



Agape Kingdom Care

Preschool Application Packet

Serving children 6 weeks old through Five Years Old

Included in packet:

- 1. Operating Policies and Procedures**
- 2. Enrollment Information**
- 3. Emergency Record**
- 4. Person(s) Authorized to Pick-up Child / Immunization
Schedule**
- 5. Health and Illness Policy**
- 6. Preschool Program Information Sheet**
- 7. Childcare / Preschool Agreement**
- 8. Release of Liability**

Please return this entire packet, along with the enrollment fee, to reserve your child's placement. Please do NOT remove any pages from this packet



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ENROLLMENT INFORMATION

Child's Name _____ **Child's Nickname** _____

Birth Date _____

Address _____
(House Number and Street) (City, State, Zip Code)

Mailing Address (if Different) _____
(House Number and Street) (City, State, Zip Code)

Mother's Name _____

Mother's Address (if different) _____
(House Number and Street) (City, State, Zip Code)

Mother's Home Phone _____ Mother's Cell Phone _____

Mother's Place of Employment _____
(Company Name) (Work Phone #)
Email _____

Mother's Work Address _____
(Number and Street) (City, State, Zip Code)

Phone # where child's Mom can be reached while at our center

Father's Name _____

Father's Address (if different) _____
(House Number and Street) (City, State, Zip Code)



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Father's Home Phone _____ Father's Cell Phone _____

Father's Place of Employment _____
Phone #) (Company Name) (Work

Father's Work Address _____
Zip Code) (Number and Street) (City, State,

Phone # where child's Dad can be reached while at our center

Date Enrolled _____ Date Withdrawn _____



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EMERGENCY RECORD

Child's Name _____

Person to be contacted in the event of an emergency when child's parents cannot be reached:

(Name) (House Number and Street) (City, State, Zip Code)

(Home Phone) (Work Phone)

Does your child have any allergies? If yes, please describe.

Does your child have any special needs? If yes, please describe.

Does your child have any other health conditions? If yes, please describe.

Is there any other information of which I should be aware?

Child's Physician _____
(Name) (Phone)

(Doctor's Office Name) (Number and Street) (City, State, Zip Code)



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Child's Dentist _____
(Name) (Phone)

(Dentist Office Name) (Number and Street) (City, State, Zip Code)

PERSONS AUTHORIZED TO PICK UP MY CHILD

Child's Name _____

Only the people listed below (with photo ID) will be able to pick up your child.

Name _____ Phone # _____

Parent's Signature _____ Date _____

Director _____ Date _____



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HEALTH & ILLNESS POLICY

Emergency Phone Numbers:

Fire / Police / Ambulance: 911

Medication: MEDICINE WILL NOT BE GIVEN TO CHILDREN; MEDICINE SHOULD BE DISPENSED AT HOME AWAY FROM THE PROPERTY OF AKC.

Antibiotics: A child with a contagious condition for which antibiotics have been prescribed may NOT attend daycare if he/she shows signs of illnesses as outlined below. This policy is for the benefit and protection of all children and staff.

Diarrhea: A child with diarrhea must stay (or go) home until the diarrhea has stopped and normal bowel movements have resumed.

Fever: When a child has a fever above 100 degrees orally or above 101 degrees rectally, he / she must stay home until the child has been fever-free for 24 hours. If a fever develops during the day, we will call you and you MUST pick up your child as soon as possible.

Head Lice: A child with head lice must stay home until specific treatment is completed and lice and nits in hair and clothing are absent.

Impetigo and Conjunctivitis: These are very contagious conditions and must be treated with antibiotics before the child may attend. If your child has red, runny eyes or scabby sores, I will notify you. Your child MUST be taken out of daycare until he / she has been seen by a doctor and been on medication for AT LEAST 48 hours.

Runny Nose: Generally, a clear discharge is okay, and a thick yellow-greenish discharge is a sign of a more serious infection. This is more dangerous for younger, rather than older children, and we will use our discretion about asking you to keep your child at home.



