



**2018-19 Application
Child Development Center
at Surrey Hills
For Children 12 months to Preschool
September 2018—May 2019**

Located at:
Surrey Hills Baptist Church
12421 N. Mustang Rd.
Yukon, OK 73099
405.283.0144

Child's Name: _____ **Birthdate:** ____/____/____
Preferred Name _____ **GENDER:** Male Female

CONTACT INFORMATION REQUIRED FOR BOTH BIOLOGICAL PARENTS FOR SCHOOL COMMUNICATION

Mother _____
Mother's Email _____
Address _____
City _____ State _____ Zip _____
Employer _____
Title _____
Home # _____ Work # _____
Mobile # _____

Father _____
Father's Email _____
Address (If different) _____
City _____ State _____ Zip _____
Employer _____
Title _____
Home # _____ Work # _____
Mobile # _____

This Parent Has No Parental Rights:
Required legal custodial paperwork included with application

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Required legal custodial paperwork included with application

Student Lives With: **Other** _____
 Biological Father Adoptive Father Stepfather Grandfather Foster Father
 Biological Mother Adoptive Mother Stepmother Grandmother Foster Mother

Will you have a child enrolled in KGCS for this school year @ our Hefner Pointe location? **Yes** **No**

Name & Ages of Brothers and Sisters: 1. _____ 2. _____
3. _____ 4. _____ 5. _____

People to be called in an emergency & authorized to pick up child (Other than those listed above):
NAME _____ PHONE _____
NAME _____ PHONE _____

Previous school: _____ **City** _____ **Dates** _____

Did you leave voluntarily? **Yes** **No** (If no, please include details on separate page.)

For Program Accreditation Reports, please specify: [African American] [Asian] [Caucasian] [Latino] [Native American] [Pacific Islander]

How did you hear about King's Gate? _____

ENROLLMENT

ENROLLMENT FEE: A non-refundable Enrollment Fee of \$100.00 is required with application.
DISCOUNT: There is a \$10/monthly discount for students enrolled in two days if tuition paid by ACH.
There is a \$5/monthly discount for students enrolled in one day if tuition paid by ACH.

Please choose to confirm the days your child will be enrolled and your commitment to fees, tuition, and policies:

Preschool Primer and Preschool Classes*: for children 3 by March 2019
 \$220/month Mondays and Wednesdays (Dates of Birth between 6/1/14 & 4/1/16)
Toddlers: for children 12 months old by Sept. 1st (Dates of Birth between 4/2/16 & 9/1/17)
 \$200/month Mondays and Wednesdays Mondays \$100/month Wednesdays \$100/month

*Preschool prepares children for Pre-Kindergarten. Pre-Kindergarten is available @ our Hefner Pointe location.

Tuition: Tuition is paid by the month. Payment is due the first day your child is enrolled to attend CDC or Preschool each month. There will be a charge of \$15.00 if your payment is received after the 10th of the month. There will be an additional \$35.00 charge for returned checks.

Withdrawal Policy: Written notice to the King's Gate office one month in advance is required to withdraw.

The Mission of King's Gate is to take the love of Jesus Christ to the Community by partnering with families to equip the whole student for their individual calling through a rich, experiential education.

**King's Gate Ministries, Incorporated and Host Churches
Medical Release /Authorization and Permission Form
June 1, 2018 to August 31, 2019**

Child Name _____ Male ___ Female ___ Age ___ Birthdate ___/___/___

Parents _____

Family Physician _____ Phone _____

Address _____ City /State/Zip _____

Dentist _____ Phone _____

Address _____ City /State/Zip _____

My child has been diagnosed with [ADD] [ADHD] [Autism] [Asthma] [Diabetes]
[Other _____]

Presently taking _____ medication for _____

Presently taking _____ medication for _____

Allergic to (medications): _____

Allergic to (food, other): _____

Wears Eye Glasses Yes No

Describe special needs illness, medical problems or physical limitations (use separate sheet if needed): _____

