

{Office Use Only}

Enrollment Date: _____ Room: _____ Schedule: _____ Last Day: _____



334 8th AVE. N.

JACKSONVILLE BEACH, FL 32250

904-249-0124

THREE-YEAR-OLD 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 Day Center using Brightwheel app or webpage.



Three-Year-Old Contract

T/TH 9:00 a-1:00 p \$295/month

M/W/F 9:00a-1:00 p \$375/month

M-F 9:00 a-1:00 p \$510/month

T/TH 7:30 a-5:15 p \$540/month

M/W/F 7:30 a-5:15 p \$770/month

M-F 7:30 a-5:15 p \$1,000/month

This is a contract between (parent/guardian) _____ and Beach Church Early Learning Center for (child's name) _____. For full time students, 1:00-3:00 is a napping period. Upon signing this contract, the parent/guardian agrees to and accepts the following provisions:

I. FEES:

- The registration fee of \$150.00 (\$200.00 family cap) and supply fee of \$100 must accompany this contract. THESE FEES WILL NOT BE REFUNDED UNDER ANY CIRCUMSTANCES.
Tuition is due regardless of illness, vacations or personal reasons.
Past due accounts are to be paid whether or not the child is in school.
If for any reason there is a need to change this contract and adjust the days of attendance, there will be a \$50.00 fee.

II. IF CHILD IS WITHDRAWN:

- No tuition is refunded unless has been paid in advance for future month(s) which 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 remain up to date for child to continue attending. Children are not permitted to attend school if their medical paperwork has expired.

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 or dropping off children agree to abide by the above guidelines.

DATE

PARENT/GUARDIAN



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 any 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

- 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 SIGNATURE