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Strep Throat: A child with strep throat must not attend daycare until he / she has been on antibiotics for 24 hours and is symptom-free and feeling well.

Vomiting: A vomiting child MUST go home if he / she becomes ill while at daycare. He / She cannot return to daycare until vomiting has stopped for at least 24 hours.

Shot Records: You need to provide a photocopy of your child's shot records for our records. As your child has additional shots, we also need our photocopy updated. The state requires that all children enrolled in daycare have current immunizations.

Before returning to care: If you take your child to a doctor because of an illness, need a note from the doctor explaining the illness, treatment, and when your child can return to daycare. It is very important to follow these policy rules. They reflect a common respect and responsibility to protect the children from illnesses.

HOURS: Preschool / Childcare: _____
Preschool is offered 2, 3, and 5 days a week.

REGISTRATION FEE: \$75.00

CLASS SUPPLY FEE- \$75.00

We look forward to having both your child and you involved in our program. If you ever have any questions, please do not hesitate to ask.

**DEMITA
205.677.5819**



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CHILDCARE / PRESCHOOL AGREEMENT

Hours and Fees:

I am contracting with AGAPE KIDS for childcare / preschool for

_____, Date of Birth _____
(Child's Name)

Terms of our agreement are as follows:

This contract is valid starting _____

Registration Fee: \$75.00 (annual, non-refundable fee)

September through June (School Year):

Weekly Rate of _____ **for the days and hours of:**

Mon _____ Tues _____ Wed _____

Thurs _____ Fri _____

July and August (Summer Program):

Weekly Rate of _____ **for the days and hours of:**

Mon _____ Tues _____ Wed _____

Thurs _____ Fri _____

Late Fee: \$10.00 / minute

Damages:



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Both AGAPE KINGDOM CARE and I will make every effort to teach my child to use materials carefully and to avoid damaging property that belongs to others. However, in the case of damage over \$20.00, I agree to cover the cost of replacement and repair.

I Agree To:

1. Pay the stated rates, fees and late fees as specified in this contract.
2. Call, if my child will not be attending preschool.
3. Give TWO weeks' notice, if I plan to stop bringing my child to childcare/preschool.
4. Provide a change of clothing, appropriate for the weather, to be left in my child's cubby.
5. Provide alternate care in the case of emergency or instances where AGAPE KINGDOM CARE is unable to care for my child without advance notice.
6. Not bring my child with a contagious illness or fever (See attached health/illness policy)
7. Not bring any of my child's toys to childcare (Security items such as blanket or stuffed animal for nap can be brought as needed.)
8. Arrive with my child dressed in appropriate clothing for the entire day.
9. Feed my child at home and send my child lunch.
10. If I want my child to eat anything other than what is provided by AGAPE KINGDOM CARE, I must provide it for my child.

Signature (Mother)

Date

Director

Demita L. Walton

Date

Printed Name

Signature (Father)

Date

Pastor

Eric Harris

Date

Printed Name



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AGAPE KINGDOM CARE Operating Policies and Procedures

I. Mission

Our mission is to provide a structured stimulating and inquiry based learning environment for each child. AGAPE KINGDOM CARE main endeavor is to enhance children social, emotional, physical, spiritual, and educational proficiencies; while nurturing the mind, body, and spirit. Our preschool will not only focus on character building but will prepare students with the skills that will help them maximize their learning experiences, gain and retain information. Differentiated teaching styles will encourage students to embrace their uniqueness, identify their strengths and weaknesses, and maximize their potential. AGAPE KIDS is not a “babysitting center” or a “play date”; children will have fun while learning through constructive experiences such as planned activities, creative play, hands-on manipulatives, circle time, story time, nature experiments, music, and craft projects. Each activity is planned with the creativity to develop inquisitive minds and muscle coordination for growing bodies by nurturing self-confidence. Love, laughter, and learning are the pieces that make our preschool perfect. It is our mission to provide a caring and nurturing environment where unconditional love and attention is showed daily to the students and their families.