Medical Insurance Company _____ **Policy No.** _____

I hereby grant permission for my child to use the play equipment and participate in the activities of King's Gate Ministries, Incorporated. I hereby grant permission for my child to leave the facility under the supervision of a staff member for neighborhood walks or field trips sponsored by King's Gate. I will leave phone numbers in the King's Gate/Surrey Hills Offices if I will not be available at the usual numbers. I hereby grant permission for the staff or sponsors of King's Gate Ministries, Incorporated and/or Our Lord's Community Church or Surrey Hills Baptist Church to take whatever steps necessary to obtain emergency medical care if warranted. The minimum steps we will take are as follows:

1. Attempt to contact a parent or guardian.
2. Attempt to contact parent through any of the persons listed on the form completed by you.
3. Attempt to contact the child's physician.
4. If we cannot contact a parent, guardian or physician, we will do any or all of the following:
(a) Call another physician or paramedic, (b) Call an ambulance, (c) Have the child taken to the most convenient medical facility under the escort of a staff member or sponsor.
5. Any expenses incurred will be borne by the child's family.

In case of emergency, I _____, by my signature below, hereby give permission to a physician or other medical personnel selected by a representative of King's Gate and/or Our Lord's Community Church or Surrey Hills Baptist Church (staff member or adult volunteer leader) to arrange for medical care deemed necessary by the physician named above or another qualified physician and to give oral or written consent on my behalf for medical treatment. I also agree to be responsible for the expenses incurred for such medical costs. This authorization does not cover major surgery unless deemed medically necessary and emergent by the physician and two other qualified physicians.

*King's Gate Ministries include King's Gate Christian School, Child Development Center and Super Summer.

Parent's Name: _____ **Date:** _____
(Print)

Parent's Signature: _____

Child's Name: _____ Birthdate: ____/____/____

King's Gate Child Development Center and Surrey Preschool Policy Summary

Arrival Time: Our program begins at 9:30AM. Please bring your child as close to that time as possible. Our teachers prepare for the day until that time and no child may be left in their room unattended. Children may not be left after 10:30AM.

Dismissal Time: Dismissal time is from 2:15 to 2:30 p.m. Please be prompt in picking up your child. You will be charged \$10.00 fee per child for the first 1-10 minutes and \$1.00 for every minute after 2:40 p.m.

Drop-Ins: The \$40 Drop-In fee is due prior to dropping off on the day of the Drop-In. If you are enrolled for only one day, that day cannot be switched for the other without paying a drop-in fee. All children dropping in must be enrolled in the program. Drop-ins must be pre-arranged with the King's Gate office. If we reserve a day for you and you do not cancel 24 hours in advance, you are still responsible for the drop-in fee.

Missed Days: Tuition covers the days your child is enrolled. Days missed (vacation/illness) cannot be made up.

Security: To ensure your child's safety, inform the teachers of any changes in arrangements of persons picking up your child.

Supplies: Please send 2 packages of approved store bought snacks with your child the first week of each session. If your child is in diapers, please send 2 packages of Baby wipe refills. If your child is potty-trained please send 1 pump dispenser of foam soap and 1 container of Clorox wipes and Wet Ones. A safe snack list is provided with your handbook and on our website. If your child has any kind of allergy please inform the teachers and send a suitable snack.

Lunch: Your child will need to bring his/her lunch and a drink (or we can serve water if you wish). Hot lunches are also available for purchase through our Benchmark lunch program. Please use an ice pack if your child's lunch must stay cold. **We are an allergy friendly facility. Refer to your handbook and our website for ideas.**

Illness: If your child has a fever, drainage or rash, please do not bring him/her to CDC. If illness occurs during the day you will be notified immediately. Please refer to your handbook for more information regarding health and safety policies.

Dress: Every item must be labeled with your child's name. Please refer to the handbook for our dress code policy.

Your Child Can Attend King's Gate through 12th Grade.

