

Dear Parents/Guardians:

Re-Enrollment K3, K4, K5

Before we enroll your child, please be sure you have the following forms completed and ready for the office. There are two copies of some forms. In these cases, one copy is for you to keep at home and one is to return. Forms without signatures do not need to be returned:

- Re-enrollment Form
- Enrollment Card
- Financial Agreement
- Statement of Cooperation
- Discipline Policy
- Tuition Fees Agreement
- Communicable Disease/Condition Policy
- Updated Vaccination Record/Physical Form
- Photograph/ Video Form
- Registration Fee Paid
- Bathroom Habits

If enrolling in day care, include:

- Day Care Fees Agreement for K-3, K-4, K-5 Students
- Brightwheel

***Book Fees are due by July 1st. August tuition is due on or before August 1st. If payment is not received for either book fees or tuition, Agape' reserves the right to open this spot up for registration to someone else.**

****A \$15.00 late fee is added for books paid after July 1st.**

Thank you for your cooperation! This will help things run more smoothly and quickly as you register for K-3, K-4, K-5 classes.

**AGAPE' LEARNING CENTER
RE-ENROLLMENT FORM
2022/2023**

Pre-School (K3) ___
K-4 ___
K-5 ___
Day Care ___

PAYMENT OF REGISTRATION FEE MUST ACCOMPANY ALL APPLICATIONS. THESE FEES ARE NONREFUNDABLE.

Student Name: _____ Class Entering _____ Sex: M ___ F ___

Current Address: _____

Parent 1- Current Phone Number: _____ Cell Carrier _____

Email: _____

Parent 2 - Current Phone Numbers: _____ Cell Carrier _____

Email: _____

Will your child be using our day care services? _____

Have either of the Parents changed their occupation this past year? _____

If yes, the new employer is _____

Address: _____ Phone: _____

PLEASE LIST THOSE PERSONS TO BE CONTACTED IN CASE OF AN EMERGENCY WITH YOUR CHILD:

Name: _____ Phone: _____

Address: _____

Name: _____ Phone: _____

Address: _____

Name: _____ Phone: _____

Address: _____

Family Doctor _____ Phone: _____

Office Address: _____

If you or your Doctor cannot be contacted in case of emergency, may the administrator call the school doctor or the city emergency service? ___ Yes ___ No

In case of emergency, I hereby give my consent for my child _____ to receive first aid or medication from the consulting physicians at New Castle Pediatrics, or from the emergency staff at Henry County Memorial Hospital.

**AGAPE' LEARNING CENTER
DAY CARE FEES AGREEMENT FOR K3, K4, K5 STUDENTS**

The Agape' Learning Center Day Care is open from 6:30 a.m.-6:00 p.m., Monday through Friday except those holidays listed below (See #7). It is open to all children regardless of their race, creed, or national origin between the ages of 6 weeks and 6 years old.

Please read and initial each line.

1. Each child has a time card with his/her name on it. When parents bring their child to day care they should be "clocked in" and they should be "clocked out" when leaving. On our time clock system it is important to follow this procedure because, **should your child not be clocked in, our time clock will clock them in at 6:30am and should your child not be clocked out, our time clock will clock them out at 6:00 pm and you will be charged accordingly.**

Initial

2. The weekly charge for day care depends on the number of hours your child uses day care each week. There is a minimum charge of \$21.25 for school students enrolled in day care. **This applies even if you do not use day care at all in a given week.** There are only 2 reasons your minimum day care fee would be waived: See # 3 below.

Initial

3. If a child is enrolled in our day care, the parents must pay the minimum amount weekly for that age child, even if the child did not use any hours in a given week (with the exception of illness **only** when called in every day and vacation when a vacation form has been filled out with the office). If withdrawal of a child is necessary, **you must inform the office and fill out a form or you will be charged for the minimum.** If a family vacation is taken, **VACATION FORM MUST BE COMPLETED 2 WEEKS PRIOR TO THE VACATION** in order to avoid the minimum charge. Each child is entitled to two weeks of vacation per year without the minimum charge.

