my child in off-campus field trips may involve walking to reach a destination (example: West Melbourne Library or Rodes Park) and as such, may include risk of injury ranging in severity from mild to severe, even death. Although serious injuries are not common in supervised walking field trips, it is impossible to eliminate the risk.

I/we understand that my child’s participation in Calvary Chapel Academy walking field trips is voluntary and that my child and I/we are free to choose not to participate. I/we consent to my child’s participation in Calvary Chapel Academy’s walking field trips. I understand that Calvary Chapel Academy and/or Calvary Chapel Melbourne, their employees, officers, and agents will not be liable for personal injuries and/or property damage as a result of my child’s participation in any of the school’s walking field trips.

I/we, on behalf of myself/ourselves and my/our minor child, agree to release, hold harmless, and indemnify Calvary Chapel Academy and/or Calvary Chapel Melbourne, their employees, officers, and agents, from any loss, cost, damage and/or expense of any nature, including all attorneys’ fees and costs which I or my child may have resulting, either directly or indirectly, from my child’s participation in Calvary Chapel Academy’s walking field trips.

By signing this Agreement, I/we acknowledge that we have read and understand this document, acknowledge the potential for injury, and accept the risk and responsibility of participation in Calvary Chapel Academy’s walking field trips.

Signature _____ Date _____
Parent/Legal Guardian

Signature _____ Date _____
Parent/Legal Guardian

In the event of an emergency, I hereby certify that I am the parent/lawful guardian of _____, and grant Calvary Chapel Academy or/or Calvary Chapel Melbourne, its employees and agents, full authority to take whatever action they may consider appropriate under the circumstances involved regarding the health and safety of my child and authorize them to obtain emergency medical or dental services for my child, if necessary, at my expense.

Signature _____ Date _____
Parent/Legal Guardian

Signature _____ Date _____
Parent/Legal Guardian

Emergency Phone No. _____