

“…They will soar on wings like eagles….”

Isaiah 40:31

Jefferson Christian Academy Early Learning Center

Enrollment Contract

Name of child: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**First Middle Last**

Name Child is known by/called at home: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Age: \_\_\_\_\_\_ Sex: \_\_\_\_\_\_ DOB: \_\_\_\_\_\_\_\_\_\_\_\_ Start Date: \_\_\_\_\_\_\_\_\_\_\_\_

**Father/Guardian** **Mother/Guardian**

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

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

City\_\_\_\_\_\_\_\_\_ St \_\_\_\_\_\_\_ Zip\_\_\_\_\_\_\_\_\_ City \_\_\_\_\_\_\_\_\_\_St \_\_\_\_\_\_\_ Zip\_\_\_\_\_\_\_\_\_

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

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

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

Employer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Employer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Individuals Authorized to pick up my child or for emergency contact:

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Relation\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Home#\_\_\_\_\_\_\_\_\_\_\_\_\_Cell#\_\_\_\_\_\_\_\_\_\_\_\_

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Relation\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Home#\_\_\_\_\_\_\_\_\_\_\_\_\_Cell#\_\_\_\_\_\_\_\_\_\_\_\_

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Relation\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Home#\_\_\_\_\_\_\_\_\_\_\_\_\_Cell#\_\_\_\_\_\_\_\_\_\_\_\_

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

Signature of Father/Legal Guardian Signature of Mother/Legal Guardian Date

**C**hurch Affiliation

Father: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mother: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How did you find out about our Early Learning Center: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

Where was your child previously enrolled? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Did you leave under good circumstances? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Describe any special Needs or Instructions: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

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

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

***DHR Exemption: I understand that Jefferson Christian Academy’s Early Learning Center is not licensed through DHR due to being a faith-based exempted facility. I will be required to sign a notarized affidavit each year stating the same. JCA’s Early Learning Center is governed by the Jefferson County Health Department.***

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

Parent/Guardian Signature Date

I give my child permission to participate in the following activities:

Water Activities Yes No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

Signature of parent/guardian Date

Bounce Houses Yes No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

Signature of parent/guardian Date

Outdoor Picnics Yes No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_

Signature of parent/guardian Date

**Emergency Information:**

If in the opinion of a properly licensed and practicing physician, student needs medical or surgical services which require parents’ pre-authorization or consent, parent hereby authorizes, appoints, and empowers the school to act as parent and furnish such consent on parent’s behalf. Parent(s) confirm that it is their desire that student be furnished with such medical or surgical services as soon as reasonably possible after the need arises. Parent hereby releases and holds the school harmless from any liability which might arise from the giving of such consent. Parent agrees to reimburse the school for any medical expenditure made on the student’s behalf. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Legal Guardian Signature Date

Name of Child’s Physician: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

Is child on any mediation? Yes/No

Name of medication: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Administered at school? Yes/No

1. I have read the parent handbook and information and agree to abide by all the policies and procedures listed.
2. I hereby release Jefferson Christian Academy from any liability for injuries resulting from conditions or circumstances beyond the control of Jefferson Christian Academy.
3. I understand that Jefferson Christian Academy will assume responsibility for my child ONLY when he/she has been signed into their designated classrooms and acknowledged by the ELC staff in such room.
4. In return for childcare at Jefferson Christian Academy, I agree to pay $\_\_\_\_\_\_\_\_\_\_ weekly tuition, due each Monday. Weekly payments must be made in advance.
5. A copy of your child’s birth certificate and current shot record must be on file with the ELC before the child is allowed to attend.

I have read and fully understand the statements 1, 2, 3, 4, & 5.

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

Signature of Father/Legal Guardian Signature of Mother/Legal Guardian Date

F**inancial Information:**

Tuition is billed on a weekly basis and is expected to be paid on Monday morning at drop off. Tuition can be paid weekly, bi-weekly or monthly as long as it is paid in advance. Monthly payments must be paid on the first Monday of each month and cover the cost for all weeks in that month. Tuition can be paid by check, money order, or in cash. You may also leave your debit card on file with our business office, and your payment will automatically be run each Monday for the current week or the first Monday of each month for the current month.

Tuition is charged weekly, whether your child is in attendance or not. Each family is allowed one vacation week between August 1st and July 31st of each academic year. Advanced notice must be given, so that you are not billed. Tuition is not charged the week of Christmas, when the ELC is closed. Should the school temporarily close due to emergency conditions, in any form, tuition will continue to be charged. If you choose to withdraw your child from JCA’s Early Learning Center (ELC), you must provide a written two-week notice, and tuition will be owed for the entirety, whether your child attends those two weeks or not.

A. Any account 5 days or more past due is considered delinquent. A late fee of 10% will be added to your child’s tuition account each week until payment is made in full or other arrangements made.

