



COASTAL
KIDS ACADEMY

Registration Packet

Margaret Penton, Director
Rev. Chad Stafford, Pastor

Coastal Kids Academy Location:
28328 CO Rd 13 Daphne, AL 36526
251-621-9555 ext: 720

OPEN DATE: AUGUST 22, 2016

**COASTAL CHURCH
11101 CR 64 Daphne, AL 36526**

Medical Information

Child's Primary Care Physician: _____ Phone #: _____

Insurance Company: _____ Policy #: _____

***Copies of Insurance Card and Child's up to date immunization BLUE CARD are required on file.**

We are a peanut free school! Please do not send any peanut product with your child.

Food Allergies:

Other Allergies:

Health Conditions:

In the event of an emergency, we will attempt to contact the parents first then the designated emergency contacts. If these numbers cannot be reached, we will call 911 or your child's doctor. In cases of extreme emergencies, we reserve the right to contact 911 prior to calling the parents/guardians or emergency contacts. If deemed necessary by the medical personnel, your child will be transported to the closest hospital for treatment.

If your child becomes ill at school, but it is not an emergency, he/she will be isolated from the other children, and the parents will be contacted.

No medication or medical procedures (prescription or over the counter) will be administered without a written, signed authorization, on the required form, from the child's parent(s)/guardian(s). Blanket authorization forms will not be accepted. An authorization form will be valid for no more than seven (7) days unless accompanied by a written physician's statement. Please let your child's teacher or the director know if you need a medication form.

"I have read and understand the health/medical policies of Coastal Kids Academy. If my child is injured, but it is not an emergency, I authorized Coastal Kids Academy to administer first aid treatment to him/her. I understand that I will be notified by written form or a phone call depending on the nature of the injury."

Parent/Guardian Signature: _____



COASTAL KIDS ACADEMY

FORM OF AFFIDAVIT FOR PARENT/GUARDIAN

STATE OF ALABAMA

COUNTY OF BALDWIN

Before me, a notary public in and for said and county, appeared _____,
Parent/Guardian

and is known to me, after being duly sworn or affirmed says as follows:

That affiant is the parent or legal guardian of the minor child/children _____,
Child's Name

Child's Name

Child's Name

that the affiant has been notified by Margaret Penton, director, a representative of Coastal Kids Academy/Coastal Church, that said school and church has filed notice and is exempt under law from regulation by the Department of Human Resources.

Signature of Parent/Legal Guardian

Sworn or affirmed to and subscribed before me this _____ day of _____, 20_____.

Signature of Notary Public

My commission expires: _____

Section 38-7-3 License to operate or conduct child-care facility - Required; exemption for church preschool programs; filing of notices, maintaining records, etc.; form for affidavits by parents or guardians; investigation of complaints by district attorney.

No person, group of persons or corporation may operate or conduct any facility for child care, as defined in this chapter, without being licensed or approved as provided in this chapter; provided, however, that nothing in this section or in this chapter prohibits an employee of the department from carrying out the duties of the department as provided in this title. Provided, further, the provisions of this chapter shall not apply to preschool programs which are an integral part of a local church ministry or a religious nonprofit elementary school, and are so recognized in the church or school's documents, whether operated separately or as a part of a religious nonprofit elementary school unit, secondary school unit or institution of higher learning under the governing board or authority of said local church or its convention, association, or regional body to which it may be subject; provided that notice is filed by the governing board or authority of the church or school with the department that said church or school meets the definition of a local church ministry or a religious nonprofit elementary school under terms of this section and are exempt from regulation by the department and a notice of intent to operate said programs is given to the appropriate fire and health departments so that said facilities shall be inspected in accordance with the state and local fire and health requirements for such programs. In addition, all exempt churches hereunder shall publish annually, on church letterhead, a notice to the department certifying that the following records are being maintained by the church: fire and health inspection reports; immunization verifications for all children; medical history forms for all staff and children and that the following information shall be available to parents or guardian prior to enrolling their children in said church ministry; staff qualifications; pupil-staff ratio; discipline policies; type of curriculum used in the learning program; the religious teachings to be given each child; and the type of lunch program available; provided further that prior to enrolling and annually thereafter parents or guardian and a responsible individual representing the governing board as authority of the church or school be required to sign and file with the department the affidavits provided by this section that the parents or guardian have been notified by said responsible individual that the church or school has filed notice and is exempt from regulation by the department. The district attorney of the county in which the preschool program is located shall, upon proper presentment of charges, investigate at his discretion any allegations against any such church under the laws of the State of Alabama.

Agreements

Please initial in the blanks below.

_____ 1. If I choose to cancel my registration, or remove my child at any time, I understand no fees will be refunded.

_____ 2. * Initial this one if you are enrolling in the Preschool Program* **Monthly tuition** is due on the 1st school day of each month and is considered late on the 5th school day of that month. If a delay is unavoidable, please contact the director. I understand a late fee of \$10/week will be charged to my account for any tuition not paid by the 5th school day of that month.

_____ 3. * Initial this one if you are enrolling in the Full Time Program* **Weekly tuition** is due on the 1st school day of each week and is considered late on the last school day of that week. If a delay is unavoidable, please contact the director. I understand a late fee of \$10/week will be charged to my account for any tuition not paid by the last school day of that week.

_____ 4. I understand that my account must be kept current. In the event that my account becomes 30 days past due for monthly tuition students, and 2 weeks past due for weekly tuition students, I will be required to meet with the Director and/or Business Office Administrator. If a payment arrangement cannot be made, your child/ren will be removed from the program.

_____ 5. I understand that the full tuition is due and is payable regardless of the number of days a child is present. I understand that I am paying for my child's space and not the number of days he/she is present.

_____ 6. I understand that CKA reserves the right to dismiss any child whose behavior is seriously disruptive to the class. I also understand that if my child is dismissed no tuition or fees will be refunded.

_____ 7. I understand that I will be charged the following for late pick up:

\$10 for every 15 minutes after 1:15pm for Preschool Program Students

\$1.00 per minute after 6:05pm for Full Day Program Students

_____ 8. I understand that this is a new daycare/preschool program, and that the policy and procedures are subject to change. I will abide by any new policies with are instituted during my child's enrollment. I understand that CKA will always make parent's aware of policy changes in writing and give ample notification before changes are implemented.

_____ 9. I understand that a 30-day written notification must be given to the director if I decide to remove my child/ren from the program. I understand that tuition will not be refunded if I choose to remove my child before the 30 days are expired. If you choose to remove your child at the 1st of the month or week, that tuition payment is still due.

_____ 10. I have read and understand the CKA Handbook. I agree to following the policies as outlined.

Parent/Guardian Signature: _____ Date: _____