

# 2023-2024 Clearly Kids Enrollment Options

Child's Name: \_\_\_\_\_ DOB: \_\_\_\_\_ Age on Sept. 1, 2023: \_\_\_\_\_

## Instructional Hours of Operation:

9:00 a.m.-2:00 p.m.

## Enrollment Days:

### Children's Day Out: 2-years-old and younger (please circle days)

2 days per week    Monday    Tuesday    Wednesday    Thursday    Friday

3 days per week    Monday    Tuesday    Wednesday    Thursday    Friday

4 days per week    Monday    Tuesday    Wednesday    Thursday    Friday

5 days per week    Monday through Friday

### 3K Kindergarten: 3-years-old by September 1, 2023 (please circle days)

2 days per week    Monday    Tuesday    Wednesday    Thursday    Friday

3 days per week    Monday    Tuesday    Wednesday    Thursday    Friday

4 days per week    Monday    Tuesday    Wednesday    Thursday    Friday

5 days per week    Monday through Friday

### 4K Kindergarten: 4-years-old by September 1, 2023 (please circle days)

3 days per week    Monday    Tuesday    Wednesday    Thursday    Friday

4 days per week    Monday    Tuesday    Wednesday    Thursday    Friday

5 days per week    Monday through Friday

### Before Care: (please circle days)

7:00 a.m.-9:00 a.m.    Monday    Tuesday    Wednesday    Thursday    Friday

### After Care: (please circle days)

2:00 p.m.-4:00 p.m.    Monday    Tuesday    Wednesday    Thursday    Friday

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(Office Use)

Date Received \_\_\_\_\_ Received by \_\_\_\_\_ Amount Paid \_\_\_\_\_

Enrollment Fee \_\_\_\_\_ Class Fee \_\_\_\_\_ Book Fee \_\_\_\_\_ Cash \_\_\_\_\_ Check # \_\_\_\_\_

Parent's Initial \_\_\_\_\_ (with a CK employee present)

Date \_\_\_\_\_

# CLEARLY KIDS CHRISTIAN ACADEMY

## CHILD INFORMATION FORM

### 2023-2024 SCHOOL YEAR

Child's Full Name \_\_\_\_\_ Name Child Prefers \_\_\_\_\_ Male/Female \_\_\_\_\_

Address \_\_\_\_\_

Home Phone \_\_\_\_\_ (Street) \_\_\_\_\_ (City) \_\_\_\_\_ (Zip) \_\_\_\_\_  
Child's Birthdate \_\_\_\_\_ Age on Sept. 1, 2023 \_\_\_\_\_

Child lives with: (circle one) Both Parents Mother Father Other: \_\_\_\_\_

Parent/Guardian \_\_\_\_\_ Address (if different) \_\_\_\_\_

Cell Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Employer \_\_\_\_\_

Parent/Guardian \_\_\_\_\_ Address (if different) \_\_\_\_\_

Cell Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Employer \_\_\_\_\_

Parent 1 Email Address \_\_\_\_\_ Parent 2 Email Address \_\_\_\_\_

Child's Physician \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

**Allergies:** \_\_\_\_\_

Person(s) who will assume responsibility for child in an emergency if we are unable to contact parents:

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Home # \_\_\_\_\_ Cell # \_\_\_\_\_ Work# \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Home # \_\_\_\_\_ Cell # \_\_\_\_\_ Work# \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Home # \_\_\_\_\_ Cell # \_\_\_\_\_ Work# \_\_\_\_\_

Person(s) other than listed above authorized to pick up child from program:

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

Your child will only be released to an authorized person listed on this form (parent/guardian or emergency contact).

*\*It is our policy not to accept requests for specific teachers*

**CLEARLY KIDS CHRISTIAN ACADEMY**  
**PROFILE INFORMATION FORM**  
**2023-2024 SCHOOL YEAR**

How did you hear about our program? \_\_\_\_\_

Members / Attenders of what church? \_\_\_\_\_

Has your child attended a school program previously? \_\_\_\_\_ If, yes, where? \_\_\_\_\_

Names and ages of siblings:

\_\_\_\_\_  
\_\_\_\_\_

Is your child right or left handed? \_\_\_\_\_ Does your child wear corrective lenses? \_\_\_\_\_

Sleep and nap habits: \_\_\_\_\_

Eating habits: likes and dislikes (please include any food allergies): \_\_\_\_\_

\_\_\_\_\_

Fears: \_\_\_\_\_

\_\_\_\_\_

Behavior habits (biting nails, finger sucking, tantrums, biting, etc.): \_\_\_\_\_

