

Enrollment Form

Mars Hill Church Preschool
3385 Mars Hill Road, Acworth, GA 30101
770-974-8481

Today's Date_____

I am enrolling my child in (please check one):

2's 3 day 3's 4 day 3's PreK

Child's Name_____ Birth Date_____ Gender_____

Prefers to be called_____ Age on September 1, 2021_____

Marital status of parents

Married Divorced Separated Other_____

Child lives with

Mother and Father Mother Father Other_____

Mother's Name_____

Home Address_____ City_____

State_____ Zip_____ E-mail_____

Home Phone_____ Cell_____ Work_____

Occupation_____ Employer_____

Father's Name_____

Home Address_____ City_____

State_____ Zip_____ E-mail_____

Home Phone_____ Cell_____ Work_____

Occupation_____ Employer_____

Family religious denomination _____

Home church _____

How did you find out about our program? _____

Child's Name _____

List two people who will be available to assume responsibility for your child in an emergency if parents cannot be reached.

1. Name _____ Relationship to child _____

Home phone _____ Cell phone _____

2. Name _____ Relationship to child _____

Home phone _____ Cell phone _____

Release of Child

I authorize that my child, _____, be released by Mars Hill Church Preschool to the following persons, in addition to those already listed on this form.

Name _____ Relationship to child _____

Name _____ Relationship to child _____

Name _____ Relationship to child _____

Name _____ Relationship to child _____

Is there anyone who should **not** pick up your child from school? _____

Are there any other children in the family?

Name _____ Age _____ School _____

Name _____ Age _____ School _____

Name _____ Age _____ School _____

Name _____ Age _____ School _____

Child's Health Record

Child's Name _____ Date of Birth _____

In order to be admitted into Mars Hill Church Preschool and stay enrolled, you must have a current Form 3231 (Certificate of Immunization) on file.

Known Allergies (including foods) and how it/they affect your child:

List any medications and drugs taken regularly by the child and the condition that requires it/them. (You do not need to list vitamins)

Will your child need to carry medicine prescribed by a physician while at school? _____

If so, list please: (you will need to complete a medication form and provide a copy of the original prescription)

Other special physical conditions:

Special concerns:

Signature of Parent/Guardian _____ Date _____

Emergency Medical Care

In the event that I cannot be reached to make arrangements for emergency medical attention, I authorize Mars Hill Church Preschool staff to take my child to an Emergency Room or to the following physician or his/her associates, for medical care.

Child's Doctor _____

Address _____

City _____ Zip _____

Phone _____

I give consent for any and all treatment deemed necessary by the attending physician.

(Signature of Parent/Guardian)

(date)

Medical Insurance

Name of Insurance Company _____

Primary Insurance Holder _____

Policy /Member ID _____

Insurance Phone Number _____

Health Agreements

1. When my child is ill, I understand that my child may not be accepted for care.
2. If my child becomes ill at school, I agree to have someone available to pick-up my child early from school.

Signature of Parent/Guardian _____ **Date** _____

PERMISSION

Permission for Class List

I give permission for my family's name, address, phone number and email to be printed and distributed to parents of my child's age group classes.

Signature of Parent/Guardian _____ Date _____

OR

I only give permission for the following information to be shared: _____

Signature of Parent/Guardian _____ Date _____

Permission for Photographs

I give permission for my child to be included in individual and group photographs taken by the preschool staff or photographers of their choice (photographers for school pictures). I give permission for these pictures to be used in slide/video productions used at Mars Hill Church and/or Preschool, on bulletin boards, in class projects, on the Mars Hill Church Preschool Facebook page and on the Mars Hill Church Preschool web site without children's names.

Signature of Parent/Guardian _____ Date _____

OR

I do not give permission for my child to be photographed by the preschool staff or photographers of their choice. (Photographers only for school pictures)

Signature of Parent/Guardian _____ Date _____

OR

I give permission for my child to be photographed *only* for the following: _____

Signature of Parent/Guardian _____ Date _____

AGREEMENTS

Parent Handbook Agreement

You will need a copy of the current handbook to sign this, you can stop into the preschool office or download online.

I acknowledge that I received and have read the Mars Hill Church Preschool Parent Handbook. I agree to abide by all rules and procedures listed in the Parent Handbook.

Signature of Parent/Guardian _____ Date _____

License Exemption

I understand that Mars Hill Church Preschool is not license and is not required to be licensed by the state of Georgia, and that the official letter to prove that status is posted in the preschool lobby.

