

City Kids School

Enrollment Packet

An Outreach of City Ministries
Sheryl Nelson, Director
9051 132nd Ave. NE
Kirkland, 98033

The process of re-enrollment and open enrollment serves to reserve the student's seat for the coming school year. The following information and birthdate guideline are for the upcoming school year.

2 Day and 3 Day Classes: These sessions are perfect for both first-time preschoolers and children who have previously been in a co-op or other preschool settings. The classroom environment is filled with age-appropriate learning, rich and stimulating with opportunities for all learning styles. All sessions are staffed with qualified teachers. Our 2 Day classes have two assistants and one lead teacher, with a class size of 15 children. Our 3 Day AM class has one assistant and one lead teacher, with a class size of 15 children. Our 3 Full Day class has two assistants and one lead teacher, with a class size of 15 children.

- ❖ **2 Day Class:** Children must be 2.5 years old by August 31st. There are two sessions from which to choose. Our morning 2 Day classes meet Monday/Wednesday or Tuesday/Thursday from 9:00 a.m. to 12:00p.m. Tuition for this program is **\$270.00/month over 10 months (\$2,700.00 annual tuition).**
- ❖ **3 Day Classes:** Children must be 3 years old by August 31st and must be potty-trained. Our morning 3 Day classes meet Monday, Tuesday, and Thursday from 9:00 a.m. to 12:00 p.m. Tuition for this program is **\$345.00/month over 10 months (\$3,450.00 annual tuition).**
- ❖ **3 Full Days Class:** Children must be 3 years old by August 31st and must be potty-trained. Our full day class meet Monday, Tuesday, and Thursday from 9:00 a.m. to 3:00 p.m. Tuition for this program is **\$545.00/month over 10 months (\$5,450.00 annual tuition).**

Pre-K Classes: Our Pre-K classes are designed to equip children with a strong sense of self-worth and provide an environment that challenges preschoolers academically, physically, socially and spiritually. Each class recognizes different learning styles and individual needs. Our half-day classes have one assistant and one lead teacher, with a class size up to 16 children. Our full-day class has one assistant and one lead teacher, with a class size of 15 children.

- ❖ **Half-Day Pre-K:** Children must be 4 years old by August 31st. A year of prior preschool is preferred to enroll in this class. The curriculum is foundational for Kindergarten readiness with layering experiences that will build a strong base. Our morning Half-Day Pre-K class meets Monday through Thursday from 9:00 a.m. to 12:00p.m. Tuition for this program is **\$430.00/month over 10 months (\$4,300.00 annual tuition).**
- ❖ **Full-Day Pre-K Plus:** Children must be 5 years old by December 31st. Our Full-Day Pre-K Plus class meets Monday through Thursday from 9:00 a.m. to 3:00 p.m. Tuition for this program is **\$650.00/month over 10 months (\$6,500.00 annual tuition).**

Kindergarten classes: These sessions are designed to layer understanding and knowledge so that students are equipped for their elementary school years. Each class will help build confidence to empower students to problem solve and make decisions and choices.

- ❖ **Half-Day Kindergarten:** Students should be 5 years old by August 31st. The class size is limited to 15 children. Our Half-Day Kindergarten class meets Monday through Thursday from 9:00 a.m. to 12:00p.m. Tuition for this program is **\$430.00/month over 10 months (\$4,300.00 annual tuition).**
- ❖ **Full-Day Kindergarten:** Students should be 5 years old by August 31st. The class size is limited to 18 children. Our Full-Day Kindergarten class meets Monday through Thursday from 9:00 a.m. to 3:00 p.m. Tuition for this program is **\$650.00/month over 10 months (\$6,500.00 annual tuition).**

SESSIONS/FEE SCHEDULE

Class/Session			Fees		
Class	Session	Time	Tuition/Month	Application Fee (Non-Refundable)	Materials Fee (Non-Refundable)
2 Day Class	M W AM	9 a.m. - 12 p.m.	\$270.00	\$125.00	\$90.00
2 Day Class	T TH AM	9 a.m. - 12 p.m.	\$270.00	\$125.00	\$90.00
3 Day Class	M T TH AM	9 a.m. - 12 p.m.	\$345.00	\$125.00	\$100.00
3 Full Days Class	M T TH	9 a.m. - 3 p.m.	\$545.00	\$125.00	\$120.00
Half-Day Pre-K	M T W TH AM	9 a.m. - 12 p.m.	\$430.00	\$125.00	\$130.00
Full-Day Pre-K Plus	M T W TH	9 a.m. - 3 p.m.	\$650.00	\$125.00	\$160.00
Half-Day K	M T W TH AM	9 a.m. - 12 p.m.	\$430.00	\$125.00	\$130.00
Full-Day K	M T W TH	9 a.m. - 3 p.m.	\$650.00	\$125.00	\$160.00
City Kids Club					
\$150.00/month for 3 days a week \$180.00/month for 4 days a week \$45.00 materials fee per student (non-refundable)					