II. Admission Procedure

1. Admission to the Academy is open to children 6 weeks to 5 years old.
2. Interested parents should contact the Director of the Academy to request their child be enrolled. If there is no vacancy, the parents may pay the registration fee and place the child on the waiting list. When a vacancy occurs, the Director will notify the parents and arrange for a “pre-admission” conference if parents are still interested.



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3. Each child should visit the center at least once immediately prior to his/her first day of regular attendance. Arrangements for this visit should be made with the Director during the pre-admission conference.
4. All required forms such as Preschool Application Packet must be completed and returned to the Director on or before the child's first day.
5. The Academy reserves the right to drop any child from enrollment, if the staff determines that the program is not meeting the needs of the child or if the child's presence poses a threat to the welfare of others.
6. If the parents choose to withdraw their child, the Director must be notified in writing two (2) weeks in advance

III. Discipline Policy

Our goal is to help children to learn to live comfortably with themselves and others. In order to achieve this, children need to learn to develop self-control and to be responsible for their actions. There are many things we will do to help children recognize alternatives and consequences which affect them as well as others. Discipline helps to guide children to this more mature behavior. We will give appropriate choices, arrange the classroom to be developmentally appropriate, clearly define limits and expectations, give children positive suggestions and directions, and redirect children to help them make good behavior choices. In the event a child is having problems with behavior staff we will offer redirection, verbal warnings, and/or possible removal from the situation. If the problem persists or is severe the child will spend a time-out in the classroom or in a separate location. If further action is needed based on severity or persistence of behavioral issues a parent conference with the director may be required.



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IV. Fees

All fees are payable in advance and are non-refundable. Payment for care must be bi-weekly or monthly. This means if you are paying bi-weekly, payment is due on Monday for that week of care and for the following week. If you are paying monthly, payment is due the first Monday of the month for as many Mondays that are in the month. Tuition paid after Monday will be charged a \$25.00 late fee for each day the payment is late. Although we charge late fees for each day the payment must be posted to your account by noon on Tuesday. Failure to adhere to this policy will result in your not being will terminate care if fees are not paid by the end of the week. These rules will be strictly enforced and there will be NO exceptions. In addition, there will be no refunds given for absences and tuitions must be paid in full even for the weeks in which holidays are observed by the center. **Registration fee and supply fee must be paid by ALL PARENTS. If your child will only be attending part-time; you must choose your days at the time of registration. Days may not be switched. There will be a \$30 administrative fee to change days, times, etc.**

V. Arrival and Departure Proceedings

1. Upon arriving, the child must be delivered into the hands of AGAPE KINGDOM CARE staff on duty or the child's teacher. The AGAPE KINGDOM CARE cannot be responsible for the child's safety if this policy is not adhered to. In addition, the parent or person authorized to drop off and pick up the child must sign the child in and out each day upon his or her arrival and departure from the center. Time of arrival and departure must be indicated on the form. A legible signature of the parent, guardian, or other designated person is required. Initials are NOT acceptable.
2. An additional fee will be charged for a child left after pick up time at the rate of \$10.00 per minute. The late fee will begin 5 minutes after closing. This fee will be added to your account and payment



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will be due with your very next week's tuition. This will be strictly enforced.

VI. Holidays

The Academy will be closed on the following days: Columbus Day, News Year Eve and Day, Good Friday, Memorial Day, 4th of July, Labor Day, and two days for Christmas and Thanksgiving. If another holiday should require Academy closings; parents will be aware two weeks before closing.

VII. Bad Weather

1. In the event of bad weather (tornado, hurricane, snow, storms, etc.) during the school year AGAPE KINGDOM CARE will follow the same policies and procedures as the Jefferson County Board of Education. Closings will be announced on the local television stations. Please be sure to watch for the Jefferson County School System and/or AGAPE KINGDOM CARE.
2. In the event Jefferson County School System should be close early in the day due to bad weather, we will immediately begin to call parents to pick up their children one (1) hour earlier than Jefferson County School System announced time.

