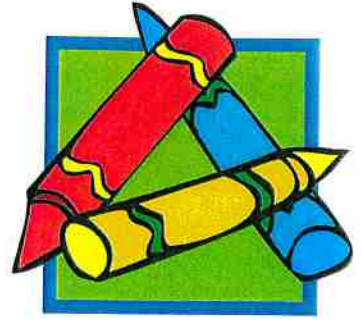


# Welcome!

... to Kennesaw Methodist Children's Academy



We are so glad you have chosen to review our program for your child. We are very pleased to offer a Christ-centered preschool experience to the children of our community. Our goal is to provide a developmentally appropriate, hands-on program that fosters learning at its best while instilling the values of biblical teaching and Christ-like foundations.

Our Heavenly Father and His son Jesus Christ is the cornerstone of our program. Our children hear bible stories and participate as much as their age level allows in our monthly scripture verse memorization. All 3K, 4K, and 5K students participate in chapel once a month and all 2-year, 3K, 4K, and 5K students have monthly bible memory verses. All students are taught blessings for snack time and lunch. Our classrooms reflect a Christian and an academic program.

Because we are a Christian school we follow certain guidelines for holidays. An explanation of our holiday guidelines is enclosed in this packet along with several other informational pages concerning important school policies, programs, and fees. There are a number of forms that will need to be completed and returned before you enroll your child.

After carefully reading the entire registration packet, please complete the following forms and return them to the school office as quickly as possible.

1. **Financial Agreement Form**
2. **Potty Training Agreement Form (all 3K, 4K, and 5K students)**
3. **Medical Emergency Form (front and back)**
4. **Registration Form (front and back)**

***\*Return only the forms listed above. Keep all the other informational pages for your personal home records.***

*There are a limited number of spaces available in each class – the sooner you return your completed forms the better the chance of securing placement for your child in the class you choose.*

*As you read this packet if you have questions or need assistance please give us a call at the school at **770-425-9277** or e-mail us at [academy@kennesawumc.org](mailto:academy@kennesawumc.org). We'll be happy to help you in anyway we can!*

***We are looking forward to getting to know you  
and your child!***

## KENNESAW METHODIST CHILDREN'S ACADEMY

1801 Ben King Road  
Kennesaw, Georgia 30144  
770-425-9277

## FEES LISTING 2017-2018

### TODDLER

**Young Toddler** T/Th 9:00 a.m. – 12:00 noon  
*12-17 months by 9/1/17*  
\$1,770.00 yearly tuition  
\$177 in 10 equal, consecutive payments, June – March

**Older Toddler** T/Th 9:00 a.m. – 12:00 noon  
*18-23 months by 9/1/17*  
\$1,770.00 yearly tuition  
\$177 in 10 equal, consecutive payments, June - March

### 2-YEAR CLASSES

**2 day class** M/W or T/Th 9:00 a.m. – 12:00 noon  
*Must be 2 by 9/1/17*  
\$1,770.00 yearly tuition  
\$177 in 10 equal, consecutive payments, June – March

**3 day class** M/W/F 9:00 a.m. – 1:00 p.m.  
*Must be turning 3 from September – February*  
\$2,100.00 yearly tuition  
\$210,00 in 10 equal, consecutive payments, June - March

### 3K CLASSES

**3 day class** M/W/Th 9:00 a.m. – 1:00 p.m.  
*Must be 3 by 9/1/17*  
\$2,150.00 yearly tuition  
\$215 in 10 equal, consecutive payments, June – March

**4 day class** M – Th 9:00 a.m. – 1:00 p.m.  
*Must be 3 by 9/1/17*  
\$2,350.00 yearly tuition  
\$235 in 10 equal, consecutive payments, June – March

**5 day class** M – F 9:00 a.m. – 1:00 p.m.  
*Must be 3 by 9/1/17*  
\$2,500.00 yearly tuition  
\$250 in 10 equal, consecutive payments, June – March

### 4K CLASSES

**4 day class** M – Th 9:00 a.m. – 1:00 p.m.  
*Must be 4 by 9/1/17*  
\$2,450.00 yearly tuition  
\$245.00 in 10 equal, consecutive payments, June – March

