

# Enrollment Form

Mars Hill Church Preschool  
3385 Mars Hill Road, Acworth, GA 30101  
404-435-7959

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, 2022\_\_\_\_\_

### Marital status of parents

Married    Divorced    Separated    Other\_\_\_\_\_

If divorced or separated, please describe custody and/or visitation agreement concerning your child as it may pertain to the preschool:

\_\_\_\_\_  
\_\_\_\_\_

### Child lives with (Please check all that apply)

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 \_\_\_\_\_

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### 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? \_\_\_\_\_

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Are there any other children in the family?

Name \_\_\_\_\_ Age \_\_\_\_\_ School \_\_\_\_\_

Name \_\_\_\_\_ Age \_\_\_\_\_ School \_\_\_\_\_

Name \_\_\_\_\_ Age \_\_\_\_\_ School \_\_\_\_\_

Name \_\_\_\_\_ Age \_\_\_\_\_ School \_\_\_\_\_

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# 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:

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

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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)

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Other special physical conditions:

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Special concerns:

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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 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 class upon request.

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 ClassDojo site.

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 AND PERMISSION

## Parent Handbook Agreement

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 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) attends 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.

**If Covid-19 is present within Mars Hill Church Preschool class we will dismiss students from the class for 5-10 days.** This dismissal allows time for all close contacts to quarantine and see if they develop symptoms and clean and disinfect the classroom thoroughly.

## Mars Hill Church Preschool Procedures as of January 2022:

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

**Preschool Drop off:** Every student will have to be dropped off in car line and picked up in car line starting the second day of school.

**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.

Families will be allowed in the school lobby and classrooms if community spread is moderate to low. If community spread is high, only staff and students will be allowed in the classrooms and lobby.

**Closures:**

If there is a positive case within a classroom, the students and staff will have to quarantine for 10 days. We understand that at this time the CDC recommends 5 days quarantine and then the next 5 days one must wear a mask. Taking into consideration the ages of our children, they are going to have a difficult time keeping a mask on all day for 5 days as well as keep a safe distance from others. For the health and safety of our staff and children we are putting quarantine at 10 days.

If Mars Hill Preschool should have a positive case and your child is a direct contact, you will be notified. 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 until we can be fully staffed to operate.

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.

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Signature of Parent/Guardian

Date

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Print Name of Parent/Guardian

Name of Child(ren) at Mars Hill Church Preschool