



Kingdom Christian Academy Enrollment

616 Grand Ave, Leavenworth, KS 66048

913-682-7771

Hours of Operation: Mon-Fri 7a.m. – 5:30 p.m.

With the exception of Holidays & Inclement Weather

Date of Application

At Kingdom Christian Academy, we believe that education is not just about academics, but also about the holistic development of each student. Our preschool is centered around Christ, and we aim to provide a nurturing environment where children can grow spiritually, emotionally, and intellectually. We would like to emphasize that Kingdom Christian Academy is a co-op program, which means that parents play an integral role in their child's success. By working together, we can ensure that your child receives the best possible education and support. We encourage all parents to thoroughly read through their contract and parent handbook to familiarize themselves with the KCA CO-OP program.

Child's Name _____ Gender: M F
Last First Middle

Child's Birth Date (MM/DD/YYYY): _____/_____/_____

Child's Name _____ Gender: M F
Last First Middle

Child's Birth Date (MM/DD/YYYY): _____/_____/_____

Home Address: _____
Street City State Zip

Child's Name _____ START DATE: _____

Ethnicity:

_____ Hispanic or Latino _____ Asian _____ White
_____ African American _____ Hawaiian _____ Pacific Islander
_____ American Indian or Alaskan Native Other: _____

Guardian's Name: _____ SSN: _____

Work Phone: _____ Home Phone: _____ Cell Phone: _____

Employer: _____ E-Mail: _____
Address if different from child: _____
City State Zip

Guardian's Name: _____ **SSN:** _____

Work Phone: _____ Home Phone: _____ Cell Phone: _____
Employer: _____ E-Mail: _____
Address if different from child: _____
City State Zip

Marital Status: Married _____ Separated _____ Divorced _____ Single _____

Emergency contact if parent/guardian cannot be reached:

Name: _____ Relationship: _____ Phone: _____

Name: _____ Relationship: _____ Phone: _____

Name: _____ Relationship: _____ Phone: _____

TUITION PAYMENT PROCEDURES:

Tuition is to be paid in advance BEFORE services are rendered, if paying weekly, payment is due on Monday prior to receiving care to include paying monthly or bi-monthly, payment is due the **1st day or the 15th of the month according to your contract.** Checks are to be made payable to: **Kingdom Christian Academy**. We provide a **(3-day) grace period** to allow parents to submit their payment without incurring any late fees or penalties. However, it's important to note that **if tuition remains unpaid after the grace period, the child will not be able to attend school until the payment is received and billing will continue.**

Initials: _____

Child's Name _____

Child's Name _____

Payment Options:

- Payments paid through Secure Give
- Checks made out to Kingdom Christian Academy
- Credit/Debit Card
- EBT Card

LATE FEES WILL BE ENFORCED. Your child(ren) **WILL NOT** be able to attend KCA if your account is not current. As previously stated, a late fee will be charged for payments past the close of business (5:30pm) on the third day of attendance. An additional **(\$20.00 per day)** will be added to your monthly statement for any payments received after the 3-day grace period.

No child in arrears will be admitted until payments are current. If collection action is taken you will be responsible for what is owed, all late fees, and all court cost fees.

Initials: _____

DISCOUNT:

Parents with two or more children will be given a 7% discount on the second child after the first (1st) full fee. Discounts are only given to children that are enrolled Full Time only. Discounts do not apply to part-time, ½ day, or drop-in students.

HOURS OF OPERATION AND LATE PICK-UP & DROP OFF:

We open at 7:00 a.m. and close at 5:30 p.m. Families needing care prior to 7:00 a.m. will need to talk to our administrative staff. Please note that additional charges may apply for extended care.

Departure: We value punctuality and the smooth operation of our program. To ensure the well-being of all children and maintain a consistent schedule, we offer a **5-minute grace period** for parents to pick up their child. However, it is important to note that if a child is picked up after **5:35 pm**, a **late fee of \$50** will be added to your monthly statement. An **additional \$50 will be added for every 15-minute increment thereafter.**

Drop Off: We are requesting all children to be dropped off by 9:00 a.m. for the day and between 8:30 a.m-8:45 a.m. if eating breakfast.

LATE DEPARTURE FEES WILL BE ENFORCED.

