

SEACOAST CHRISTIAN ACADEMY PRESCHOOL

861 Townsend Blvd.
Jacksonville, FL 32211
(904) 421-3900

A Sanctuary for Learning

REGISTRATION PACKET
2017-2018



**Early Bird Registration: \$50.00
Before March 31, 2017**

SCAP ENROLLMENT APPLICATION 2017 - 2018 School Year

Today's Date _____

Starting Date: August 14, 2017

RenWeb ID#: _____

Sibling attending Seacoast: **Yes** **No**

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 2017 - 2018

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?

What would you like your child to learn about God?

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 _____

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:

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

Please explain:

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

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

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
2017 – 2018

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: \$190.00
K2 Weekly Tuition: \$180.00
K3 Weekly Tuition: \$170.00
K4 Weekly Tuition: \$150.00 Full day students
K4 Weekly Tuition: \$100.00 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
2017 - 2018**

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. **We are unable to accept cash payments.**
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% 2nd 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 14, 2017 to May 25, 2018) 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 (\$190.00)
___ K2 Weekly Tuition (\$180.00)
___ K3 Weekly Tuition (\$170.00)
___ K4 Weekly Tuition (\$150.00 Full Day)
___ K4 Weekly Tuition (\$100.00 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
2017-2018

School starts: August 14, 2017

School ends: May 25, 2018

Weather make-up days: May 29-31, 2018

All families will receive a calendar showing scheduled days off for the operational school year of 2017-2018.

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

2017-2018

School Starts: August 14, 2017 **School Ends: May 25, 2018**
Weather Make Up Days: May 29-31, 2018

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

2017 - 2018

School Starts: Monday, August 14, 2017

School Hours:	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.

Parent Signature

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.

Parent Signature

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 2017 - 2018

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. I understand that the K4 classes may take field trips off campus on occasion and that a separate Permission Form will be sent home for any off-campus activities. 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
2017 – 2018**

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)

I have received a copy of Seacoast Christian Academy Preschool's parent handbook and agree to abide by the policies of Seacoast Christian Academy Preschool.

Child Name: _____

Parent Name: _____

Parent Signature _____ Date _____

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 2017 - 2018

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

2017 – 2018

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
2017 -2018**

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 690: 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 weeks tuition, if applicable

___ Automatic Tuition Agreement

VPK Students only

___ VPK Certificate

___ VPK School Schedule

___ VPK Attendance/Tardiness Policy

here

go

from

than

use

water

way

their

Seacoast

Christian Academy Preschool



Parent Handbook

2017 - 2018

WELCOME

Welcome to Seacoast Christian Academy Preschool. This handbook has been written to describe our program, policies and the myriad of practical details that go into making each school day as happy and successful as possible. Please review it and keep it for reference, as it will answer many of your questions. The Pledge of Cooperation, located at the end of the handbook, must be signed and returned at the time of registration.

A note from the Director

Thank you for giving us the opportunity to care for your child. We believe our success at Seacoast Christian Academy Preschool comes from the close relationship between the school, the child and the parent. Working together helps to meet the academic, emotional, social, and spiritual needs of your child. We are excited to provide your child with an environment in which he/she can grow and thrive. We look forward to having you and your child as part of the Seacoast Christian Academy Preschool family.

Thank you again for taking the time to review this information. If you have questions regarding any of the provisions herein, feel free to contact me.

In Christ,

Angela Gastfield
Preschool Director
(904) 421-3900
agastfield@seacoastchristianacademy.com



While we strive to keep our policies and procedures unchanged, we reserve the right to make changes if necessary. If changes are made, we will notify you promptly of the occurring change.