

APPLICATION FOR ENROLLMENT 2023-2024

Summit Christian Preschool

2780 Clays Mill Road

Lexington KY 40503

(859) 277-0503

Today's Date: _____

Start Date: _____

Child's Full Name _____ Nickname _____

Date of Birth _____ Male or Female (circle one)

☐ 2-year-old

☐ 3-year-old

☐ 4-year-old

☐ Transitional Kindergarten* (5-day programs only)

*Child must turn 5 years old before December 31, 2023 to enter TK program

All children 3 years or older must be completely toilet-trained.

Prices are for the full school year August – May

Morning Class

8:10 A.M. – 11:20 A.M.

____ 5 days (M-F) \$3,380.00

____ 3 days (MWF) \$2,366.00

____ 2 days (T/TH) \$1,691.00

Full Day

8:10 A.M. – 3:20 P.M.

____ 5 days (M-F) \$6,658.00

____ 3 days (MWF) \$4,659.00

____ 2 days (T/TH) \$3,327.00

AM & PM CARE

This service is available on a commitment only basis. Please choose which options you will be needing for the school year. If you do not need this service now but in the future something changes, please give us two weeks' notice for staffing purposes.

☐ AM CARE 7:30- 8:00 A.M. (\$3 per day)

☐ PM CARE 3:30-5:30 P.M. (\$7 per day)

Please circle days needed:

Monday Tuesday Wednesday Thursday Friday

Early Enrollment Fee (before February 28, 2022): \$175.00

Enrollment Fee (after February 28, 2022): \$225.00

A Milk Fee is paid in August and January at a cost of \$40 per semester.

Father/Guardian Information

Name _____ Address _____

City _____ Zip _____ Lives with student? (Y/N) _____

Cell Phone () _____ Work Phone() _____

Email address _____

Employer/Occupation _____

Position _____

Mother/Guardian Information

Name _____ Address _____

City _____ Zip _____ Lives with student? (Y/N) _____

Cell Phone () _____ Work Phone() _____

Email address _____

Employer/Occupation _____

Position _____

Other Emergency contacts if parents are unavailable.

#1 Name _____

Phone# () _____ Relationship: _____

#2 Name _____

Phone# () _____ Relationship: _____

Names and ages of other children in the family.

Other than parents, **CHILD WILL BE RELEASED ONLY TO PERSONS INDICATED BELOW.** They must show ID when picking up your child.

1. Name _____ Phone# _____
2. Name _____ Phone# _____
3. Name _____ Phone# _____
4. Name _____ Phone# _____

List any special physical conditions/allergies we should be aware of. **(Please write “none” if applicable.)**

Summit Christian Academy Preschool begins in August and ends in May following the SCA school calendar. We will have breaks for holidays and Teacher In-Service days throughout the school year. Please visit lexingtonsummit.org for the school calendar.

This application does not assure final enrollment but rather provides much of the information upon which a decision will be based. **NON-REFUNDABLE ENROLLMENT FEE** must accompany this Student Application. New students must also provide a complete and up-to-date **IMMUNIZATION RECORD**. If you are placed on a class Wait List, the **ENROLLMENT FEE** will hold your place until the second day of school. If no space becomes available by that time, you may withdraw your name from the Wait List and receive a full refund of all money paid. Voluntary withdrawal from the Wait List prior to the second day of school will result in a loss of Enrollment Fee. Summit Christian Academy reserves the right to make final decisions concerning student placement.

New Families: Please provide the best parent/guardian to contact for interview and Brigrance testing:

Please fill out the following questions to the best of your knowledge. These answers will help us to provide the best education possible for your child.

Are there other relatives living in the house besides the family members you have already listed?

Has your child had any group play experiences? _____ If yes, explain _____

Does your child separate well from parents/guardian? _____

How do you discipline your child? _____

How does he/she react? _____

Does your child play with any children? _____ Ages of other children? _____

Does your child own any pets? (Y/N) What kind? _____

Do you attend church and if so what church do you attend? _____

Does your child attend church nursery/preschool programs? _____

List other church activities your child attends (ie VBS, Children's Events) _____

Does your child have any special problems involving social relationships, diet, habits, discipline etc.? (Y/N) Describe _____

What are the child's interests? _____

How did you hear about Summit Christian Preschool? _____

Summit Christian Preschool

Financial Agreement for 2023-2024

Student's Name: _____

Financially Responsible Party: _____

Cell Phone: _____ email: _____

Mailing Address: _____

In signing the Statement of Agreement and financial commitment, I (we) agree to the following:

- Student Placement: I request that the school reserve a place for my student for the school year or the remainder of the year if the student enters during the year.
- Effective date of contract: this contract shall be effective only upon my signature, receipt of contract by the school, and acceptance by the school and is subject to the admission policies of the school.
- Tuition and Fees/Financial Policy: Tuition and fees are charged according to the schedule of tuition and fees adopted by the school for the applicable school year. By signing this contract, I agree to pay the total tuition cost on the enrollment form to be paid prior to the end of the final month school is in session. In addition, I agree to abide by the policies relating to the payment of such tuition and fees.
- Rules and regulations: I agree to comply with the school's rules and regulations adopted by the School Board. This includes rules of conduct and academic requirements. I agree that the school may dismiss, suspend, or discipline my student if these rules and requirements are not met, or as such actions are deemed appropriate by the school.
- I understand that I may be exempt from the financial responsibility of tuition under certain circumstances. They are as follows: if my family moves more than 30 miles from address on enrollment form, job loss, or change in family status (death, disability, or divorce). I also acknowledge the School Board's authority to overview the situation.

The parties of this agreement are Christians and believe the Bible commands them to make every effort to live at peace and resolve disputes with each other in private or within the Christian Church. (See 1 Corinthians 6:1-8, Matthew 18:15-20). Therefore, the parties agree that any claim of dispute arising out of or related to this agreement shall be settled by Biblically based mediation and, if necessary, arbitration. The parties agree that these methods shall be the sole remedy for any controversy or claim arising out of this agreement and expressly waive their right to file a lawsuit against one another in a civil court for such disputes, except to enforce a legally binding arbitration decision. In signing this Financial Agreement, I agree, without mental reservation, that I am responsible for the payment of all tuition and fees for the student covered by this agreement.

Signature of Father/guardian

Social security #

Date

Signature of Mother/guardian

Social security #

Date

Signature of person responsible for payment (if not parent)

Social security #

Date

Pledge of Support

Pledge should be signed by parents at the enrollment interview.

Parents are asked to agree to the following Pledge of Support:

I pledge my full support to the stated aims and policies of Summit Christian Preschool. I will make every reasonable effort to comply with said aims and policies.

In the Spirit of Galatians 6 (vv.1-2) and in accordance with Matthew 18 (vv.15-18), I will promptly handle any grievances or criticism I may have of the administration, staff, or policies of SCA. I recognize the importance of going directly to the person(s) involved while guarding my lips and heart against spreading criticism and against developing a bitter attitude.

I recognize my responsibility to maintain close communication with my child's teacher by attending regular conferences, following through with homework assignments or slips to be signed, and by seeking the teacher's opinion when there is any question about my child's progress or behavior at school.

- I will support the education program at SCA by:
- Providing my child with needed supplies and materials
- Seeing that my child attends school regularly
- Arriving on time and being picked up promptly after school
- By sending written excuses for tardiness and absence
- By cooperation in training my child to respect others and school property
- By paying for all lost or damaged property.
- I will attend special school functions regularly and will assist in school programs and functions.
- I will pray regularly and fervently for my child and for the overall ministry of Summit Christian Academy.
- I will seek the advancement of Summit Christian Academy (as stated above) over a prolonged period of time, or it may result in involuntary dismissal of my child.

Parent Signature _____ Date _____

Photograph Release

I, _____, (parent/legal guardian) of _____ (child's name), release Summit Christian Academy to photograph, tape voice and/or videotape my child while participating in daily activities, and to use the photographs, voice and/or videos in displays or other publications showing these daily activities.

- ☐ Summit Facebook page
- ☐ Private group Facebook class page (if your teacher does one)
- ☐ Lexingtonsummit.org website
- ☐ Commercials
- ☐ Yearbook
- ☐ Advertisement flyers

Signature of Parent/Guardian _____ Date _____

Permission for Field Trips (on property)

I, _____, (parent/legal guardian) of _____ (child's name), grant permission to the Summit Christian Academy to take field trips on the property of First Assembly Church of God (examples: playground, impromptu walks, visit Ministry Center on church property).

Signature of Parent/Guardian _____ Date _____

Address and Phone Number Release

Summit Christian Preschool does not give out information nor makes a School Directory accessible to public. The following information is regarding your classroom and parents requesting information (ie: birthday parties or playdates.) Please fill out if you are willing for your email and phone number to be released to families in your class only.