Parent's payments will be billed on the next statement and must be paid in full at the time tuition is paid, or you will not be able to bring your child back to the center until paid.

STATEMENTS:

Statements are given out at the beginning of each month. Your statement reflects all charges, payments, and credits for the whole fiscal year. Please make sure you render payment as stated on your statements. Kingdom Christian Academy Tax-ID is always on your statements. If you need assistance in understanding your statement, please don't hesitate to let the finance or director know.

A **year end statement** for your taxes will be made **available by 31 January**. Please check to make sure that all your payments have been credited.

NONPAYMENT:

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No child in arrears will be admitted until payments are current. If collection action is taken you will be responsible for what is owed, all late fees, and all court cost fees.

Initials: _____

INSUFFICIENT FUNDS:

A surcharge of **\$35.00** will be added to your payment for checks returned by the bank. Check writing privileges will be terminated after the 1st returned check. Then you will be required to pay by cashier's check or money order. There will be **NO EXCEPTIONS** to this policy.

Initials: _____

VACATION OR ABSENCE:

Families that go on vacation are still responsible for their full tuition.

Initials: _____

HOLIDAYS:

Kingdom Christian Academy will be closed for the following holidays: **Martin Luther King Birthday, Good Friday, July 4th, Labor Day, Memorial Day, Professional Development Day (The Friday before Memorial Day), Thanksgiving**

Week of Christmas

New Year's Eve we will close at (12 noon), and New Year's Day. *If New Year's falls on a Saturday, then Kingdom Christian Academy will be closed that Friday prior and if it falls on a Sunday, then Kingdom Christian Academy will observe the holiday on that Monday after)

Juneteenth (If holiday falls on a Saturday KCA will be closed on that Friday prior and if falls on a Sunday, then will be closed Monday the following day),

Initials: _____

PARENTAL PERMISSION:

I, the undersigned, give permission for my child to:

Initials _____

- 1. Ride in KCA Center’s van while in care. _____
- 2. Be included in pictures taken in connection with KCA. _____
- 3. Use all play equipment and participate in all activities. _____
- 4. To receive any emergency care or first aid required. _____
- 5. Receive medications brought or authorized by parent. _____
- 6. Go on field trips with a signed permission slip. _____
- 7. Go for nature walk within five (5) block vicinity. _____

I give permission for my child to be **photographed**:

YES

NO

PARENTAL PERMISSION CON’T:

I give permission for center staff to apply the following **topical products** on my child, as needed with a signed medication form:

- Yes No sunscreen (parent provided only)
- Yes No diaper rash ointment (parent provided only)
- Yes No lotion (parent provided only)
- Yes No chap stick (parent provided only)

UNIFORM:

Kingdom Christian Academy uniform consists of a KCA Navy Blue T-Shirt that states, “I Love Kingdom Christian Academy” and tennis shoes that all children in attendance are required to wear. Children can wear slacks, shorts, or skirts for the bottom within guidelines stated in our Parent Handbook. Also, Kingdom Christian Academy has other merchandise you can purchase such as long sleeve t-shirts, crew neck sweatshirts, and hooded sweatshirts for an additional price. If your child/children are not wearing their KCA shirts and tennis shoes when arriving at school, they will not be able to attend. No Exceptions!!!!

***Prices are subject to change. ***

NOTE:

Parents while your child is enrolled at Kingdom Christian Academy, they **MUST ALWAYS** have a complete change of clothing located in their classrooms for emergency purposes. If they come to the facility without a change of clothes your child/children **WILL NOT** be able to stay. This

goes the same for diapers, wipes, and pull-ups. Teachers cannot function if they don't have the items, they need to be successful in the classroom.

These items will be kept in their diaper cubbies, out of their reach. For Preschool age, these items will be kept in the teacher's locking cabinet. For items that you provide, please put them in a zip-lock bag clearly marked with the child's first and last name.

Please make sure your child(child's) name is on all their pieces of clothing. We are not responsible for clothes that do not have their name on them.

Initials: _____

ENROLLMENT FEE / DEPOSIT:

One week's tuition (deposit) and any applicable fees are required for enrollment. This payment is due upon enrollment and serves as confirmation of your child's enrollment at our school. We understand the unique circumstances that military families moving across the country face and want to ensure clarity regarding tuition billing. Upon fulfilling the enrollment obligation, we would like to inform military parents that billing will begin on the first weekday of **June**.