Initial

Minimum weekly charge for day care: \$21.25 (\$18.75 for the second child)
Hourly price: \$4.25/hour for first child (\$3.75/hour for second child)

4. Our lunch rate is \$2.75 per lunch and our breakfast rate is \$1.50 per breakfast. If the child will be arriving at day care after 10:00 am and eating lunch with us, the parent must call the office by 10:00 am to have the child added to the lunch count or the family will receive a **late lunch charge of \$.50.** Lunch is served at 12:00 p.m. during the school year and 11:30 a.m. during the summer. We do not require that children eat our breakfast, but if the child is here at lunch time, he/she will be served a lunch and you will be charged accordingly.

Initial

5. It is against the rules for any child to be here past 6:00pm. If a child is picked up after our closing time the following fees will be charged: 6:00 – 6:15 pm: \$8.00 per child; 6:15-6:30 pm: an additional \$10.00 per child. Should a child be in our care past 6:30 pm, we reserve the right to contact local authorities and have them pick up the child.

Initial

6. Only authorized individuals listed on the child's enrollment form or enrollment card will be allowed to remove the child from our facility.

Initial

7. We are closed the following holidays: Good Friday, Memorial Day, 4th of July, Labor Day, Fall Break, Thanksgiving Day and the following Friday, **2 weeks during Christmas** and New Years, and 1 week for **Spring Break**. We will also close periodically for weather emergencies and/ or if recommended by the Health Department due to severe illnesses. If we are closed the full week, you will not be billed for that week. If we are closed 1 day of the week, normal rates will apply. If we are closed 2 or more days in a given week, rates will be prorated.

Initial

8. Agape' Learning Center will notify the local police department immediately if an authorized individual picking up a child appears to be intoxicated or impaired, but insists on removing the child from the facility.

Initial

9. Day care is billed the week following service. Our week begins Monday morning and ends Friday evening. The bill will be available to view on Monday afternoon on your MyProcure account. The parent is responsible to view the bill every week and pay the bill by 6:00 p.m. Friday. Payments may be dropped in the mailbox outside of the office. After Friday, a \$5.00 late fee will be added. If not paid within one (1) week of the due date, the child cannot return until at least the past due amount is paid. If only the past due amount is paid and the total payment due is not received by the due date, the child's card will be pulled the next Monday until the account is in good standing. Late fees will be added accordingly. After 4 weeks of nonpayment or arrangements not having been made for payment, the administration reserves the right to turn your account over to a collection agency. Should any other action be necessary, you will be responsible to pay any other fees such as attorney fees and/or court fees.

Initial

10. Day care for Agape' half-day K3, K4, K5 children will be charged a five (5) hour minimum during the school year regardless if they use it or not (except in the instances listed in # 3). The charge is \$4.25 per hour. **Full day K 4 and K5 students will have no minimum weekly day care charge.** The minimum weekly charge will change to our "Day care only" pricing and vary by age group for all Agape' students during the summer months.

Initial

11. Full day K5 students not needing day care before or after school do not need to enroll in day care for lunch. They will join a day care class to eat lunch, but will only be billed for lunches, not day care fees. Day care fees for this time are included in the price of full day K5 tuition.

Initial

I HAVE READ, INITIALED AND UNDERSTAND ALL TERMS OF THIS AGREEMENT.

SIGNATURE OF PARENT/GUARDIAN

DATE

AGAPE' LEARNING CENTER FINANCIAL AGREEMENT

Our child _____ is enrolled in the following departments of Agape' Learning Center with appropriate charges according to the tuition and/or Day Care fee schedule: **Please check the ones, which apply to your child.**

(Please fill in appropriate payment before signing)

1. ___ K-3 Class with **10 payments** of _____ beginning **August 1.**
2. ___ K-3 Class with **12 payments** of _____ beginning **June 1.**
3. ___ K-4 Class with **10 payments** of _____ beginning **August 1.**
4. ___ K-4 Class with **12 payments** of _____ beginning **June 1.**
5. ___ K-5 Class with **10 payments** of _____ beginning **August 1.**
6. ___ K-5 Class with **12 payments** of _____ beginning **June 1.**
7. ___ Before/After Class Care at **\$4.25** per hour (**\$3.75** per hour if he/she is the second child) times the number of hours in attendance per week. (5-hour weekly minimum during the school year only)

August tuition must be paid by Aug. 1 in order for your child's spot to be secured. If payment is not received by Aug. 1, Agape' reserves the right to open up this spot for registration to someone else.