**5 day class** M – F 9:00 a.m. – 1:00 p.m.  
*Must be 4 by 9/1/17*  
\$2,630.00 yearly tuition  
\$263 in 10 equal consecutive payments, June – March

### KINDERGARTEN CLASS

*Must be 5 by September 1, 2017*

**5 day class** M – F 9:00 a.m. – 1:00 p.m.  
\$3,300.00 yearly tuition  
\$330 in 10 equal, consecutive payments, June - March

### Fees for 2017-2018 are as follows:

**Registration Fee:** yearly fee of \$200 per family due at time of registration.  
*This fee is a non-refundable, non-transferrable fee.*

**Curriculum Fee:** pays for a portion of supplies and all on-campus field trips, and special guests/activities. The curriculum fee is different for each group.

Toddler	\$130	4K class	\$175
2-year class	\$140	5K class	\$200
3K class	\$155		

*\*curriculum fees are due on or before May 1, 2017 to maintain enrollment. This fee is a non-refundable, non-transferrable fee.*

**Tuition:** Yearly tuition is listed above by age and class. Tuition may be paid by July 1, 2017 or may be paid in 10 equal, consecutive installments paid June 2017 – March 2018.

**Little Bunch** is offered to all toddler and 2-year classes for those students who will be staying for Noah's Neighborhood or who have older siblings in classes that meet until 1:00 p.m. The cost of Little Bunch is \$8.00 per session.

**Noah's Neighborhood** is offered after school from 1:10 p.m. to 5:15 p.m. for all our enrolled students as well as children from the community. Morning care is offered as well by reservation. For specific information on Noah's Neighborhood please contact the Noah's Neighborhood ministry at 770-428-1543, ext. 109.



# KMCA

KENNESAW METHODIST CHILDREN'S ACADEMY  
1801 BEN KING ROAD, KENNESAW, GEORGIA, 30144  
770-425-9277

## REGISTRATION FORM 2017-2018

### CLASS / AGE

Please indicate what class you are registering for:

*\*Must be age by September 1<sup>st</sup>*

- Toddler (12-23 mths)
- 2-year 2 day (M/W)
- 2-year 2 day (T/Th)
- 2-year 3 day (M/W/F)
- 3-year 3 day (M/W/Th)
- 3-year 4 day (M - Th)
- 3-year 5 day (M - F)
- 4-year 4 day (M - Th)
- 4-year 5 day (M - F)
- Kindergarten (M - F)

### OFFICE USE ONLY

- Current Student
- Sibling Enrolled
- New Student
- KUMC Member

Registration \_\_\_\_\_  
 Curriculum Fee \_\_\_\_\_  
 First Installment \_\_\_\_\_  
 Entire Year Tuition \_\_\_\_\_

### STUDENT INFORMATION

CHILD NAME: \_\_\_\_\_  
 NAME CALLED BY: \_\_\_\_\_ D.O.B. \_\_\_\_\_  
 GENDER: M F HOME PHONE: \_\_\_\_\_  
 CHILD RESIDES WITH:  Both parents  Mother  Father  Other

PARENT NAME: \_\_\_\_\_ OCCUPATION: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 Cell Phone # \_\_\_\_\_ Work # \_\_\_\_\_  
 E-mail: \_\_\_\_\_

PARENT NAME: \_\_\_\_\_ OCCUPATION: \_\_\_\_\_  
 ADDRESS: *(if different from above)* \_\_\_\_\_  
 Cell Phone # \_\_\_\_\_ Work # \_\_\_\_\_  
 E-mail: \_\_\_\_\_

Language most often spoken at home: \_\_\_\_\_

#### SIBLING INFORMATION:

Name: \_\_\_\_\_ Age: \_\_\_\_\_  
 School: \_\_\_\_\_ Lives with child?  Yes  No

Name: \_\_\_\_\_ Age: \_\_\_\_\_  
 School: \_\_\_\_\_ Lives with child?  Yes  No

Name: \_\_\_\_\_ Age: \_\_\_\_\_  
 School: \_\_\_\_\_ Lives with child?  Yes  No

Name: \_\_\_\_\_ Age: \_\_\_\_\_  
 School: \_\_\_\_\_ Lives with child?  Yes  No

