

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 only permits two email addresses per family. However, another adult caregiver's address can be added instead of one of the parents.

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 age-appropriate for the class by August 31 of the enrollment year.

- 4-year-old, Mon-Fri, \$380.00 monthly - toilet independence required
- 3-year-old, Mon-Tues, \$265.00 monthly - toilet independence required
- 3-year-old, Wed-Fri, \$285 monthly - toilet independence required
- 2-year-old, Mon-Tues, \$275.00 monthly
- 2-year-old, Wed-Fri, \$295.00 monthly
- 1-year-old, Mon-Tues, \$285.00 monthly- able to walk unassisted
- 1-year-old, Wed-Fri, \$305.00 monthly - able to walk unassisted

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: _____

3rd Contact/Pick Up Name: _____ Phone: _____
Relationship to the Child: _____

4th 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 annual family volunteer commitment.

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

Legal Guardian: _____ Date: _____

Liability Release

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

I further consent to Covenant Community School, INC., seeking 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 \$125 registration fee is due with the completed registration forms to hold the child's position.
- To secure the child's position, a nonrefundable advance tuition payment is due at registration or by May 1, 2026. The advance payment will be applied to the May 2027 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 provides developmentally appropriate learning experiences to support each child's participation and success.

Strategies:

Inclusive Environment: CCP adapts practices to meet each child's unique needs and works with therapists and other professionals to support children in the classroom.

Family-Centered Practices: CCP encourages Legal Guardians to collaborate with staff to support each child's school success.

CCP is not a therapeutic school but strives to meet the developmental and educational needs of children.

Collaboration with outside professionals may be needed to support children with special needs. CCP welcomes these professionals in the classroom and supports teacher participation in IEP meetings.

Student shadow support may also be required if necessary for success.

If the school cannot meet a child's needs, our staff will help families find a more suitable facility.

Before enrollment, relevant records/evaluations are shared with staff so the director understands the child's needs.

If a child is identified as needing evaluation after enrollment, Legal Guardians must arrange the evaluation within 30 days and provide the results to CCP. Continued enrollment depends on these results and discussions with families and staff. If families decline evaluation, they may be asked to find another placement.

A child's needs may not result in repeatedly removing a teacher from the classroom group.

Children must be able to follow the class schedule.

CCP makes reasonable adaptations to meet individual needs, but the safety and functioning of the class take priority.

A child's behavior and maturity are essential for classroom success.

CCP strives to accommodate as broad a range as possible, believing diversity benefits everyone.

CONSIDERATIONS FOR ENROLLMENT

Children with special needs are considered on an individual basis for admission. Legal Guardians must provide records and evaluations before. The Director will consult with families and make an enrollment decision based on this information.

Two possible determinations will be made:

- The child's presence is mutually beneficial.
- CCP cannot meet the child's needs.

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 who 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.

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 assigns classes to best serve our students. After January 31, Legal Guardians may contact the Director to verify a 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 \$125.00

A non-refundable advance payment for May 2027 tuition is due at registration or by 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 when school is not in session due to the preschool schedule, weather-related closings, power or water outages, or absences of a child student due to illness or travel.

MONTHLY TUITION PAYMENTS and FEES

One-Year-Old classes-

Two-day class (Monday through Tuesday) \$285.00 monthly

Three-day class (Wednesday through Friday) \$305.00 monthly

Two-Year-Old classes-

Two-day class (Monday through Tuesday) \$275.00 monthly

Three-day class (Wednesday through Friday) \$295.00 monthly

Three-Year-Old classes

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

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

Four-Year-Old class

Five-day program (Monday through Friday) \$380.00 monthly

A non-refundable annual registration fee of \$125.00 due at registration

A \$125.00 supply fee is due on September 1, 2026

PAYMENTS

Cash, checks, and credit cards are accepted (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 also 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 a bill becomes forty-five (45) days delinquent, the child may not attend class until payment is made. Don't hesitate to contact the Director before tuition becomes delinquent to discuss a payment plan that keeps the family in good standing and avoids 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, 2026, may submit a current health certificate within thirty (30) days of 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 on 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 available online at covenantcommunitypreschool.com and in hard copy upon request.
- Students must wear tennis shoes with rubber soles and closed-toe, closed-heel shoes.
- Toilet independence means a child consistently wears cloth underwear without accidents, communicates when they need to use the bathroom, and independently performs toileting tasks.
- No student bookbags.
- All food for children's consumption must be in an unopened factory-sealed package with the food facts label attached. Fruits and vegetables must be whole and uncut.
- Five family volunteer hours are required each year.