VIII. Feeding Program

Food to be eaten by your child at AGAPE KINGDOM CARE must come from home. We do ask that you try to make it as healthy as possible. No "pick-up" and bring in lunch is allowed. Due to common allergies we ask that you **do not use peanut butter at all**. If sending a lunchable for your child, be sure to remove any peanut butter candy/cookies that may be included.

Other than daily lunch you prepare, food to be served to your child or the other children in your child's class (such as birthday or



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holiday party items) must be prepared in a commercially approved kitchen (e.g. grocery store deli, bakery, etc.) and/or be individually wrapped commercially prepared products (e.g. Little Debbie's, single serving potato chip bags, etc.) This policy is one set by the Health Department in accordance with guidelines set by the Department of Human Resources.

A morning nutritious snack is the only thing that will be provided by AGAPE KINGDOM CARE. Please ensure that sippy cups, lunch boxes, and anything else that is used in your child's lunch have your child name on it clearly. A weekly snack menu will be posted; if you would like your child to have something different during snack time it will be your responsibility to provide it.

IX. Health and Medical Information

1. A current record of immunizations (blue card) must be provided on the first day of enrollment and updated periodically thereafter according to the immunization schedule prescribed by the Alabama Department of Public Health. If we do not have a current "blue card" on file in the Academy then your child will not be allowed to attend the Academy.
2. Children must not be brought to the center if they have: severe colds, undetermined rash or spots, fever, severe headaches, pink-eye, upset stomach(vomiting or diarrhea) or other symptoms of illness. Parents will be notified to pick up their child immediately if signs of illness or a temperature of 101 degrees or higher occur during the day. You are asked that you keep your child home for 24 hours after the last episode and are symptom free for 24 hours without the aid of a medication. These rules are State Health Department requirements and are made for the protection of every child at the Academy.



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3. Children may not be returned to the AGAPE KINGDOM CARE after a communicable disease until they have been re-examined and the doctor has released the child in writing.
4. In the event of a non-contagious situation, your child may return to the Academy with a doctor's note stating that the child has been seen by a physician and the child is not contagious and may return to the Academy.
5. The Academy will notify parents of exposed children, when a communicable disease has been introduced into the Academy. Parents are urged to notify the Academy when their child has been exposed to a communicable disease outside of the Academy.
6. **Academy staff will not be permitted to administer over-the-counter medicines at all — No Exceptions.** Prescriptions written by doctors for over-the-counter medicines will not be allowed either.
7. Parents should keep current the name of the child's doctor and the name of the other adults to contact in the event of an emergency.

X. Clothing and Personal Belongings

1. Children should wear comfortable clothes and shoes suitable for indoor and outdoor wear. The Academy will not be responsible for clothing or shoes.
2. All clothing should be marked with the child's name for identification. This includes coats and sweaters worn daily.
3. Each child should have a change of clothing left at the Academy at all times.

XI. Home and Center Cooperation:

1. Parents should keep current the following phone numbers where someone can be reached at all times: home, work, cell and emergency.