I agree to pay these fees either weekly or monthly as terms described in the appropriate fee schedules.

If any fees are charged because of overtime Day Care, improper sign-up for breakfast and/or lunch charges, I agree to pay that amount as outlined in the Day Care schedule.

All school students(that are not enrolled in day care) not picked up by 10 minutes past dismissal (11:10/12:10/3:10) will be sent to a day care classroom to wait. After the second late pick up a \$10 fee will be charged.

Book fees must be paid by July 1st and August tuition must be paid by August 1st in order to secure your child's spot. If payment is not received by said due dates, Agape' reserves the right to open this spot for registration to someone else.

If my Child's tuition payment is not paid by the 10th of the month, **I understand I will pay a late fee of \$10.00.** I realize if it is **30 days in arrears** it will result in **suspension** of my student unless I have made arrangements for payment with the administrator. The administration reserves the right to send all accounts which are 45 days past due to a collection agency.

If my child is in **Day Care, I understand my full payment is due weekly.** I understand that Day Care is billed the week following service. Our week begins Monday morning and ends Friday evening. Parents are responsible to view their invoice on MyProcure each week and pay by 6:00pm Friday. After Friday, a **\$5.00 late fee** will be added. If full payment is not received within one week of the late fee, your child/ren will be

suspended and their time card will be pulled. They cannot return until full payment is made.

Minimum charges and late fees will be added to the invoice each week until which time payment is received or parent/guardian come into the office and sign a withdrawal form. The administration reserves the right to forward any day care accounts which are 4 weeks past due to a collection agency.

In the event of a closure due to weather, pandemic, or other situation we will charge our normal tuition rate. We will base our decision on the advice of our local Health Department. If closure becomes excessive, we reserve the right to add days to Spring Break and/or the end of school in May.

If a family chooses to temporarily withdraw their child from our program, we will send home homework and activities for that student. Our teachers will make weekly contact with the student and our normal tuition rates will still be charged.

I do hereby agree to all terms of this said agreement.

Date _____ Signature _____
Parent and/or Guardian

Date _____ Signature _____
Agape' Learning Center

AGAPE' LEARNING CENTER TUITION FEES

Each student will be charged three fees; the Registration fee which covers the expense of the insurance, teacher and student supplies, etc.; Tuition fee which is used to pay the salaries of the teachers; and a Book fee to cover the cost of the student's books/curriculum.

LIST OF FEES 2022/2023

REGISTRATION FEE

Each year when a child is enrolled in Agape' Learning Center an enrollment fee is paid to insure his/her place within the class. This fee is **non-refundable**.

PRE-REGISTRATION FEE (only during the Month of March)	\$60.00
ANNUAL REGISTRATION FEE	\$75.00

BOOK FEE

Book fees must be paid in **full** by **July 1st**. After such time a **\$15.00 late fee** will be added. Books will not be issued until entire book fee is paid. Book fees must be paid by July 1st in order for your child's spot to be secured.

K3	\$ 80.00
K-4 & K-5 (Annual book fee)	\$120.00

TUITION

If not paid in full upon registration, tuition is divided into **10 monthly** or **12 monthly payments**. The first payment for the 12-month plan will be due JUNE 1; the last payment is due **MAY 1**. The first payment for the 10-month plan will be due **AUGUST 1**; the last payment will be due on **MAY 1**.

August tuition must be paid by Aug. 1 in order for your child's spot to be secured.

ALL ACCOUNTS SHALL BE CONSIDERED DELINQUENT AFTER THE 10TH OF THE MONTH AND A \$10.00 LATE CHARGE WILL BE ADDED. ACCOUNTS 30 DAYS IN ARREARS WILL RESULT IN SUSPENSION OF THE STUDENT. THE ADMINISTRATION RESERVES THE RIGHT TO TURN ALL TUITION ACCOUNTS, WHICH ARE 45 DAYS PAST DUE OVER TO A COLLECTION AGENCY.

