

Child: First Name: _____ M.I. _____ Last Name: _____

Gender: Male Female Age _____ Date of Birth: _____

Child's physical address: _____

Mother/Legal Guardian: First Name: _____ Last Name: _____

Address if different from child's: _____

Cell Phone: _____ Cell Phone Carrier: _____ Occupation: _____

Custodial Parent Marital Status: Married Single Divorced Separated Widowed

Email: _____

Father/Legal Guardian: First Name: _____ Last Name: _____

Address if different from child's: _____

Cell Phone: _____ Cell Phone Carrier: _____ Occupation: _____

Custodial Parent Marital Status: Married Single Divorced Separated Widowed

Email: _____

I permit our contact information to be printed in my child's class directory. ____ yes ____ no

Our computer management program allows two email addresses per family. To receive email notifications, another adult caregiver's address can be added instead of one of the parents' addresses.

Remove: mother's email or father's email to add:

Name _____ Relationship _____ Email _____

Person(s) responsible for payments:

Payer(s) Name _____ relationship _____

Telephone: _____ Email Address: _____

PLEASE CHECK THE PROGRAM DESIRED:

The child must be the age appropriate to the class by August 31 of the enrollment year.

4-year-old, Mon-Fri, \$345.00 monthly - toilet independence required

3-year-old, Mon-Tues, \$255.00 monthly - toilet independence required

3-year-old, Wed-Fri, \$275 monthly - toilet independence required

2-year-old, Mon-Tues, \$265.00 monthly

2-year-old, Wed-Fri, \$285.00 monthly

Emergency Contacts & Authorized Pickup Persons (other than the Legal Guardians)

1st Contact/Pick Up Name: _____ Phone: _____
Relationship to the Child: _____

2nd Contact/Pick Up Name: _____ Phone: _____
Relationship to the Child: _____

Additional Comments & Information:

Is there any other information that would be helpful for us to know about your child?

Religious Affiliation/ Belief _____

List allergies, medical conditions, or special care your child may require.

Has your child been identified with a delay, developmental disability, or special need? _____

If so, please explain _____

Previous Preschool experience: [] Yes [] No. If yes, where? _____

How did you learn about Covenant Community Preschool? _____

IMPORTANT INFORMATION* CCP requires a five-hour family volunteer annual commitment.

My signature indicates that I agree to have an adult volunteer for 5 hours (per family) during the 2025-26 school year.

Legal Guardian: _____ Date: _____

Liability Release

I assume responsibility for illness or injury that may occur due to my child's participation in the program. I release Covenant Community School, INC., and Christ Church from all liability, costs, and damages that might arise from participation in the program.

I further consent to Covenant Community School, INC, to seek emergency treatment for my child.

Legal Guardian: _____ **Date:** _____

THE FOLLOWING MATERIALS ARE REQUIRED TO HOLD A CHILD'S CLASS POSITION AT REGISTRATION

- A completed registration form.
- The \$100 registration fee is due with the completed registration forms to hold the child's position.
- To secure the child's position, a non-refundable advance tuition payment is due at registration or before May 1, 2025. The advance payment will be applied to the May 2026 tuition. The remaining eight monthly tuition payments are due on the first day of each month from September through April.

COVENANT COMMUNITY PRESCHOOL (CCP) INCLUSION POLICY

CCP is committed to providing developmentally appropriate early learning and development experiences that support each child's access and participation. Each child is unique, and CCP will work with families and professionals involved in the child's care to provide the support needed for school success.

Strategies:

Inclusive Environment: CCP uses developmentally appropriate practices and considers each child's unique needs when planning and making the realistic adaptations necessary to meet these needs. CCP's staff will work with children's therapists and other professionals to implement strategies into class routines and activities.

Family-Centered Practices: CCP acknowledges and respects each family's priority to care for their child. Legal Guardians are encouraged and supported to collaborate with staff to ensure that each child has an opportunity for school success. CCP is not a therapeutic school; however, efforts are made to ensure that CCP staff are confident in meeting the developmental and educational needs of the children we serve.

