

{Office Use Only}
Enrollment Date: _____ Room: _____ Schedule: _____ Last Day: _____

VPK ENROLLMENT FORM 2024 - 2025

Please print clearly

Child's Name: _____
(Last) (First) (Middle) (Known As)

Child's Birth Date: (mm)____/(dd)____/(yyyy)_____ Gender: _____

Mother/Guardian Name: _____

Home Address: _____

City/ Zip: _____

Cell #: _____ Home #: _____

Email: _____

Place of employment: _____ Work Phone #: _____

Father/Guardian Name: _____

Check here if same as above

Home Address: _____

City/ Zip: _____

Cell #: _____ Home #: _____

Email: _____

Place of employment: _____ Work Phone #: _____

Child lives with including siblings and their ages: _____

Child Custody: Mother – _____ Father – _____ Step-parent(s): _____

Child's Physician: _____ Phone #: _____

Allergies: _____

Other medical issues ELC staff should be aware of: _____

Parent Signature: _____ **Date:** _____

Please enter person(s), other than parent/guardian, who we may contact in case of emergency and who are authorized to drop off and pick your child from Beach Church Early Learning Center using Brightwheel app or webpage.



**VPK
State Funded Only Contract**

Only complete one VPK Contract. This contract is for students who will ONLY attend from 9:00 am – 12:00 pm

Monday- Friday 9:00 a – 12:00 p

State funded

This is a contract between (parent/guardian) _____ and Beach Church Early Learning Center for (child's name) _____ for VPK day. I understand there is no cost to this program and it operates Monday – Friday 9:00 am – 12:00 pm ONLY, and I will be subject to late fees if my child is not picked up at 12:00 pm. I also understand that the VPK attendance policy must be signed and failure to comply with the attendance policy may result in the child's loss of state funds and release from the Early Learning Center.

I. IF CHILD IS WITHDRAWN:

- Notice by the 15th of current month is requested to be given for following month's withdrawal.

II. OTHER STIPULATIONS AND REQUIREMENTS:

- The Department of Children and Families requires up-to-date physical (#3040) and immunization (#680) forms. These forms need to be on file in the school office within 20 days of the child's first day enrolled and remain up to date for child to continue attending. Children are not permitted to attend school if their medical paperwork has expired.
- Children in the 4-year-old classes must be completely potty-trained. Refer to potty training policy in the handbook.
- The VPK attendance policy must be signed by the parent or guardian. Failure to comply with the attendance policy may result in the child's loss of state funds and release from ELC.
- On notified days where holiday celebrations are occurring between 12:00 and 1:00 pm, there will be an option to stay until 1:00 pm for \$10.00/day. These days will be sent home from teacher with advance notice.

I. PARKING POLICY

- Park in the following places: The sand/dirt lot behind Dairy Queen, grass lots on west side of 4th St N, parking spaces on west side of the school. Take caution when crossing 8th Ave N.
- By signing this contract you agree not to park: On 8th Ave N, Fire Lane in the drive through area of 8th Ave N. or handicap spaces (unless you have a handicap decal). Parking in these places is dangerous for our students and staff and could result in a fine.
- Parent signatures indicates an understanding and acceptance of the ELC parking policy. Parents and others picking up children agree to abide by the above guidelines.

DATE

PARENT/GUARDIAN SIGNATURE

**4-YEAR-OLD VOLUNTARY PRE-K PROGRAM
Wrap-Around (12:00-1:00) Contract**

Only complete one VPK Contract. This contract is for students who will ONLY attend from 9:00 am – 1:00 pm

Monday- Friday 9:00 a – 1:00 p

\$165/month (for 12:00 p – 1:00 p)

This is a contract between (parent/guardian) _____
and Beach Church Early Learning Center for (child's name) _____.

Upon signing this contract, the parent/guardian agrees to and accepts the following provisions:

I. FEES:

- The registration fee of \$50.00 (\$200.00 family cap) and supply fee of \$25 must accompany this contract. THESE FEES WILL NOT BE REFUNDED UNDER ANY CIRCUMSTANCES.
- Tuition is due regardless of illness, vacations or personal reasons.
- There are 3 VPK hours of instruction (9:00 a.m. - 12:00 p.m.) at no charge.

II. IF CHILD IS WITHDRAWN:

- No tuition is refunded. However, if tuition has been paid in advance, it will be prorated and refunded.
- Notice by the 15th of current month must be given for following month's withdrawal.
- A fee of \$25.00 will be paid if child is re-enrolled during the same school year.