PRICES

Tuition Fees for K-3, K-4, & Half Day K-5:

First Child	10 mo.	12 mo.
\$1,775.00	\$177.50	\$147.92
**Second Child	10 mo.	12 mo.
\$1510.00 annual fee	\$151.00	\$125.83

Tuition Fees for Full Day K-4 & K-5:

K-4 or K-5 full day	10 mo.	12 mo.
\$3906.00 annual fee	\$390.60	\$325.50

****Those families who are an active part of Foursquare church fellowship, who financially support the church as the scripture teaches, and who have completed their reduced tuition fee form will receive an adjusted tuition since our church does provide the entire facilities for our school program. If your family is eligible for this discount, please ask the office for the appropriate form. **This form needs to be turned in with the other entire enrollment forms to be processed.****

I have read and understand the information on this form.

Date: _____ **Signature:** _____

**AGAPE' LEARNING CENTER
DISCIPLINE PROCEDURE/EXPULSION POLICY
AMENDED 2021**

We believe discipline to be an integral part of school development. It affects the social, emotional, academic, and spiritual growth of a child. Therefore, we have chosen to implement the following discipline procedure for the well being of your child.

The day care uses a positive disciplinary approach with children. Children are informed of any inappropriate misbehavior and redirected to more constructive activities, or allowed to spend some quiet time to themselves in an area so designated.

DISCIPLINE PROCEDURE

If a problem occurs in the classroom, the teacher is to make the correction at that point. Guidelines to be followed:

- A. Were the directions clear and understandable?
- B. Was the misdeed calculated or a mistake?
- C. Is there an underlying emotional or physical problem to the disturbance: "problem" means an attitude or action that is disturbing the learning process of the child in question or others about him, or an attitude or action that is in clear violation of the Christian standards of Agape' Learning Center. In cases where there is an emotional or other problem contributing to a child's actions or attitudes, the administrator will work with the parents toward a solution. Should, however, the problem constitute too great a disruption with the other children or staff, a behavior management plan will be implemented.

MINOR OFFENSES

Minor offenses are dealt with in the classroom. Each classroom will provide a copy of the individual classroom policy for the parents.

MAJOR OFFENSES

These offenses include, but are not limited to the following:

- A. Striking authority**
- B. Disobeying rules continually after ample warning**
- C. Defacing school property deliberately**
- D. Uncontrollable behavior**

Parents will be notified in the event of a major offense. The Administrator reserves the right to send the child home for the remainder of the day. If major offenses continue to happen consistently, we will require a meeting with the parents and the teachers to develop a behavior management plan. We may reach out to other behavior specialist and ask for help creating a behavior plan. Every effort will be made to work with families to get behaviors under control; however, if behavior beyond what we can reasonably manage without compromising the care for the other students continues, we will discuss what safety guidelines we will need to put in place.

I have read, understand and am in agreement with the discipline procedure.

Signatures:

Father: _____ **Mother:** _____

Legal Guardian: _____ **Date:** _____

Communicable Disease/Condition Policy

Agape' is not set up to accommodate sick children nor do we have the facility or staff to separate contagious children from the others. Because of this, it is Agape's strict policy to exclude children from day care and school if they have **ANY** communicable disease, **OR** a symptom that would lead us to believe it **might be** a communicable disease. This includes, but is not limited to the following:

Fever (100.4 degrees or above)

Vomiting

Diarrhea

Rash

Conjunctivitis (Pink Eye)

Head lice or nits (lice and nits must be treated AND completely removed before returning to school or day care)

Any illness that prevents a child from participating comfortably in daily activities

Any illness that results in a greater need for care than the staff can reasonably provide without compromising the health or safety of the other children

If a child comes down with any illness at school, they will need to be picked up within 1 hour. Further, children will not be allowed to return until 24 hours have passed **AFTER** symptoms have subsided and, if applicable, antibiotics have been started. Regarding fevers specifically, the policy is fever free for 24 hours **WITHOUT** the help of medicine.

This policy applies even if the child is sick at school, but then appears to be fine at home. We understand that parents have to work and it is difficult to leave or call into work to stay home with your child, however please keep in mind that our role as a center is to balance the health and safety of all of our children and staff with providing care for those working parents.