B. Checks returned to Jefferson Christian Academy from a bank marked ‘insufficient funds’ must be picked up immediately upon notice and will be subject to a $27.00 return check fee, according to Alabama State law. Two returned checks in one year will terminate check acceptance privileges.

C. Jefferson Christian Academy reserves the right to suspend admission privileges at any time following the 5th day past the account balance due date.

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

Parent/Legal Guardian Signature Date

**School Rules:**

Student’s enrollment in the Early Learning Center at Jefferson Christian Academy is subject to the general statements, rules, regulations, conditions, traditions, and financial terms contained in the school’s parent/student handbook and other published documents, which may be amended from time to time. The parent/student handbook is available online at [www.jeffersonchristian.org](http://www.jeffersonchristian.org). Parent acknowledges that parent and student must abide by such school rules and guidelines and that the school reserves the right to enforce the policies and the ‘spirit thereof’ regarding student accountability. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Legal Guardian Signature Date

**Termination of Student’s Attendance:**

Jefferson Christian Academy has the right, in its sole discretion to suspend or terminate the attendance of any student for reasons set forth in the parent/student handbook or other published document, for reasons the school administration considers detrimental to the school community, student, or other students of the school; for the parent’s failure to pay all or any part of the parents financial obligations for the student’s attendance (including any amounts charged on the student’s account with the school); or for students failure to maintain satisfactory academic performance. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Legal Guardian Signature Date

**Transcripts/Records:**

All accounts must be paid in full before any records or transcripts can be released or transferred. Students will not be allowed to continue attending classes unless tuition and fees are paid by stated deadlines (or until parent makes other written arrangements acceptable to the school). The school shall have the right to take such legal action as it may deem appropriate to collect all amounts which are not paid when due. In the event the the school takes legal action to enforce the terms of this contract, parents shall be responsible for all costs, including reasonable attorney’s fees and costs (whether incurred before, during, or after the filing of a lawsuit). \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Legal Guardian Signature Date

**Non-Discriminatory Policy:**

Jefferson Christian Academy does not discriminate on the basis of race, nationality, ethnic origin, or religion in the admission to or administration of its educational, financial, or athletic programs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Legal Guardian Signature Date

**School/Family Cooperation:**

A positive and constructive relationship between the school and parent is essential to the fulfillment of the school’s educational purpose, mission, and philosophy. Thus the school reserves the right to dismiss a student at any time if, in the judgement of the head of the school (or his designee), the conduct of anyone directly associated with the student, including but not limited to, student’s parent, in or out of the school, is not in keeping with the school’s accepted standards or principles; or makes such a positive and constructive relationship impossible; or otherwise interferes with the school’s accomplishment of its educational purpose. There will be no refund of tuition or fees where such dismissal occurs and any unpaid balance is payable in full according to the terms of this contract. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Legal Guardian Signature Date

**Damage by Student:**

Parent agrees to be responsible for all damages and/or losses incurred by the school caused by student, including damage to property, person, medical care, or lost wages.

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

Parent/Legal Guardian Signature Date

**Photos and Images:**

The parent agrees to allow the student’s name, photograph, voice, image, and information to be used by the school for use in the school’s publications, promotion materials, and website; without compensation and without prior notice. Parent also allows student to be interviewed by the media on campus or at school related events. Parent releases and holds the school harmless from any liability stemming from the use of the student’s name, photograph, voice, image, or information. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Legal Guardian Signature Date

**Reimbursement for Domestic Legal Issues:**

Parent understands and agrees that the school’s primary purpose is to provide educational opportunities to the students within its institution. Parent also understands that it is disruptive to the school for a parent to involve the school (or any of its employees) in domestic legal disputes between the parents and that the school often must pay for legal fees and costs associated with such issues. Therefore, parent agrees to promptly reimburse the school for all expenditures incurred by the school as a result of parent’s domestic legal disputes; including but not limited to:

* parental disagreements about students’ education or placemen**t**
* Divorce proceedings
* Custody proceedings and/or modifications of custody proceedings

Costs incurred may involve reasonable attorney’s fees/costs to prepare for and/or attend depositions, trials, or hearings, communication with parent or parent’s counsel, guardian ad litem, or attorney’s ad litem, responding to subpoenas, drafting letters or motions, and performing research. Costs include the cost of copying documents, providing records, engaging substitute teachers or temporary employees, computerized research and travel expense. Parent agrees to reimburse the school for such fees/costs within thirty (30) days of school billing parent for such expenses. Any dispute between the parents regarding which parent may owe which portion of the bill should be resolved between the parents so that the bills for reimbursement to the school can be paid on a timely basis. Parent’s failure to pay such fees/costs promptly will result in dismissal of the family from the school. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Legal Guardian Signature Date

**\*\*Both parents must sign\*\***

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Signature of Father/ Legal Guardian Date

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

Signature of Mother/Legal Guardian Date