\_\_\_\_\_

Favorite play activities, games or toys: \_\_\_\_\_

Special educational needs: \_\_\_\_\_

\_\_\_\_\_

Please give us any other information you feel would be of help to us in teaching your child:

\_\_\_\_\_

\_\_\_\_\_

Please list any other medical conditions that we need to be aware of: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# CLEARLY KIDS CHRISTIAN ACADEMY

## Tuition Policy

2023-2024

Tuition\* is divided into 10 monthly installments. **The first payment is due on or before August 1, 2023**, and each subsequent month on the 1st. The 10<sup>th</sup> and final payment will be due on May 1, 2024. Payments are considered late after the 10<sup>th</sup> of the month and are subject to a \$15 late fee. Full tuition is due for months with holidays or inclement weather, and no credit is given for absences. **All fees are non-refundable.**

In the event it becomes necessary to institute collection efforts, the undersigned agrees to pay attorney fees, court cost, interest and all other reasonable cost of collection. There will be a \$25.00 handling fee on all returned checks.

### Withdrawal Procedure

A written notice must be submitted to the director two weeks prior to your child's early withdrawal from the program for any reason. You will be responsible for paying tuition for the two-week period, your child is allowed to attend during this time period. If written notice is not given your account will be charged one full month's tuition. **Enrollment, Class and Book fees will not be refunded.**

If a child is withdrawn from the program following the above guidelines and later wishes to re-enroll (if enrollment allows) within a three (3) month period, the registration fee is waived. After a three-month period, the full registration amount will be required. If a child is absent from the program for more than two weeks without notice or payment, we will assume the child is withdrawn. We will proceed to register another child to fill the class vacancy.

Clearly Kids reserves the right to suspend or permanently expel a child from enrollment at any time for non-payment of tuition and fees or for extended absences without appropriate notice.

*\*See the Handbook for a copy of this tuition and withdrawal policy, and specific tuition fees.*

I have read the above tuition agreement for the 2023-2024 school year and understand my responsibility to abide by this policy.

Person responsible for payment: \_\_\_\_\_

Father's Name: \_\_\_\_\_ Last 4 Digits of SS# \_\_\_\_\_ DL# \_\_\_\_\_

Mother's Name: \_\_\_\_\_ Last 4 Digits of SS# \_\_\_\_\_ DL# \_\_\_\_\_

\_\_\_\_\_  
(Child's Name)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Print Parent or Legal Guardian)

\_\_\_\_\_  
(Sign Parent or Legal Guardian)

## Clearly Kids Christian Academy

2023-2024

After reading each paragraph, initial that you are in agreement with the following guidelines.

### Parent Handbook Acknowledgement Agreement

\_\_\_\_\_ I acknowledge I have read the Clearly Kid Christian Academy Parent Handbook and it is my responsibility to act in accordance with the policies contained in this manual and any official changes made to it. I understand it is my responsibility to consult the director regarding any questions not answered in this handbook. I understand amendments to the handbook may occur. All such changes will be communicated through Clearly Kids Board approved notices, and that revised information may supersede, modify, or eliminate existing policies. Handbooks can be found at [www.clearbranch.org](http://www.clearbranch.org), ministries, Clearly Kids.

### Kindergarten Potty-Trained Agreement

\_\_\_\_\_ Children must be fully potty-trained and able to handle personal hygiene issues to be enrolled in a 3K, or 4K Class.

### Legal Custody

\_\_\_\_\_ A copy of the divorce decree with custody agreements must be included with registration forms. It will be placed in your file and will be kept confidential. Without these papers, we may not be able to prevent the child from leaving with his/her non-custodial parent. Custody papers are also needed for any situation where custody has been granted to someone other than biological parents.

### Media Agreement

\_\_\_\_\_ I agree to allow Clearly Kids to periodically use photographs and/or videos to promote the program through various mediums including, but not limited to, program slide shows and Clearly Kids Facebook. This does **not** include the publication of a student's personal information (i.e. last name, phone number, address, etc.). Also, Clearly Kids and teachers periodically use photographs, and or videos to share the children's successes and accomplishment of their day through a program slide show or Facebook. I do further certify that I am of full legal capacity to execute the forgoing authorization and release. In addition, I release Clearly Kids from any damages. I understand that this agreement will be binding during the entirety of my child's enrollment at Clearly Kids and that it is my responsibility to notify Clearly Kids in writing should I change my mind at any time.