III. OTHER STIPULATIONS AND REQUIREMENTS:

- The Department of Children and Families requires up-to-date physical (#3040) and immunization (#680) forms. These forms need to be on file in the school office within 20 days of the child's first day enrolled and remain up to date for child to continue attending. Children are not permitted to attend school if their medical paperwork has expired.
- Children in the 4-year-old classes must be completely potty-trained. Refer to potty training policy in the handbook.
- The VPK attendance policy must be signed by the parent or guardian. Failure to comply with the attendance policy may result in the child's loss of state funds and release from ELC.

IV. PARKING POLICY

- Park in the following places: The sand/dirt lot behind Dairy Queen, grass lots on west side of 4th St N, parking spaces on west side of the school. Take caution when crossing 8th Ave N.
- By signing this contract you agree not to park: On 8th Ave N, Fire Lane in the drive through area of 8th Ave N, or handicap spaces (unless you have a handicap decal). Parking in these places is dangerous for our students and staff and could result in a fine.
- Parent signatures indicates an understanding and acceptance of the ELC parking policy. Parents and others picking up children agree to abide by the above guidelines.

DATE

PARENT/GUARDIAN SIGNATURE

**VPK
Full Time Contract**

Monday- Friday 7:30 – 5:15 PM

\$620/month

Only complete one VPK Contract. This contract is for students who will attend as a full time student for whole day and can be dropped off as early as 7:30 am and are picked up by 5:15 pm

This is a contract between (parent/guardian) _____
and Beach Church Early Learning Center for (child's name) _____.

In full time care, 1:00-3:00 is a napping room. Upon signing this contract, the parent/guardian agrees to and accepts the following provisions:

I. FEES:

- The registration fee of \$50.00 (\$200.00 family cap) and supply fee of \$25 must accompany this contract. THESE FEES WILL NOT BE REFUNDED UNDER ANY CIRCUMSTANCES.
- Tuition is due regardless of illness, vacations or personal reasons.
- There are 3.00 VPK hours of instruction (9:00 a.m. - 12:00 p.m.) at no charge.

II. IF CHILD IS WITHDRAWN:

- No tuition is refunded. However, if tuition has been paid in advance, it will be prorated and refunded.
- Notice by the 15th of current month must be given for following month's withdrawal.
- A fee of \$25.00 will be paid if child is re-enrolled during the same school year.

III. OTHER STIPULATIONS AND REQUIREMENTS:

- The Department of Children and Families requires up-to-date physical (#3040) and immunization (#680) forms. These forms need to be on file in the school office within 20 days of the child's first day enrolled and remain up to date for child to continue attending. Children are not permitted to attend school if their medical paperwork has expired.
- Children in the 4-year-old classes must be completely potty-trained. Refer to potty training policy in the handbook.
- The VPK attendance policy must be signed by the parent or guardian. Failure to comply with the attendance policy may result in the child's loss of state funds and release from ELC.

IV. PARKING POLICY

- Park in the following places: The sand/dirt lot behind Dairy Queen, grass lots on west side of 4th St N, parking spaces on west side of the school. Take caution when crossing 8th Ave N.
- By signing this contract you agree not to park: On 8th Ave N, Fire Lane in the drive through area of 8th Ave N, or handicap spaces (unless you have a handicap decal). Parking in these places is dangerous for our students and staff and could result in a fine.
- Parent signatures indicates an understanding and acceptance of the ELC parking policy. Parents and others picking up children agree to abide by the above guidelines.

DATE

PARENT/GUARDIAN SIGNATURE



POTTY-TRAINING POLICY

Our school policy states that all students in the 3 and 4-year-old classes must be potty-trained. The term "potty-trained" means a child is completely potty-trained, not just in the process. We understand that 3 and 4-year-olds may have an occasional accident. If a child has frequent accidents, he/she will not be considered completely potty-trained.

Since two teachers are present in each classroom, one of them is usually available to take children to the bathroom at any time during the morning. Our 3 and 4-year-old classes are not equipped to handle accidents on a regular basis. Wet or soiled clothing creates an unsanitary condition that is unacceptable in the classroom.