Enrollment fees and Deposit are Non-Refundable

Initials: _____

My Child Is Currently:

- _____ 12 months (and walking)
- _____ 18 months – 35 months
- _____ 3 years old
- _____ 4 - 5 years

Tuition:

- _____ 12-months - 35 months (walking) \$ 250.00 weekly
- _____ 3yr old (Must Be Potty Trained) \$225.00 weekly
- _____ Pre-K (4 – 5-year-old) \$200.00 weekly

- _____ Non-Traditional Care (Military Only) \$40/Day

Annual Fees:

- Classroom Supplies \$100/Family/June 1
- Fundraiser \$150/Family/June 1

Field Trip (Pre-K)

\$100/Child/June 1

Initials: _____

HOURS / DAYS YOUR CHILD WILL ATTEND THE ACADEMY:

MON _____ AM _____ PM TUE _____ AM _____ PM

WED _____ AM _____ PM THUR _____ AM _____ PM

FRI _____ AM _____ PM

BASIC RATES AND PAYMENT SCHEDULE:

You will be charged a Daily rate of _____ *Initials:* _____

Discount: _____ % for _____ *daily rate* _____

Discount: _____ % for _____ *daily rate* _____

Discount: _____ % for _____ *daily rate* _____

BASIC RATES AND PAYMENT SCHEDULE CON'T:

The payment fee shall be \$ _____ per Week due on 1st day of week *Initials:* _____

The payment fee shall be \$ _____ twice a month due on 1st & 15th *Initials:* _____

The payment fee shall be \$ _____ *Monthly due on 1st day of month *Initials:* _____

Monthly rate may vary due to 5-week month

You will be charged for the slot regardless of if the child is here or not.

Initials: _____

*****If your work schedule changes, a schedule must be given Friday prior to the week of care you are requesting the change to your normal work hours.**

Kingdom Christian Academy requests this to properly schedule staff to accommodate your needs. ***

Initials: _____

FEES:

1. You are responsible for paying for all tuition and fees your child according to your contract. A monthly statement is provided on the 1st day of the month showing the hours and amount you are charged for the month for childcare. Any extra fees such as late fees, extra hours over your normal scheduled hours or enrollment fees are billed separately. Your statement is a cumulative total by month of all charges and payments during the year. A final statement will be provided by January 31st of the following year for childcare tax credit.

Initials: _____

2. If you receive assistance from DCF, KVC, or any other program **YOU ARE RESPONSIBLE FOR THE DIFFERENCE THAT IS NOT COVERED.**

Initials: _____

FEES CON'T:

3. If fees are not paid by the 3rd day of your assigned payment schedule as stated in section Basic Rates and Payment Schedule that you agreed upon when enrolling your child and payment arrangements have not been made, you cannot bring your child to the center until paid. You will still be charged for those days your child is not in the center.

Initials: _____

4. You are charged for child care according to your contract, you are charged whether your child attends the center or not. **Your child is in a held slot.**

Initials: _____

5. You have 3-days to pay balances owed. As previously stated, a late fee will be charged for payments past the **close of business (5:30pm) on the third day of attendance.** An additional **(\$20.00 per day)** will be added to your monthly statement for any payments received after the 3-day grace period. You are still responsible for paying a one-week termination fee, per your contract number of hours per week.

Initials: _____

6. If childcare balances are not paid within 30 days after termination and the account is turned over to a collections agency.

Initials: _____

NOTICE OF WITHDRAWAL:

We offer a **two-week trial period** to ensure that our cooperative program is the right fit for you and your family. During this trial period, parents and teachers will work together to complete a **child behavior checklist and academic assessment**. The checklist allows us to gather valuable insights into your child's behavior, and overall adjustment to our program. Our academic assessment is designed to evaluate your child's current academic abilities and identify areas of strength and areas that may require additional support. *Please reference your parent handbook for more details

We ask that you give a two week notice prior to withdrawal for children in care or a full two-week's tuition will be charged. Should the director of the Kingdom Christian Academy, along with staff, determine for any reason that a child should be suspended, parents will be given as much advance notice as possible.

Default: Should a parent withdraw their student with a balance, and it is not paid within 30 days after withdrawal, legal action will take place. The parent will be responsible for any attorney and court fees.