- ❖ **Sibling Discount:** A 5% discount is offered on tuition for the 2nd and 3rd siblings enrolled in City Kids School. This discount will be applied to the lower tuition
- ❖ **Application Fee** is per student and non-refundable.
- ❖ **Materials Fee** is per student and non-refundable.
- ❖ **City Kids Club** is an extracurricular program designed for our students ages 3 to 5 years old. Children enrolled in City Kids Club must be potty-trained. This program is theme-based, including daily biblical application. Our teachers are trained and effective at creating a fun, safe, and comfortable environment. All the children need to do is bring their lunch! City Kids Club extends your child's day until 1:30 p.m. for morning students. To secure your space, you must register for the class prior to attending.

Please carefully review the checklist below and each of the forms in this registration packet. If you have any questions regarding any program, please contact the school Director, Sheryl Nelson – by phone or email at (425)739-1227 or sheryl@citymin.org.

Please complete these forms and return them to the school office to finalize your child's registration for the upcoming school year.

- ✓ **Student Information and Enrollment Application form:** Fill out completely, sign, and date.
 - **Allergy Review form:** Fill out completely, sign, and date (even if your child has no known allergies).
 - **Medical Consent & Physician Information form:** Fill out completely, sign, and date.
 - **Emergency Contact Information form:** Please provide two or more emergency contacts. Fill out completely, sign, and date.
 - **Authorization and Release and Waiver of Liability form:** Please initial each paragraph where indicated, sign, and date.
 - **Financial Policies Agreement:** Fill out completely, sign, date, and keep a copy for your records.

- ✓ **Allergy/Intolerance Report:** If your child has an allergy, please complete this state-required form, which is available from your child's teacher, the school office, and on the school website at <http://citymin.org/city-kids-school>.

- ✓ **Immunization Form:** Please fill out this state-required form with every immunization your child has received. No copies, please. This form is available on the school website at <http://citymin.org/city-kids-school>.

Student Information and Enrollment Application

How did you hear about City Kids School/Referred by: _____

Today's Date: _____

Please confirm which class you have enrolled your child in with Jackrabbit by circling one of the options below.

I have enrolled my child in the following class/session online:

2 Day AM	3 Day AM	3 Full Days	Pre-K AM	Full-Day Pre-K Plus	Half Day K	Full Day K	3 Day CKC	4 Day CKC
2 days	3 days	3 days	4 days	4 days	4 days	4 days	3 days	4 days
M W T Th	M T Th	M T Th	Mon-Thu	Mon-Thu	Mon-Thu	Mon-Thu	M T Th	Mon-Thu

Child's Preferred Name (if applicable): _____

Child's Birth Date: _____ Please Circle: Boy Girl

Home Address: _____ City, Zip

_____ Home Phone: () _____

Father's Name: _____ Occupation: _____ Home

Address, City, Zip: _____

Work Phone: () _____ Cell Phone: () _____

E-mail Address: _____

Father has permission to pick up child: _____ Yes _____ No

Mother's Name: _____ Occupation: _____ Home

Address, City, Zip: _____

Work Phone: () _____ Cell Phone: () _____

E-mail Address: _____ Mother

has permission to pick up child: _____ Yes _____ No

Language(s) spoken at home: _____ Church

membership or attendance: (please list name of church) _____

Enrollment Agreement

I hereby apply for enrollment of my child, _____, in City Kids School, an outreach of City Ministries ("School"), for the upcoming school year. I agree to fully comply with all policies, procedures, and requirements of School now in effect and as may be updated from time to time. I understand that this application and my child's enrollment are subject to acceptance by the School.

Parent/Guardian Signature _____ **Date** _____

Please print your full name _____

Allergy/Asthma Review

Child's Full Name: _____

If your child has no known allergies, please check the box below, sign, and date.

- My child has no known allergies.
- My child has the following food restrictions (*no allergic reaction*): _____

- My child is allergic to** : _____

****If your child has any allergies**, you must complete an **"Allergy/Intolerance Report"** so that we are prepared should your child have an allergic reaction. This form is available at the school office and on the school website at <http://citymin.org/city-kids-school>.

- My child has asthma.***

*****If your child has asthma**, please obtain an asthma plan document from your doctor or fill out the **"Asthma Action Plan"** form available on the school website at <http://citymin.org/city-kids-school>.