➤ Complete this form front and back

It is our aim to help your child feel as comfortable as possible in their new classroom. Creating class lists is a very difficult task requiring much prayer, consideration, thought and staff dedication. In developing class lists, we must look at male/female ratios, student personalities, teacher personalities, teacher recommendations, student/teacher ratios, class size, ages of students, special needs, and many other factors. We make class list assignments with discretion and must make choices that we feel will offer the greatest benefit to your child, all their classmates and the teachers. It can be very difficult at times to understand and trust the class coordinating process, but with all the factors involved, it is impossible for us to accept any teacher or classmate request. This age is a wonderful time for learning to make new friends, trusting parents and other adults, and adjusting to new environments. With your support, your child will have a very successful adjustment to his/her new class. Thank you for your support and understanding. If your child has special needs we are unaware of, please drop a note to the school office informing us of your child's situation so we can make sure consideration is given to all factors concerning your child and their class placement.

It is the policy of Kennesaw Methodist Children's Academy to accept applicants of all races and backgrounds. We do, however, reserve the right to refuse applicants if we feel we cannot meet the facility, educational, behavioral, physical, environmental, or classroom needs of a specific applicant. Decisions concerning the acceptance or refusal of any applicant are made by the governing preschool board, pastoral staff, and director with the best interest of the applicant and the school in mind. The school reserves the right to make changes in the student/teacher classroom ratio when it is deemed that it is absolutely necessary to the classroom environment or the best interest of a student, teacher, or the school.

Kennesaw Methodist Children's Academy is a certified school of excellence through the North Georgia Preschool Association. We are not a state childcare licensed program. We are an exempt program which the state does not require to be licensed.

**Application is hereby being made for the admission of my child to the Kennesaw Methodist Children's Academy. I have read the registration application and the school policies enclosed in the registration packet. I agree to abide by the school policies set forth for the 2017-2018 school year term and agree to the following:**

- I have completed the financial agreement with my signature agreeing to all the terms stated within as a legal and binding contract.
- I will provide the school with current Georgia immunization forms or waivers before the designated '17 - '18 school term begins.
- I understand that teacher requests are not permitted and that class assignments are made in the best interest of the students and that class assignments will not be available until 8/1/17.
- For 3K, 4K, and 5K applicants: I have read the school policy on potty training and accept these terms and have so agreed with my signature on the agreement form.
- I have read the school policy concerning holiday celebrations within the school term and the Christian focus that will take place during these celebrations at school. I agree to honor these policies during the designated on campus celebrations, parties, and functions.
- I have read the school policy on withdrawal from the program as stated in the financial agreement and I agree to the terms stated with my signature on the financial agreement form. I further agree and understand that the financial agreement form is a legal, binding contract and agree to fulfill the terms set forth.
- I have read the terms concerning the registration fee and curriculum fee as a non-negotiable, non-refundable, non-transferable fee and have agreed to the terms as indicated by my signature to the financial agreement form.