_____ **I WILL PAY** the difference owed after DCF, or KVC or any other program have paid the amount allotted to me.

MEMBERSHIP

Are you a member of Harvest Christian Center International? Yes _____ / No _____ Date: _____

(If yes, please give date when you became a member)

I have read the regulations regarding tuition payments and agree to abide by them. I understand that failure to pay for my child's care will result in loss of services and possible legal action.

Parent/Guardian Signature: _____ Date: _____

Center Director: _____ Date: _____

**Agreement Between
Kingdom Christian Academy
&
Parent/Guardian**

A Co-op Program with Parental Involvement

At Kingdom Christian Academy (KCA), we operate as a co-op program, which means that active parental involvement is not only expected but also essential for your child to remain enrolled in the academy. We firmly believe that a child's educational journey is most successful when parents and educators work hand in hand, creating a unified and supportive learning environment.

Active Engagement in Your Child's Holistic Educational Journey

We ask that parents commit to actively engaging in their child's holistic educational journey while at KCA. This commitment entails fulfilling several important expectations:

1. Returning Homework Promptly: Homework assignments **(2.5 - 5 years of age)** serve as valuable extensions of classroom learning and contribute to your child's academic growth. This demonstrates a shared commitment to their education and helps reinforce their learning habits.

Initials: _____

2. Participating in Activities: Throughout the year, KCA organizes various activities and events, both within and outside the facility, to enrich your child's learning experience.

Initials: _____

3. Attending Parent-Teacher Conferences (3-5 years of age) : Parent-teacher conferences are crucial for effective communication and collaboration between parents and teachers. We require parents to attend these conferences, as they provide dedicated time for discussing your child's progress, addressing any concerns, and setting goals for their continued growth and development.

Initials: _____

4. Maintaining Open Communication: Open and consistent communication is vital for a successful partnership between home and school. We expect parents to maintain an open line of communication with our staff, whether it be through regular check-ins, email correspondence, or scheduled meetings.

Initials: _____

Dismissal for Failure to Meet Expectations

Failure to meet the expectations outlined above may result in dismissal from Kingdom Christian Academy. While it is our hope to work closely with every family, consistent failure to fulfill these expectations may compromise the quality of education we strive to provide.

We understand that extenuating circumstances may arise, and we are committed to working with families to find solutions and provide support. However, consistent and intentional parental involvement is crucial to maintaining the high standards and effectiveness of our program. Together, we can nurture your child's academic, emotional, and spiritual growth.

Initials: _____

We, the staff at Kingdom Christian Academy promise to keep you informed on your child's progress in their classroom. If you have any questions regarding their homework, we agree to respond back to you in a timely manner. Our goal is to give your child the best education while enrolled at Kingdom Christian Academy.

Potty Training Policy

It is our policy that all current and new students must be potty trained by **36 months (3 years old)**. We understand that potty training can be a challenging process, but it is an important milestone for your child's development and readiness for the classroom environment.

Importance of Potty Training at KCA

It promotes independence, hygiene, and socialization skills, which are essential for your child's overall growth and development. By requiring potty training before entering our 3-year-old classroom, we ensure that each child is ready to participate fully in our curriculum and activities, fostering a positive and inclusive learning experience.

Potty Training Expectations

To maintain a consistent and age-appropriate learning environment, it is essential that all **(36 month) 3-year-olds** and above are potty trained and wearing underwear before moving into the 3-year-old classroom. This policy ensures that our teachers can focus on educational activities, fostering academic and social development, rather than assisting with toileting needs.

Working Together for Potty Training Success

Open communication between parents and teachers is crucial in addressing any concerns or challenges related to potty training.

Commitment to Potty Training

If parents do not desire to commit to potty training their child by **36 months (3 years old)**, KCA will no longer be the right fit for them, and they will be dismissed from the program.

We understand that potty training can be a difficult and challenging process for both children and parents. However, we firmly believe that by working together with your child's teacher, success can be achieved. dedicated teachers are experienced in supporting and guiding children through this important milestone.

Exceptions will only be made for MEDICAL reasons or if both parties (Parent and Academy) AGREE to continue to work towards potty training the child in a reasonable amount of time prior to entering the 3-year old class.

Signature: _____