Parent/Guardian Signature _____ Date _____

Please print your full name _____

Medical Consent & Physician Information

If your child needs emergency medical care or treatment and is less than 18 years old, except in the case of life-threatening situations, hospitals and other medical providers are required to contact you for authorization before they treat your child. Only a parent or legal guardian can give this authorization. By completing this Medical Consent and Physician Information form, you can help ensure that your child receives any necessary emergency treatment when we are unable to reach you. The completed, signed form will be kept in your child’s records in City Kids School office. If your child has a medical emergency, this record will accompany your child so that prompt emergency care or treatment may be administered.

CHILD’S INFORMATION

Full legal name: _____

Date of Birth: _____

Drug Allergies: _____

Other Allergies: _____

Chronic Illnesses (or other information that may be relevant for medical treatment):

Regular Medication and Dosage: _____

Date of child’s last physical exam: _____

Physician’s Name: _____

Physician’s Phone Number: _____

Physician’s Address: _____

Dentist’s Name: _____

Dentist’s Phone Number: _____

Dentist’s Address: _____

Medical Insurance Company Name: _____

Medical Insurance Company Address: _____

Medical Insurance Company Phone: _____

Subscriber Name: _____

Subscriber or Policy Number: _____

I, _____ (please print your full name), as parent or legal guardian, authorize all medical, surgical, diagnostic, and hospital procedures, including administration of drugs or medicine, as may be performed or prescribed by a treating physician, dentist, or other healthcare provider for _____ (please print child’s full name), in case of an emergency, if I cannot be reached.

I also authorize City Kids School to call 911 if any staff member determines that my child needs immediate medical attention. I agree that my medical insurance plan is the primary plan to pay any treatment given to my child and that I am responsible for all expenses incurred on behalf of my child, including, without limitation, any expenses not covered by my medical insurance.

Parent/Guardian Signature _____ **Date** _____

Emergency Contact Information

Child's name: _____

If my child has an illness or emergency and I cannot be reached by City Kids School at the phone number(s) on record with the School, I authorize the School to contact the following local individuals and allow them to pick up my child from School:

Provide at least two emergency contacts, including at least one from out of state:

- 1. Name: _____ Daytime Phone: () _____
 Relationship: _____ Cell Phone: () _____
 Address: _____
 City, State: _____ Zip Code: _____
- 2. Name: _____ Daytime Phone: () _____
 Relationship: _____ Cell Phone: () _____
 Address: _____
 City, State: _____ Zip Code: _____
- 3. Name: _____ Daytime Phone: () _____
 Relationship: _____ Cell Phone: () _____
 Address: _____
 City, State: _____ Zip Code: _____

Ongoing Permission to Pick Up

Please include the name, phone number, and home address of the person(s) who have permission to pick-up your child/children from school **on a regular basis** (ex: **nanny, grandparent, etc.**). This is to ensure the safety of your child. Thank you!

- 1. Name: _____ Cell Phone: () _____
 Address: _____ Relationship: _____
 City, State: _____ Zip Code: _____
- 2. Name: _____ Cell Phone: () _____
 Address: _____ Relationship: _____
 City, State: _____ Zip Code: _____
- 3. Name: _____ Cell Phone: () _____
 Address: _____ Relationship: _____
 City, State: _____ Zip Code: _____

Parent/Guardian Signature _____ **Date** _____

Authorization & Release and Waiver of Liability

Child's name: _____

Please **initial** the following:

- _____ I authorize my child to participate in all activities of City Kids School. This authorization includes family social events or other activities away from the School building. I understand that I will be notified in advance of all social events, that while traveling my child will use a car seat that I provide, and that parent chaperones accompany all family social events.
- _____ I understand that it is my responsibility to provide a suitable car seat for my child that meets all government safety standards.
- _____ I give permission, as necessary, to use hand sanitizer in the classroom as a supplement, never a replacement, for regular hand washing. Hand sanitizer is dispensed only by a teacher. Yes, my child has permission to use hand sanitizer.
- _____ I give permission for my child's information (child's name and birthday and parents' names, e-mail, and telephone numbers) to be included on a class list that will be distributed to other parents or guardians of children in the School. I understand that City Kids School will not release this information to any advertisers or any other solicitors.
- _____ I authorize City Kids School to photograph or videotape my child while attending the School or School-related functions. I understand that these photos are not shared on social platforms, but for in-house family social events (like our Christmas Program) and classroom activities.
- _____ ****I understand that the School requests my permission to photograph and videotape my child for the purpose of sharing the photographs and video publicly over the Internet for School publicity, including, without limitation, on social media platforms. I authorize the School to take photographs and videotape of my child for these purposes. I understand that these photographs and videos may be shared publicly over the Internet for School publicity, including, without limitation, on social media platforms.**