At King's Gate you will find:



- ▶ Unmatched qualified teacher to child ratios
- ▶ Rich hands-on learning with integrated technology
- ▶ Comprehensive curriculum that includes:
 - Bible, Science with Ms. Laurie Gillum, Social Studies, Music, Art, Spanish, and Service Learning**
- ▶ Our teachers have **degrees in Child Development, Early Childhood &/or Elementary and Secondary Education** and training in **Great Expectations**
- ▶ King's Gate is **ACSI and OPSAC accredited** to ensure strong classrooms.
- ▶ Our Surrey Campus continues to develop the one-of-a-kind outdoor classroom, The Wonderground. The new facility with our science lab will be open in 2019.
- ▶ Before & After School Care from 7:30-5:30 available at Hefner Pointe for preschool and older students.
- ▶ Most importantly our entire staff works to ensure a **loving Christian atmosphere** where your child will learn about a mighty GOD who loves them.

The Mission of King's Gate is to take the love of Jesus Christ to the Community by partnering with families to equip the whole student for their individual calling through a rich, experiential education.

For more information or to enroll in Pre-K –7th grade contact King's Gate @752-2111.

Child's Name: _____ Birthdate: ____/____/____

SPECIAL INFORMATION INCLUDING FOOD ALLERGIES: Please make us aware of information about learning disabilities, food restrictions or recent stresses in the family. These things affect your child's education and the information you provide enables us to support your child. If you need more space, please attach another page. If your child has an allergy, you are responsible to provide appropriate items for special events and class parties. _____

PHOTOGRAPH RELEASE

I/we the parent(s) and/or guardian(s) of _____ grant permission for photographs of our child to be used for informational, professional development, and promotional purposes by King's Gate Ministries, Inc. (King's Gate Christian School, Child Development Center, and Super Summer). Promotional purposes include the King's Gate website, social media video, newsletters, handbooks, brochures, mailings, flyers and advertisements. I/we hereby represent that I/we have the legal right to issue such consent.

Signature of Parent or Guardian

Date

Please initial that you understand and agree to the following:

- This is a first-come-first-serve situation.
 - I have included the \$100 Enrollment Fee.
 - Pick up time is from 2:15 to 2:30 p.m.
 - Enrollment Fees and tuition are non-refundable and non-transferable to another child, program or session.
 - I am responsible to pay and to ensure that King's Gate receives the monthly tuition costs.
 - Tuition is due at the beginning of each month to avoid a late fee of \$15.00 charged after the 10th of the month. There will be a fee of \$35.00 for returned checks.
 - I will send my child an allergy-friendly cold lunch (with ice pack and a drink) each day or purchase a hot lunch through the Benchmark lunch program.
 - I understand that as a school, King's Gate follows a school calendar that includes typical school breaks.
 - Withdrawal from Preschool, Primer and Toddler Classrooms:** Tuition will be charged for one month following written notification of withdrawal from classes.
 - My Preschool child will be able to use the restroom without assistance before September 1st.
 - I agree to abide by the King's Gate Ministries, Inc. and the policies of our Host Churches.
 - King's Gate *programs are operated by King's Gate Ministries, Incorporated, who is solely responsible for its activities. Our Lord's Community Church and Surrey Hills Baptist Church are our host but do not exercise any management or control over our operation and have no responsibility for our actions, or responsibility to our patrons (or participants, or employees, or vendors, or contractors as may be appropriate.)
 - King's Gate does not discriminate on the basis of race, color, sex, national and/or ethnic origin in the administration of enrollment or our policies and *programs. All enrolled children are granted the same rights, privileges, programs and activities. We want and will take every opportunity to love and teach every child regardless of the lifestyle or beliefs of their parents, family members, and/or friends. Parents and guardians of children enrolled understand that we are a Christian ministry with an evangelical commitment to teach historic Christianity. All those who represent an enrolled child are asked to honor and respect our Christian standards while present in the OLCC, SHBC or Kings' Gate facility or participating in a King's Gate event in the community.
- *Programs include King's Gate Christian School, Child Development Center, and Super Summer.



Please initial and sign to confirm your method and commitment of tuition payment:

- Monthly tuition to be paid by check or cash** by the 10th of each month.
- Monthly checking/savings ACH draft.** The first monthly tuition payment will be drafted September 5, 2018, and the final payment will be drafted May 6, 2019.

Signature of parent or guardian

Date