Differentiating between an occasional accident and a regular pattern of accidents will be determined by the director and the teachers involved. The ELC has set the following enrollment guidelines:

1. If a pattern of accidents develops (after an initial grace period of one month for 3 year old's and 2 weeks for 4 year old's), the teacher will document each accident. Documentation will require a parent's signature and will then be filed in the school office.
2. After documentation of a second accident, there will be an in-school probationary period. If a third accident occurs, the child will be unable to return to class until he/she is confident in using the bathroom. Regular tuition fees must be paid to hold the space in the classroom. If the parent does not choose to pay tuition to hold the space, the child will be allowed to return to class only if there is a space available.
3. The school will allow up to three probationary periods within the school year. After three probationary periods, the child will be withdrawn from enrollment.
4. A child must wear regular children's underwear (no training pants, diapers, or pull-ups) during school hours and at home in order to be considered completely potty-trained (exception would be night-time sleeping when bed-wetting may occur).

If there are other questions, please call the school office at 904-249-0124.

Child's Name: _____

Parent's Signature: _____ Date _____

(Please return with enrollment forms)



RELEASE FORM

CHILD NAME: _____

PARENT NAME: _____

I. Release of Photos

It is important to us that we respect your wishes but want to make sure you have information about how and . We believe having pictures within the classroom can help build the classroom community and give our students direction and autonomy. At Christmas and our VPK graduation, there will be opportunities for students to share through picture or video.

- My child may be represented in photos inside the ELC (Ex: in classroom books, class nametags, bulletin board outside office, on classroom doors).
- My child may be represented in photos going to parents of a child in ELC. (Ex: Newsletters, brightwheel communication, yearbook, etc.)
- My child may have their picture posted to Beach Church webpage and/or social media.
- I do NOT consent to any above.

II. Release of Phone Number and Email Address

Please indicate your preference:

Choose One: I give permission to have my phone number and email address shared on lists to be used by the parents of classmates.

III. Release for Walking Field Trips

Occasionally, your child’s class will walk across 4th St N to and open field or around church campus.

Choose One: I give permission to attend walking field trips on church campus or to the field across 4th St N.

IV. Release of Food Activity Participation:

Check here if you give the child on this form permission to take part in food related activities or projects that take place in the classroom and involve food consumption.

I _____ have food restrictions for my child.

List food restrictions: _____

DATE

PARENT/GUARDIAN



VPK ATTENDANCE POLICY

Beach Church Early Learning Center has been approved by the Early Learning Coalition to operate a Voluntary Prekindergarten program for 3.00 hours a day, 5 days a week for 180 days during the school year. In the event of unforeseen emergency closures, make up days will be added to the school calendar if deemed necessary by the Duval County Early Learning Coalition.

Parents/Guardians of children enrolled in VPK must comply with ELC's Attendance Policy.

ATTENDANCE REQUIREMENTS

Tardiness

Your child should arrive no later than 9:05 a.m. daily. Children who arrive after 9:05 a.m. will be considered tardy. Excessive tardiness can result in termination from ELC's VPK program.

Your child will participate in VPK activities 3.00 hours per day (9:00 a.m. -12:00 p.m.) for a total of 540 instructional hours per year.

Please call the school office 904-249-0124 and leave a message, send a message through Brightwheel or email if your child is going to be late or absent.

Absences

Your child is expected to attend a minimum of 80% of the instructional days within each calendar month. The Early Learning Coalition will calculate the VPK funding at the end of each month according to your child's attendance.

If a child is absent more than three consecutive days within one month, parents/guardians are required to inform the office in writing to excuse the child from school. Examples of excused absences:

- Physician or dentist appointment
- Funeral service, memorial service, or bereavement upon the death of the child's family member
- Extended illnesses, life-threatening illness, or injury of the child's family member
- Compliance with a court order
- Special education or related services for the child's disability
- Family vacation
- Extraordinary circumstances beyond the control of the child and the child's parent

The school will not be paid for any absences beyond the 20% that is allowed within a calendar month. All absences will be recalculated at the end of the school year.

A doctor's note is required for re-entry to the class for any communicable disease the child may have contracted. Please refer to our Health Policy in the Early Learning Center Parent Handbook.

Unnecessary excessive absences are discouraged. A child's readiness level for kindergarten could be affected. ELC reserves the right to terminate a child with excessive absences.

If a child is absent on the first and/or last days of school, the state will not provide funding as an instructional day regardless of excuse or reason. Please be present!

Parents/Guardians must complete and sign an attendance verification form at the end of each month verifying the child's attendance. State funding is directed to Beach Church Early Learning Center according to parents' confirmation of their child's attendance.

I understand and accept the terms of the VPK attendance policy for my child.

Child's Name: _____ Parent Name: _____

Parent Signature: _____ Date: _____