Child's Name: _____

Parents: _____

Email address _____

Phone number _____

SUMMIT CHRISTIAN ACADEMY PRE-SCHOOL

EMERGENCY FORM

STUDENT'S NAME: _____ HOME PHONE: _____

MAILING ADDRESS: _____

PARENT'S EMAIL ADDRESS: _____

FATHER'S NAME: _____ FATHER'S WORK PHONE: _____

FATHER'S CELL PHONE: _____

MOTHER'S NAME: _____ MOTHER'S WORK PHONE: _____

MOTHER'S CELL PHONE: _____

PERSON TO CALL IN EMERGENCY: _____ PHONE: _____

FAMILY DOCTOR: _____ PHONE: _____

HOSPITAL TO BE TAKEN TO IN EMERGENCY: _____

PLEASE SIGN BELOW FOR CONSENT TO EMERGENCY TREATMENT IN CASE WE ARE UNABLE TO CONTACT EITHER PARENT:

WE, _____ AND _____, PARENTS OF
_____ GIVE CONSENT FOR TREATMENT IN CASE OF EMERGENCY.

MEDICAL INFORMATION

List any known allergies, please be specific:

Physical problems or special instructions:

Parent Signature

AUTHORIZED PICK-UP

The following individuals are authorized to pick up my child from school.

Name _____ Relationship _____

Name _____ Relationship _____

Name _____ Relationship _____

Name _____ Relationship _____

Name _____ Relationship _____

Name _____ Relationship _____

PLEASE NOTE: IF ANYONE OTHER THAN THOSE LISTED ABOVE PLANS TO PICK UP YOUR STUDENT FROM SCHOOL, YOU MUST SEND WRITTEN AUTHORIZATION TO SCHOOL IN ORDER FOR YOUR CHILD TO BE RELEASED. THANK YOU!

Parent Signature

Date



Summit Christian Preschool

2023-2024 Academic Calendar

Revised 12/14/22 - Subject to change

August

- 2-4 Teacher In-Service
- 7 Parent Orientation: Preschool at 6:00pm and Academy at 7:00pm
- 8 Preview Day: 8:00-9:30am
- 9 First Day of School

September

- 4 NO SCHOOL – Labor Day**
- TBA Fall Field Trip

October

- 5 Fall Picture Day: Individual
- 10 NO SCHOOL – Flexible Parent/Teacher Conferences**

November

- 2 Music Program
- 7 NO SCHOOL – Election Day**
- 9 Fall Picture Retakes
- 9 Music Program Make-up Date
- 15 i55 Book Fair Preview
- 16 i55 Book Fair, Thanksgiving Feast
- 17 NO SCHOOL – Teacher Professional Day**
- 20-24 NO SCHOOL – Thanksgiving Break**
- 30 Christmas Program, 6:00pm

December

- 1 Christmas Program, 6:00pm
- 7&8 Christmas Program, 6:00pm (Make-Up Date)
- 15 NOON DISMISSAL – Christmas Break**
- 18-29 NO SCHOOL – Christmas Break**

January 2024

- 1 NO SCHOOL – New Year’s Day**
- 2 School Resumes after Christmas Break
- 2 Re-Enrollment Begins
- 5 NOON DISMISSAL**
- 15 NO SCHOOL – Martin Luther King Day**
- 23 Open House: Pre-K @ 6:00pm; Academy @ 7:00pm

February

- 1 Open Enrollment Begins
- 8 Spring Picture Day: Classroom
- 9 Muffins with Mom/Grandma
- 19 NO SCHOOL – President’s Day**
- 16 Donuts with Dad/Grandpa

March

- 7 NOON DISMISSAL – 3rd Quarter Ends**
- 8 NO SCHOOL – Flexible Parent/Teacher Conferences**
- 25-29 NO SCHOOL – Spring Break**

April

- 1-4 Spiritual Emphasis Week
- 5 NO SCHOOL - Good Friday**
- 26 Walk-A-Thon

May

- TBA Spring Field Trip
- 2 National Day of Prayer
- 9-10 Spring Program at 6:30pm
- 16 Preschool Recognition at 9:00am
- 17 Transitional Kindergarten Recognition/Kindergarten Graduation at 9:00am
- 22 NOON DISMISSAL – Final Day of School**
- 23-29 Teacher In-Service
- 23-29 Possible Snow Make-Up Days
- 30 Possible Teacher In-Service Make-Up Day