---

*Parent or Guardian Signature*

---

*Date*

How did you hear about our school? \_\_\_\_\_

Child Name: \_\_\_\_\_

Age Level: \_\_\_\_\_

Parent Name: \_\_\_\_\_

**New Student**       **Current Student**

- I hereby request enrollment for my child at Kennesaw Methodist Children's Academy for the 2017-2018 school term and agree to the following terms and policies set forth in this agreement:
- This agreement is a binding contract. If after registration the student withdraws for any reason the registration fee and curriculum fee is non-refundable, non-negotiable, and non-transferrable. If yearly tuition is paid in full by July 1, 2017, a portion of the yearly tuition amount, excluding tuition covering enrollment period, is refundable with a prior 30 day written notification to the school and excluding an amount equal to one tuition installment following the thirty day written notification withdrawal date to assist the budget deficits left by the withdrawing student.
- I understand that notification of voluntary withdrawal must be in writing 30 days before withdrawal is made and submitted to the director. I understand that I am responsible for all tuition up through the 30 days of notification leading up to the day of withdrawal and an amount equal to one tuition installment following the 30 day written notification withdrawal date.
- I understand the registration fee is a single, yearly fee due at time of registration and is separate from all other fees. The registration fee is a non-refundable, non-negotiable, non-transferrable fee.
- I understand the curriculum fee is a single, yearly payment due on May 1, 2017 and is a separate fee from all other fees. The curriculum fee is non-refundable, non-negotiable, non-transferrable fee. If the curriculum fee is not paid by the designated date, enrollment is suspended and the position open to students on the school waiting list.
- I understand that my child's yearly tuition amount must be paid in full by 7/1/17 or paid in ten equal, consecutive installments beginning June 1, 2017 and ending March 1, 2017 until the total yearly tuition amount is paid in full
- The installment plan requires an installment payment paid on the first of each month paid June 2017 through March 2017 unless noted on below on the financial agreement form and signed by school administrator. Installment payments made after the 10<sup>th</sup> of the month will incur a late fee equal to \$10.00. Any payment returned from my bank will incur a \$30.00 processing charge and must be paid for in cash to maintain student enrollment.
- Installment payments must be paid on the 1<sup>st</sup> of each month regardless of invoicing or billing. Accounts that are 30 days past due cause the student enrollment to be subject to suspension until the account is made current. Accounts that are 60 days past due will be dropped from enrollment and the school to seek filling the position on the 61<sup>st</sup> day. Students dropped from enrollment due to past due accounts will be held responsible for all late tuition, late fees, bank fees if any, and any collections or legal fees.
- All students should be picked up at the time designated by the school. Any students not picked up by the ending of carpool will be placed in Noah's Neighborhood after school program with all Noah's Neighborhood daily fees applying. Parents are responsible for Noah's Neighborhood fees at the time they pick up their child. Any noon dismissal students will be placed in the Little Bunch program with all fees applying. Any student not picked up at the designated time on a day that there is no Noah's Neighborhood program will be charged a \$5.00 late fee for every minute the parent is late. Any student not picked up after one hour on a non- Noah's Neighborhood day will be turned over to DCFS.
- Early release days occur when Cobb County School System releases early or for special school events. All students must be picked up at the early release time designated by the school. All dismissal policies stated above will be in effect during early release days.



### **SINGLE PAYMENT PLAN**

I have paid my single, yearly registration fee in the amount of \$200.00 on this date \_\_\_\_\_.

I will pay my curriculum fee by May 1, 2017 in the amount of \_\_\_\_\_. I understand that my child's enrollment will be subject to suspension if the fee is not paid by the designated date.

I will pay my yearly tuition in a single payment of \_\_\_\_\_ by July 1, 2017.



### **INSTALLMENT PLAN**

I have paid my single, yearly registration fee in the amount of \$200.00 on this date of \_\_\_\_\_.

I will pay my curriculum fee by May 1, 2017 in the amount of \_\_\_\_\_. I understand that my child's enrollment will be subject to suspension if the fee is not paid by the designated date.

I will pay my yearly tuition in ten equal, consecutive installments paid June 1, 2017 – March 1, 2018 in the amount of \_\_\_\_\_ until the total yearly amount of \_\_\_\_\_ is paid in full.

I have read and agree to the financial agreement for the 2017-2018 school term and understand that this is a legal and binding contract between Kennesaw Methodist Children's Academy and myself. I understand and agree to my responsibilities as set forth in this agreement with my signature below.

Signature » \_\_\_\_\_

Date » \_\_\_\_\_

Kennesaw Methodist  
Children's Academy  
1801 Ben King Road  
Kennesaw, Georgia 30144

**EMERGENCY MEDICAL FORM**  
2017-2018

**EMERGENCY CONTACTS**

*In the event of sickness or emergency where the parents/guardians cannot be reached, please list other adults who may be contacted and/or care for your child:*

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Relationship to child: \_\_\_\_\_

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Relationship to child: \_\_\_\_\_

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Relationship to child: \_\_\_\_\_

In the event of an emergency where it is deemed necessary that immediate medical attention be received, I give permission for my child \_\_\_\_\_ to be transported to \_\_\_\_\_ hospital/medical facility. I agree that Kennesaw Methodist Children's Academy/Kennesaw United Methodist Church and/or any staff or employee shall be free and harmless of any claims, demands, or suits arising from the giving of consents for medical treatment of my child/ward given by licensed medical providers and/or transportation of my child during such an emergency whether given by the school or staff, employees, or emergency medical vehicles/technicians.