Signature of Parent/Guardian _____ Date _____

Withdrawal from Program Agreement

1. When withdrawing from enrollment, I understand that a 30-day notice, in writing, must be given to the director, and that I am responsible for the payment of one month's tuition if a 30-day notice is not given.
2. When withdrawing from enrollment, I understand that the registration fee is not refundable.

Signature of Parent/Guardian _____ Date _____

Assumption of the Risk and Information Relating to Coronavirus/COVID-19 and Mars Hill Church Preschool

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. COVID-19 is extremely contagious and is believed to spread mainly from person-to-person contact. As a result, federal, state, and local governments and federal and state health agencies recommend social distancing and have, in many locations, limited sizes of groups of people.

Mars Hill Church Preschool has put in place preventative measures to reduce the spread of COVID-19; however, the Preschool cannot guarantee that you or your child(ren) will not become infected with COVID-19.

By your signature below, you voluntarily agree to and acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that your child(ren) may be exposed to or infected by COVID-19 by attending the Mars Hill Church Preschool. You acknowledge that you must comply with all set procedures to reduce the spread while your child(ren) attend Mars Hill Church Preschool.

Things to look for and ask your family every day:

1. Do you or do any of the children you are dropping off have a fever* (*please do not give them medicine before they come to cover a fever*) cough, shortness of breath, difficulty breathing, other respiratory symptoms, or at least two of the following symptoms: chills, repeated shaking with chills, muscle pain, headache, sore throat, or new loss of taste or smell?
2. Have you/family or any of the children you are dropping off:
 - Had any of these symptoms since last time you were here?
 - Been in contact with anyone with these symptoms since the last time you were here?
 - Potentially been exposed** to COVID-19 or have reason to believe you/they have COVID-19?

If your answer is YES to any of the above questions please do not send your child to school. If anyone in your family tests positive for COVID-19 please contact us and let us know.

**Fever is determined by a thermometer reading of 100.4 or higher or by subjective signs such as flushed cheeks, fatigue, extreme fussiness, chills, shivering, sweating, achiness, headache, not eating or drinking. **Exposure is sharing a household or having close contact with anyone with COVID 19 or having symptoms of COVID 19.*

If Children or staff develop symptoms during the school day:

- If a child or staff member develops any symptoms of COVID-19, we will send them and family members home as soon as possible.
- While waiting for the sick child to be picked up, staff will stay with the child in a room isolated from others. If the child has symptoms of COVID-19, the staff member will remain as far away as safely possible from the child (preferably, 6 feet) while maintaining visual supervision.

If Covid-19 is present within Mars Hill Church Preschool we will dismiss students and most staff for 2-5 days. This initial short-term dismissal allows time for the local health officials to gain a better understanding of the COVID-19 situation impacting the preschool. They will help the preschool determine appropriate next steps, including whether an extended dismissal duration is needed to stop or slow further spread of COVID-19 and clean and disinfect the school thoroughly.

Mars Hill Church Preschool Procedures as of January 2021:

(If any of these polices should change the preschool will notify all those students enrolled.)

Drop off and Arrival: We will be restricting families' access to the front door/ lobby of the preschool and the classroom. Every student will have to be dropped off in car line and picked up in car line starting the first day of school. During car line every morning until further notice a staff member will be stopping at each car to take the temperature of each preschool student and to ask if anyone in the family has had any symptoms of Covid-19. If your child is cleared, they will be taken by a staff member to sanitize their hands at the door and walked to their classroom.

All Staff members will have temperature checks daily and asked if them or anyone in their family has any symptoms of Covid-19 or been around someone with a positive test recently.

In the classroom and school: In addition to the rigorous hygiene, sanitation, and disinfecting we do on a normal school day, we will be following the recommendations of Bright from the Start that align with CDC guidance for cleaning and disinfection of all areas of the school.

Closures:

If there is a positive case within a classroom, the students and staff will have to quarantine for 14 days. If Mars Hill Preschool should have a positive case and your child is a direct contact, you will be notified by phone, there will be no refunds or credits provided during these times.

If the preschool has a large number of cases within staff and students, the school may have to close for a period of time for cleaning and discussing the next steps with the health department. If the closure is 2 weeks or less there will be no refunds or credits provided during these times.

On my behalf, and on behalf of my children, I understand my responsibility to help keep the staff and students safe by following the above procedures and guidelines.

Signature of Parent/Guardian

Date

Print Name of Parent/Guardian

Name of Child(ren) at Mars Hill Church Preschool