### Fee Policy

\_\_\_\_\_ I agree that sending my child to Clearly Kids is a risk during a pandemic. I understand if there is a public health emergency, and Clearly Kids is shut down by a government agency, by any federal, state or local entity, or if my child is not able to attend because of exposure at Clearly Kids or away from Clearly Kids, that I am responsible for monthly tuition.

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

Parent /Guardian's Name: \_\_\_\_\_ Date: \_\_\_\_\_

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

# PARENT CONSENT FORM OVER THE COUNTER MEDICATION

I \_\_\_\_\_, being the parent or legal guardian of \_\_\_\_\_, give my permission for authorized Staff of Clearly Kids Christian Academy to administer or apply the following over the counter medications to my child in the event it becomes necessary. I understand that all efforts will be made to contact me for verbal permission before my child is given any medication:

(Please initial for your approval)

\_\_\_\_\_ Children's Acetaminophen (Tylenol, etc.)

\_\_\_\_\_ Children's Ibuprophen (Motrin, Advil, etc.)

\_\_\_\_\_ Children's Liquid Cold / Allergy Medication (Benadryl, Dimetapp, etc.)

\_\_\_\_\_ Allergy Cream (Benadryl, etc.)

\_\_\_\_\_ Antibiotic creme or ointment (Neosporin, etc.)

\_\_\_\_\_ Hydrocortisone Cream

\_\_\_\_\_ Diaper Rash Ointment or Cream (Desitin, A&D, etc.)

\_\_\_\_\_ Petroleum Jelly

\_\_\_\_\_ Sunscreen

I understand that the dosage given will be equal to or less than the prescribed amount indicated on the label. I hereby release and forever discharge Clearbranch Church, Clearly Kid's Staff, and any parties volunteering on behalf of Clearly Kids Christian Academy from any liability in administering the above over the counter medications I have approved.

Parent or Legal Guardian \_\_\_\_\_ Date \_\_\_\_\_

Child's Name \_\_\_\_\_ Teacher \_\_\_\_\_

***My child has the following medication allergies:***

\_\_\_\_\_  
\_\_\_\_\_

# AUTHORIZATION FOR MEDICAL TREATMENT

\_\_\_\_\_ is the parent or legal guardian of: \_\_\_\_\_,  
a minor, whose date of birth is \_\_\_\_\_ and whose social security number is X - X - \_\_\_\_\_.

I hereby consent to, and authorize, the rendering of medical care and treatment to my minor child in the event that such medical care and treatment becomes necessary. I agree to indemnify and hold harmless Clearbranch United Methodist Church, its staff, and Clearly Kid's staff from liability associated with the rendering of medical care and/or treatment to my minor child where such medical treatment becomes necessary to protect the best interest of my child. Furthermore, I agree to be responsible for the payment of the reasonable charges related to the rendering of medical care to my minor child.

I, \_\_\_\_\_, parent, having a date of birth of \_\_\_\_\_ and a social security number of \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_, authorize the disclosure of my child's personal health information to the representative from Clearbranch United Methodist Church Clearly Kid's staff in the event and to the extent that medical care and treatment become necessary while my child is attending Clearbranch United Methodist Church Children's Day Out or Kindergarten. I understand that this authorization is voluntary and is made to confirm my direction. I hereby give my permission to the following to disclose my child's health information to:  
Clearbranch United Methodist Church Clearly Kid's staff.

The information to be disclosed to the staff in the event and to the extent that medical care or treatment of my child becomes necessary includes disclosure of his or her complete medical record, medical file including but not limited to doctors' and nurses' notes, x-ray reports, lab reports, history, physicals and all other such records of any type or nature necessary for the proper treatment of my child.

## INSURANCE INFORMATION: Please attach photocopy of insurance card

Company \_\_\_\_\_ Name of Insured \_\_\_\_\_ Group / Contract # \_\_\_\_\_

My child is presently taking the following medications: \_\_\_\_\_

My child is allergic to the following medications: \_\_\_\_\_

My child suffers from the following medical conditions and/or allergies: \_\_\_\_\_

My child's Medical Physician is: \_\_\_\_\_ Phone \_\_\_\_\_

In the event of an emergency I can be reached at the following telephone numbers:

Home \_\_\_\_\_ Cell \_\_\_\_\_ Work / Other \_\_\_\_\_

In the event that I cannot be reached by telephone, please contact:

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Home \_\_\_\_\_ Cell \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Home \_\_\_\_\_ Cell \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Home \_\_\_\_\_ Cell \_\_\_\_\_

I understand it is my responsibility to update any of the above information as needed.

\_\_\_\_\_  
(Date) (Printed Name of Parent or Legal Guardian) (Signature of Parent or Legal Guardian)

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_