Parent/Guardian Signature and Date

**STUDENT INFORMATION**

Child Name: \_\_\_\_\_ D.O.B. \_\_\_\_\_

Address: \_\_\_\_\_

Parent Name: \_\_\_\_\_

Address: (if different from above): \_\_\_\_\_

Parent phone: \_\_\_\_\_ work #: \_\_\_\_\_

Work address: \_\_\_\_\_

Parent Name: \_\_\_\_\_

Address: (if different from above): \_\_\_\_\_

Parent phone: \_\_\_\_\_ work #: \_\_\_\_\_

Work address: \_\_\_\_\_

**INSURANCE INFORMATION:**

Insurance company name: \_\_\_\_\_

Address: \_\_\_\_\_

Policy Holder Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Company address: \_\_\_\_\_

Policy #: \_\_\_\_\_ Group #: \_\_\_\_\_

Please list below any and all allergies or medical conditions your child has:

*Seasonal, food allergies, medication allergies, bug bite allergies, environmental allergies, asthma, diabetes...*

\_\_\_\_\_

\_\_\_\_\_

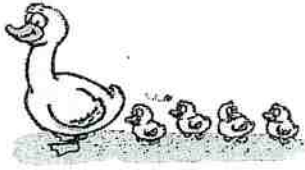
\_\_\_\_\_

Please list all medications your child is on for allergy or other medical conditions that are noted above: \_\_\_\_\_

*\*if your child requires medication(s) be kept at school, a medication release form and an allergy alert plan must be completed by your child's physician and on file in the school office.*

# Potty Training Policy Agreement

(3K, 4K, and Kindergarten students)



Kennesaw Methodist Children's Academy has maintained the policy that all 3K, 4K, and Kindergarten students enrolled in the program must be fully potty trained by the first of the designated school year.

## Fully potty trained includes the following:

1. Ability to recognize need to go to the restroom.
2. Ability to convey to teacher or adult that they need to go to the restroom.
3. Ability to undress as needed to use the restroom facilities successfully.
4. Ability to clean self properly after restroom use.
5. Ability to redress when the restroom facilities have been used. (We are more than happy to assist with overalls, complicated snaps and buttons, and stubborn zippers!)
6. Ability to wash and dry hands after restroom use.

A student is not considered fully potty trained if she/he is wearing a pull-up. No 3K, 4K or Kindergarten student may begin the school year wearing pull-ups.

*\*Currently enrolled 3K students who are not potty trained by the onset of the school year may choose to enroll in the young 3 day 3's class while they are working on complete potty training provided there are openings available. Students may not begin the year in diapers, but if they are having at least 90% success, but need to begin the school year in a pull-up, this young 3's class will accommodate that need temporarily. Parents will be called, as stated below, for bowel movement accidents and required to come to the school to change their child due to the personal nature required to assist a child who must be potty trained according to school policy guidelines.*

**\*Staff do not enter the restrooms or stalls with students except in a medical emergency. There is no exception.**

On the occasion that one of our students has an accident, the parent will be required to come to the school to change the student clothing and remove the soiled clothing. If a second accident occurs, the parent and director will need to access the student's ability to remain in the program in accordance with the above defined fully potty trained guidelines.

At the onset of the school term, if your child is registered, but not fully potty trained according to the school guidelines listed above, you will be asked to delay their entrance or they may enroll in the young 3 day 3's class, provided there are openings if they are having 90% success, but still need a little more time. If you feel the young 3's is not a viable option or if there are no available spaces, you may maintain your child's position by continuing to pay the monthly tuition fees until your child has completed their potty training experience and they are ready to return to school.

I have read the above school potty training policy and I am aware of the requirements for my child, myself, as parent/guardian, and the school for the school term 2017-2018.

I agree to inform the school by 8/1/17 if this requirement cannot be met and understand that I will need to delay my child's entrance while maintaining their position through continued monthly tuition installments, enroll them in the young 3's class if space is available, or be on a waiting list until my child is fully potty trained in accordance with the above stated guidelines.

I understand that if my child demonstrates difficulties with potty training according to the above stated guidelines, I may be asked to temporarily withdraw my child or choose one of the above stated viable options until such time as successful potty training guidelines are achieved as set forth in this agreement.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date