***Note: Note: At City Kids School, we use photographs and video footage on bulletin boards, in art projects, and, occasionally, for publicity purposes, including mailers and/or television advertisements. A photographer and/or videographer may be invited to take individual student or class school photographs or films.*

RELEASE AND WAIVER OF LIABILITY

In exchange for my child being allowed to participate in City Kid School, as parent or guardian of the child named above, I, _____ (please print your full name) waive and I release and discharge City Kids School (an outreach of City Ministries), City Ministries, Churchome, and each of their directors, officers, employees, volunteers, members, and agents from any and all claims, damages, or expenses arising from or related to my child's participation in the School. I also agree to indemnify, hold harmless, and defend the School, City Ministries, Churchome, and each of their directors, officers, employees, volunteers, members, and agents with regard to such claims, losses, or expenses, including without limitation, any claims made by or on behalf of my child.

Parent/Guardian Signature _____ **Date** _____

Please Print your full name _____

FINANCIAL POLICIES AGREEMENT

We value the opportunity to have your child enrolled at City Kids School and look forward to making this experience a positive one in every way. Thank you for assisting us in the financial aspect so that the focus can be on the care and education of the children.

TUITION RATES 2018-2019

Half-Day Sessions	Annual	10 Payments
2 Day Classes:	\$2,700.00	\$270.00
3 Day Classes:	\$3,450.00	\$345.00
Half-Day Pre-K:	\$4,300.00	\$430.00
Half-Day Kindergarten:	\$4,300.00	\$430.00
Full-Day Sessions		
3 Day Class:	\$5,450.00	\$545.00
Pre-K Plus:	\$6,500.00	\$650.00
Kindergarten:	\$6,500.00	\$650.00

DISCOUNTS

Sibling Discount: A 5% discount is offered on tuition for the 2nd and 3rd siblings enrolled in City Kids School. This discount will be applied to the lower tuition.

Payment in Full Discount: Families who pay tuition in full by August 1st receive a 3% discount.

PAYMENT OPTIONS

E-Check/ACH Bank Account: City Kids School requests that families use the ACH (e-check/automated clearing house) payment method for 10-month installment plans. If families choose this option, a 3% discount will be applied monthly to your tuition.

Credit or Debit card. Credit card payments remain an option, and the tuition price posted above will be applied monthly. American Express is not currently accepted for tuition and fee payments. The late payment policy applies to payments made by credit or debit card.

CHANGING PAYMENT METHOD?

Important: Please notify the school office if you change your payment method on the Parent Portal at any time throughout the school year to ensure you are charged the proper rate.

TUITION PAYMENTS

We are pleased to partner with Jackrabbit Care, the most comprehensive and intuitive parent portal in the industry. Parents can login with their own User ID and Password to do the following:

- ✓ Update contact information.
- ✓ Change billing information.
- ✓ Make a payment.
- ✓ Update emergency contact/medical information.
- ✓ View recent statement and current policies.

The registration and materials fees are due upon enrollment and are non-refundable. Tuition is an annual fee payable in full or in 10-monthly installments from August-May. Tuition is due once billed and is non-refundable. The process of making tuition payments in August serves to confirm the family's intention to attend City Kids School. City Kids School relies on both processes to make budget decisions for its fiscal year and to make commitments for the upcoming school year.

MIDYEAR ENROLLMENT

Students who enroll midyear follow the same payment schedule as current students. Therefore, tuition is paid a month in advance with no payment in June.

WITHDRAWALS/DISCONTINUED SERVICES

The school office must be informed in writing if a student will be withdrawing before the end of the school year. The letter must be received thirty (30) days prior to withdrawal. Failure to submit a thirty (30) day written notice will result in an additional month's tuition fee(s) being assessed. Pro-rated tuition is only available to families who withdraw by the 15th of the month. No refunds will be given for withdrawing after the 15th (this includes the month of August). No refunds will be given without a thirty (30) day notice, and **no refunds will be given after April 30th**.

City Kids School reserves the right to:

- Cancel any class;
- Balance class ratios; and
- Discontinue school services to families who do not adhere to policies and procedures, including but not limited to those outlined in the City Kids School Parent Handbook or as instructed by the school Director or classroom teachers.

LATE PAYMENTS

City Kids School encourages the responsible billing party to meet with the school Director any time a financial problem arises. Many problems may be avoided and/or resolved with early communication. Tuition payment amounts are **due by the 1st of each month and are late if not received by that date**. If payment is not received by the 1st of the month, the responsible billing party will be notified. Failure to make a payment by the **5th of each month** will incur a **\$35.00 late fee**.

Child's name: _____

I, _____ (please print your full name), as the responsible billing party for the above-named child, acknowledge that I have read the above financial policies and agree to them in their entirety.

Signature _____ Date _____

Billing Party Address: _____

Billing Party Phone Number: () _____