Collaboration with other professionals may be occasionally needed. Developmental and educational professionals support many children with special needs, including behavioral. CCP welcomes these professionals and works with them to help ensure the child's success. The providers may provide services for the child in the classroom environment and work collaboratively with the teachers to determine the best strategies to support the child in the group setting. CCP supports the child's teacher's participation in Individualized Education Program (IEP) meetings. Student shadow support is welcomed and is occasionally required by CCP if staff or outside professionals deem it necessary for the child's success in school.

In some cases, CCP may be unable to provide the child services. If this is determined, CCP will work with the child's Legal Guardians to locate a facility specializing in the child's learning profile.

CONSIDERATIONS FOR ENROLLMENT

Children who have been evaluated and identified as having special needs before enrollment are considered for admission on an individual basis. Legal Guardians must provide relevant records and evaluations, including an IEP, at the time of application. The Director will consult with the Legal Guardians to learn about the child's developmental strengths and weaknesses. Based on this information, the Director will determine school enrollment.

Two possible determinations will be made:

- The child's presence in the classroom is of mutual benefit to the child and CCP.
- CCP cannot meet the child's needs.

To enroll or continue enrollment at CCP, follow the following criteria:

Prior to enrollment, the child's relevant records and evaluations, including health issues, special needs, behavior, temperament, and any other information, are shared with school staff. This ensures that the director fully understands the child's school requirements.

The child's behavior and level of maturity contribute significantly to their success during school days.

A child's behavior or specific needs may not lead to one teacher being removed from the classroom group.

The child's behavior and needs facilitate their ability to consistently follow the class schedule.

A child not identified as having special needs before admission may be asked for an evaluation after acceptance to CCP. The assessment recommendation may originate with the staff, Legal Guardians, or health personnel. Legal Guardians are expected to arrange an evaluation within 30 days and share the date for the assessment with CCP staff to continue enrollment. CCP will offer guidance during this process. A copy of the evaluation result is required to continue enrollment. The Director will decide the child's continued enrollment based on the information received and consultations with Legal Guardians, teachers, and professionals. If the child is not functioning well in the classroom, and the Legal Guardians decline third-party evaluation of their child, the legal guardians will be asked to seek another school placement. CCP will make reasonable adaptations to meet each child's individual needs. However, the safety and successful functioning of the class unit always have priority over a child's individual needs.

CCP will strive to accommodate as broad a range as possible, believing that this diversity strengthens and enriches all children and the adults who work with them.

Legal Guardian: _____ Date: _____

The Health Certificate and Immunization Record are due before the first day of school and may be submitted after the registration forms.

Child: First Name: _____ M.I. _____ Last Name: _____

Gender: [] Male [] Female Age _____ Date of Birth: _____

A. History (This section may be completed by a parent/legal guardian or health caregiver.)

1. Is the child allergic to anything? No___ Yes___ If yes, please describe:
2. Is the child currently under a doctor's care? No___ Yes___ If yes, please describe:
3. Any previous hospitalizations or operations? No___ Yes___ If yes, please describe:
4. Any history of significant previous diseases or recurrent illness? No___ Yes___ If yes, please describe:
5. Does the child have any physical disabilities: No___ Yes___ If yes, please describe:
6. Any mental disabilities? No___ Yes___ If yes, please describe:

B. Physical Examination: The examination must be completed and signed by a licensed physician, an authorized agent currently approved by the N. C. Board of Medical Examiners (or a comparable board from bordering states), a certified nurse practitioner, or a public health nurse.

Height _____ % Weight _____ %

Head _____ Eyes _____ Ears _____ Nose _____ Teeth _____
 Throat _____ Neck _____ Heart _____ Chest _____ Abd/GU _____ Ext _____
 Neurological System _____ Skin _____ Vision _____ Hearing _____

Results of Tuberculin Test, if given: Type _____ Date _____ Normal ___ Abnormal ___ Follow-up ___

Developmental Evaluation: delayed _____ age appropriate _____

If delay, note significance and special care needed; _____

Should activities be limited? No___ Yes___ If yes, explain: _____

Any other recommendations: _____

Date of Examination _____

Signature of authorized examiner/title _____ Phone # _____

INDIVIDUALIZED CARE PLAN

For children with special needs that may require preschool staff intervention, an Individualized care plan signed by the child's health Care provider is required before the first day of school. The plan must include the child's condition, any symptoms that may occur, and the course of action the CCP staff should follow.