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2. Children are provided with toys at the Academy. Children should never bring guns, sharp objects, mouth toys or other small pocket toys to the Academy. The Academy cannot be responsible for toys that are lost, broken or damaged at the Academy; therefore, please do not allow them to bring toys from home.
3. One security toy or stuffed animal per child is allowed. The toy must be placed in the child's cubby and may be taken out for naptime only.
4. Books, recordings, special toys & other items of interest to the child's group may be brought with permission of the teacher. The child's name should always be on any item that is brought to the Academy.
5. Each child's birthday will be recognized at the Academy. If parents wish to bring a special snack and/or party accessories, arrangements should be made with the child's teacher in advance.
6. Parents of children enrolled in the Academy are invited to make suggestions for improving the service at any time. Suggestions should be made in writing to the Director. Each suggestion will be taken into consideration, but please understand that all suggestions may not be possible to implement.
7. Parents should contact their child's teacher for information about the daily schedule and the child's progress, adjustment, behavior, etc.
8. Classes start promptly at 9:00 am. Children should not be brought in late as it poses a problem by disrupting the class lesson time. Please take your child to the classroom & leave immediately. Taking up the teacher's time takes away from the other students. You may call for a conference if you need to speak with your child's teacher. If it is a small issue, please send a note.
9. Please know that the Academy is very strict about our pick-up policies. We check identification on any parent or relative picking up your child that is not recognized by the person tending to the secured doors. D.H.R. now requires that we photo copy the driver's license of any unfamiliar person that picks up your child.
10. Please be sure that a dated and signed note is delivered to the Academy (prior to the pick-up day) if a person other than those



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on your pick-up list will be picking up your child. Neither a telephone call nor a fax for this purpose is allowed.

11. School and curriculum supplies, naptime necessities and a change of clothes should be brought in on the first day of enrollment and replenished at the teacher's discretion.
12. If any problem arises throughout the Academy, please handle it with a Christian approach. Hostile attitudes will not be tolerated. If there is conflict between children, you will only be allowed to address the problem with your child. The other child or children and their parents will be addressed by the Director. Not adhering to this policy will result in your child's termination from the center.
13. Alabama State Law prohibits smoking, tobacco products, alcohol, nonprescription narcotic usage or possession of illegal substances any-where on school premises. Cigarettes are to be extinguished & left in your automobile. This includes all parents, guardians & employees.

Release of Liability

As the undersigned adult I affirm that I am the parent and/or legal guardian of the _____ (child). I hereby grant permission for _____ (child) to participate in the activities/ classes that are conducted, in whole or in part by AGAPE KINGDOM CARE. In consideration of _____ (child) being permitted to participate in the activities/classes I hereby release and hold harmless AGAPE KINGDOM CARE, its officers, directors, employees, agents, representatives, and volunteers from any and all liability for any resulting damage or injury that _____ (child) may incur. I understand that this Release and Waiver of Liability applies to all activities/classes and that some activities involving movement carry with them a higher risk for injury.



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I agree to be held responsible for _____(child) behavior and actions and release AGAPE KINGDOM CARE from any liability for _____ (child) actions, in the event that such actions or behavior causes damage or injury to property or person. I acknowledge that AGAPE KINGDOM CARE reserves the right to restrict _____ (child) involvement in any activity/class in whole or in part. I further acknowledge that AGAPE KINGDOM CARE reserves the right to send a child home from any activity /class in which the child has violated rules or put other children in danger.

Signature (Mother)

Date

Director
Demita L. Walton

Date

Printed Name

Signature (Father)

Date

Pastor
Eric Harris

Date

Printed Name

Get Acquainted Record

My nickname is: _____

I have ____ brothers & ____ sisters, their names and ages are: _____

My favorite activity is: _____

My favorite food is: _____

My least favorite food is: _____

My favorite person is: _____



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My favorite toy is: _____

I am afraid of: _____

I can do all these things by myself: _____

Why are you looking for a new childcare arrangement? _____

Has your child had previous day care experience? _____

What type of discipline is used at home? _____

Does your child eat unaided? _____ **Does he/she enjoy eating?** _____

Does your child have a special diet? _____

Due to your child's tastes, allergies, reactions, and/or religious beliefs, are there any foods, which should not be served to your child? _____

Please list these foods: _____

How does your child go to sleep? _____

Are there any special dolls or toys he/she needs in order to go to sleep? _____

What is the usual time and length of naps taken each day? _____

How long does he/she usually sleep at night? _____

Please list any personal habits, thumb sucking, nail biting, etc. _____

and/or specific words used to describe bodily functions or objects: _____

What are your main expectations _____