It is your responsibility to have a reliable plan in place to pick up your child if you yourself cannot leave work to pick them up.

If my child must be sent home from day care or school, please call (in this order):

Name:

Phone:

1. _____
2. _____
3. _____

I agree to pick my child up or have one of the people listed above pick my child up in the event they must be sent home from school **in accordance with Agape's policy**. I understand that I must abide by all Agape' policies and failure to do so may result in my child's spot being terminated.

Parent Signature

Date

Agape' Learning Center

Statement of Cooperation

Fees

1. We agree to pay the tuition and day care charges according to arrangements that shall be made and to conclude all required payments on or before the last day of school. We understand that in the event of financial hardship we should contact school officials and arrange a means of settlement. We understand that final report cards or transfer of records cannot be completed without financial clearance.
2. We agree to pay all day care charges weekly understanding if they are past due there will be a late fee added to our charges for each week payment is not received by Agape'. After the second late fee has been added, we understand our child(ren) may not return to Agape' until payment is received. **These fees shall not extend past four weeks or the administration reserves the right to turn all delinquent accounts over to a collection agency and my child will be withdrawn from school and/or day care and the spot will go to the next child on the waiting list.** However, if a financial hardship does arise, we may contact the Agape' administration to arrange a payment plan.
3. It is my understanding that the policy for the facility is to make no refunds on the registration fee.

Discipline

1. I agree that discipline is necessary for the welfare of each student, as well as the entire school. I give permission for my child's teacher and/or other agent of the school to make and enforce classroom regulations in a manner consistent with Christian principles and discipline as outlined in our discipline policy.
2. I have read and understood the enclosed discipline procedure document and agree to abide by it.
3. We realize our child may be dismissed if he or she does not respect the standard of conduct and the educational process adopted by the school and/or day care.
4. We understand that if we are not in agreement with any standards of policies set by the school these matters will be discussed only with the school administration.

Property

1. We understand that assessments will be made to cover damage to school property (including, but not limited to, breakage of windows, abuse of books, defacing furniture, etc).

School Activities

2. We give permission for our child to take part in all school activities, including sports and school sponsored trips in the bus or van or by foot away from school premises and we agree to relieve the school and any of its employees from any liability in connection with these activities.
3. We are aware that the day care or preschool/kindergarten teachers may take their classes on a walk or buggy ride off of Agape property in surrounding neighborhoods and we give permission for this to happen without consultation each time. If a field trip occurs where a class will be visiting an establishment, a signed field trip form will be required for my child to participate.

4. I hold the school and its agents harmless for any liability to my child or any guardian or parent thereof because of any claims on behalf of my child against the school or any agent thereof because of an injury of alleged injury to my child.
5. Should legal action, for any reason, be taken against Agape' Learning Center or any employee or agent thereof, on my child's behalf and the school or its agent not be found at fault, I agree to pay an attorney fees, court fees, damages or other costs that Agape' Learning Center or its agent should incur to defend itself against such action.

Communicable Disease

1. We understand that significant occurrences, problems or exposure to communicable diseases will be posted on the bulletin by the day care entry door.
2. We understand that if our child is unable to attend due to a communicable disease we are to call the office each day of absence in order to update the school/day care of his/her progress. If an extended illness should occur, a doctor's statement may be required to reinstatement into the school/day care.

Miscellaneous

1. We are closed the following holidays: Good Friday, Memorial Day, 4th of July, Labor Day, Fall Break, Thanksgiving Day and the following Friday, 2 weeks during Christmas and New Years, and 1 week for Spring Break. We will also close periodically for weather emergencies or on the recommendation of the Health Department for severe illnesses.
2. Agape' Learning Center will notify the local police department immediately if an authorized individual picking up a child appears to be intoxicated or impaired, but insists on removing the child from the facility.
3. Only authorized individuals listed on the child's enrollment form or enrollment card will be allowed to remove the child from our facility.
4. We reserve the right to withdraw your child if he/she proves not to be potty trained (for K3, K4, K5 students only) or his/her behavior warrants such a release.