PLEASE KEEP THIS INFORMATION 2025-2026 REGISTRATION INFORMATION COVENANT COMMUNITY PRESCHOOL
3415 Union Road, Gastonia, NC 28056, 704-616-9253, lyndawilliamsccp@gmail.com, covenantcommunitypreschool.com

CCP provides faith-based, high-quality preschool programs for preschool-age children. Registration begins in January and continues until each class reaches capacity. After classes are full, a waitlist is available.

CCP welcomes all children; however, some children with physical, emotional, behavioral, or cognitive needs may require more consideration. Legal Guardians should consult with the Director regarding concerns before registering. In addition, children must be able to keep up with each class schedule to be considered for registration.

The director makes class assignments to best serve our students. After January 31, Legal Guardians may contact the Director to verify the child's class placement. After classes are full, a waitlist is available. CCP will contact families on the waitlist as openings occur.

TUITION and FEES

A non-refundable annual registration fee of \$100.00

A non-refundable advance month tuition applied to May 2026 is due at registration or before May 1 to secure the child's position. The remaining eight monthly tuition payments are due from September through April on the first day of the month.

There is no tuition reimbursement or forgiveness for days school is not in session due to preschool schedule, weather-related closings, power or water outages, or days when a child student is absent due to illness or travel.

MONTHLY TUITION PAYMENTS and FEES

Two-Year-Old classes-

Two-day class (Monday through Tuesday) \$265.00 monthly

Three-day class (Wednesday through Friday) \$285.00 monthly

Three-Year-Old classes

Two-day class (Monday through Tuesday) \$255.00 monthly

Three-day class (Wednesday through Friday) \$275.00 monthly

Four-Year-Old class

Five-day program (Monday through Friday) \$345.00 monthly

A non-refundable annual registration fee of \$100.00 due at registration

A \$100 supply fee is due on September 1, 2025

PAYMENTS

Payment is accepted by cash, check, and credit card (a five percent service fee applies to credit card payments). Checks payable to CCP can be dropped into one of the tuition boxes or mailed to CCP 3415 Union Road, Gastonia, NC 28056. Families may choose to use their bank's online bill pay feature to make payments to CCP. This service offers an automatic payment schedule and mails tuition checks directly to CCP.

DELINQUENT TUITION AND FEES

Accounts not paid by the tenth of each month incur a \$25 late fee. If the bill becomes forty-five (45) days delinquent, the child may not attend class until payments are made. Please contact the Director before tuition becomes delinquent due to financial hardship to determine a payment plan to keep the family in good standing and avoid disrupting the child's school attendance.

Families with delinquent accounts cannot register for the subsequent school year.

HEALTH CERTIFICATE

The Health Certificate is due before the first day of school. Children must have a current health certificate signed and dated by their Health Care Provider regardless of their next scheduled well check.

Families who enroll after August 15, 2025, may provide a current health certificate within thirty (30) days after the first day of school attendance.

BEGINNING OF THE SCHOOL YEAR

- Classroom teachers call each enrolled family in mid-August to schedule a Family Classroom Visit appointment.
- The Parent Orientation is held the first Tuesday after Labor Day @ 5:30. This event is for adults only.
- Phase-in days begin on the Wednesday after Labor Day.

WITHDRAWAL FROM PROGRAM

Withdrawal from the program requires a three-week notification. Full tuition is due through the withdrawal (three-week notification) period.

IMPORTANT SCHOOL INFORMATION

- The Family Handbook is online at covenantcommunitypreschool.com, and a hardcopy is available by request,
- Students must wear tennis shoes with rubber soles, closed heels, and toes.
- Toilet independence means the child wears cloth underwear consistently without accidents, can verbalize when they need to go to the bathroom, and does most of the toileting themselves.
- No student bookbags.
- All food for children's consumption must be in an unopened factory-sealed package with the food fact label attached. Fruits and vegetables are whole and uncut.
- Five family volunteer hours are required annually.