This statement of cooperation will be in effect for as long as my child attends the Agape' Learning Center whether it be in the Day Care, K-3, K-4, K-5, or Summer Camp. I understand that should my marital status change that it is my responsibility to have a corrected statement of cooperation signed and updated and delivered to the Agape' Learning Center office.

Signature of Father: _____

Signature of Mother: _____

Signature of Guardian (if other than parents): _____

Date: _____

Permission to Take Photos

I, _____ give my day care provider **Agape' Learning Center** permission to take and use still photographs or videos of my child _____ in the following ways:

	Grant Permission	Decline Permission
Craft Projects/Pictures Displayed in the Classroom/Building:		
Share with Current Clients: (via newsletters, group pictures, etc.)		
Promotional Material for Prospective Clients:		
Online: Facility's Business Website:		
Online: Facility's Facebook Page		
To share with parents only:		

(Photos may be taken by the provider, an assistant, a staff member or other delegated photographer, but will never be sold for commercial use.)

_____ I understand that it is my responsibility to update this form if I wish to retract permission in any category listed above.

_____ I understand that permission is given for the entire period of my child's enrollment unless I update the form.

(Signature of Parent/Guardian)

(Date)



**HEALTH CARE PROGRAM FOR CHILD CARE CENTERS
CHILD CARE CENTER HEALTH RECORD**

State Form 49969 (R4 / 2-15)

FSSA - MS02
402 WEST WASHINGTON STREET, RM W361
INDIANAPOLIS, IN 46204

Name of child (<i>last, first</i>)	Date of birth (<i>month, day, year</i>)	Date of admission (<i>month, day, year</i>)
Address (<i>number and street, city, state, and ZIP code</i>)		
Child lives with (<i>relationship</i>)	Name	Telephone number ()

MEDICAL HISTORY			
Communicable Disease	Month / Year	Condition	Explain if present
		Allergies:	-----
		Handicapping conditions:	-----
Screenings	Result / Date (<i>month, day, year</i>)	Other:	-----
TB Risk / Symptom			-----
Developmental Screen			-----
Lead			-----

PHYSICAL EXAMINATION	
Date of exam (<i>month, day, year</i>)	Age of child
Skin	Heart
Lymphnodes	Lungs
Eyes	Abdomen
Ears	Genitalia
Nasopharynx	Skeleton
Teeth and Mouth	Other:

Note any unusual findings:

Does this child have any health condition that would be hazardous either to the child or to other children in a group setting as a result of participation in normal activities (*including sports*)?
 Yes No If Yes, what modification of normal activities would be necessary to protect the child and the child's classmates:

Have you prescribed any medications or special routines which should be included in the center's plans for this child's activities? Explain:
 Yes No

Bathroom Habits

Agape's definition of a potty trained child is a child who can tell you when they need to use the rest room and can hold it until such a time the teacher takes them. The child is able to take care of getting his/her clothing undone and is able to wipe and clean their self without assistance. Teachers do take the children at regular intervals to the rest room and do watch for the children's needs, however the child does need to be able to verbalize when he/she needs to use the rest room. Accidents do happen and we are fully aware of this fact. Should a child have more than one accident in a day we reserve the right to request that the child use pull ups until he/she is completely potty-trained. All students enrolled in K-3, K-4, and K-5 must be fully potty-trained.

My child is completely potty-trained.

Date: _____

Signature _____

COMMENTS:

Agape's definition of a child who is in the process of potty training is one who does not wear diapers, but is wearing pull-ups at all times of the day. Teachers do take the children at regular intervals to the restroom and do watch for the child's needs. Children who are in the process of being potty-trained must be able to go when taken and/or verbalize their needs. Accidents do happen and we are fully aware of this fact. Should a child not be able to verbalize his/her needs and not be able to go when taken we reserve the right to require the child to stay in diapers. All day care students age 3 years and older must be in the process of being potty trained. A 3 year old may not wear diapers to day care.

My child is in the process of potty-training.

Date: _____

Signature: _____

My child wears diapers. I agree to provide all diapers for my child. I agree to bring all diapers in the original unopened package from the store. I am aware of the fact that diapers bags are not allowed in my child's classroom.

Date: _____

Signature: _____