



VPK / Pre-Kindergarten Application

STUDENT INFORMATION

Last Name _____ Gender *(Circle)* M / F
 First Name _____ Middle Initial _____
 Preferred Name _____ Date of Birth _____
 Address _____
 City _____ State ____ Zip _____
 Home Phone Number _____
 Ethnicity _____
 Language (s) spoken at home _____
 My Child is enrolling in *(Circle)* VPK / Pre-Kindergarten
(Circle) 4Day / 5 Day

FOR OFFICE USE ONLY

School Year: _____ - _____
 4 or 5 Days: _____
 Extended Care Days: _____
 Hours: _____
 Weekly Rate: \$ _____
 Reg. Fee Paid: ____ / ____ / ____
 Other Fees Paid: ____ / ____ / ____
 Enrolled: ____ / ____ / ____
 Received by: _____
 Approved: _____
(Preschool Director)
 Notes:

License # C20LE0005

HOW DID YOU HEAR ABOUT US

MEDICAL INFORMATION

Primary Physician _____
 Phone _____
 List allergies, special medical needs, dietary needs, or other areas of concern: _____

List unique needs (physical, emotional, academic, etc.) your child has: _____

In the event of an accident or illness while at school, Crown of Life Christian Academy will attempt to contact the parents/guardians immediately. If a parent/guardian is not immediately available, I hereby authorize Crown of Life Christian Academy to secure medical attention and care for my child as may be necessary. I understand I am responsible for the cost of care and Crown of Life Christian Academy assumes no liability.

I hereby authorize Crown of Life Christian Academy to transport my child to the nearest medical facility or physician for treatment. I furthermore authorize any licensed physician or medical treatment center to treat my child in case of emergency.

Parent/Guardian Signature

Date

FAMILY INFORMATION

Caregiver's Name: _____ Cell #: _____

Address: *(If different from student's address)* _____

Employer: _____ Work #: _____

Email Address: _____ Other #: _____

Relationship to child: _____ Lives with child? Yes / No

Caregiver's Name: _____ Cell #: _____

Address: *(If different from student's address)* _____

Employer: _____ Work #: _____

Email Address: _____ Other #: _____

Relationship to child: _____ Lives with child? Yes / No

Names of Siblings:

Name _____ Age _____ Name _____ Age _____

Name _____ Age _____ Name _____ Age _____

CHURCH AFFILIATION

Do you belong to a Church? Yes / No Name of Church _____

Has your child been baptized? Yes / No Religion _____

EMERGENCY / ALTERNATIVE CONTACT

Contact Name: _____ Cell #: _____

Relationship to child: _____ Other #: _____

AUTHORIZED PICK UP

Contact Name: _____ Cell #: _____

Relationship to child: _____ Other #: _____

Contact Name: _____ Cell #: _____

Relationship to child: _____ Other #: _____

Crown of Life Christian Academy (COLCA) has my permission to contact persons listed as emergency contact if parents cannot be located in an emergency. COLCA additionally has my permission to release my child to persons listed as emergency contact or authorized pick up. I understand that my child will not be released to anyone except the persons named above. Furthermore, I understand any person picking up my child will be required to show a valid state ID.

Parent/Guardian Signature

Date

FEES & TUITION

Registration Fee

Registration fee is non-refundable and is used to cover supplies, special activities, etc. Registration fee is due with application.

Pre-Kindergarten Annual Tuition

Annual tuition can be viewed through your personal online portal. Payments can be made in monthly installments by the 5th of each month. Tuition can also be paid in full at the beginning of the year for a discount. Those students who present the VPK Certificate will receive a scholarship (*see Tuition Rates*).

STUDENT SCHEDULE

Daily Schedule

Teachers will provide a detailed classroom schedule.

All VPK and Pre-Kindergarten classes begin school at 8:30 am. Students are dismissed according to their individual class schedules. Students may arrive between 8:15-8:30 am when the school doors open. Students are dismissed for 15 minutes from the time class ends. Those who arrive before 8:15 am and/or remain on campus beyond the 15 minutes will be checked into Extended Care at the hourly rate of \$15/hr.

4 Day VPK

The 4 Day VPK students will attend school Mondays-Thursdays from 8:30 am-12:30 pm.

4 Day Pre-Kindergarten

The 4 Day Pre-K students will attend school Mondays-Thursdays from 8:30 am-3:30 pm.

5 Day VPK

The 5 Day VPK students will attend school Mondays-Fridays from 8:30-11:30 am.
Students are dismissed before the lunch.

5 Day Pre-Kindergarten

The 5 Day Pre-K students will attend school Mondays-Fridays from 8:30 am-3:30 pm.

EXTENDED DAY AM

Extended care is available for students who need to arrive before 8:30 am. Extended Care hours are 7:30-8:30 am for either 4 or 5 days per week depending on student schedule. Drop in care is available at an hourly rate of \$15 per availability; parents must notify the office when drop-in extend care is required. Fees are due at the same time as monthly tuition payments.

PREVIOUS SCHOOL

Has your student previously attended another school? (Circle) Yes / No

Most recent school attended _____

Phone Number _____ Contact Person _____

Years Attended _____

PARENT ACKNOWLEDGEMENT

- I hereby acknowledge that I have access to the Parent Handbook as an online resource available at www.crownlifeacademy.com. I agree to abide by the Parent Handbook's policies and procedures contained therein. As well as others that may be issued during the academic year.
- I understand that all families who wish to enroll their child(ren) in Crown of Life Christian Academy will have the expectation of completing a one-time Saturday Bible Information Class within a time frame specified by CoLCA enrollment policies found in the Parent Handbook. The purpose of this pastor-led class is to gain a further understanding about what we teach as a church and school of the Wisconsin Evangelical Lutheran Synod (WELS). Free child-care and meal will be provided to accommodate for your participation.
- I agree to hold harmless and relieve Crown of Life Christian Academy and Crown of Life Lutheran Church, its officers, pastor, and other persons employed by them of any and all liability for injury or accident occurring while on the school or church premises or elsewhere, regardless of the cause.
- I have received, understand, and agree to abide by the schools attendance policy.
- I understand it is the obligation of the Parents/Guardians alone, to keep the child's information current.
- I agree to abide by CoLCA's tuition, fees, and late payment policy stated in the Parent Handbook, including all terms and conditions.

I verify that all information on this enrollment application is complete and accurate.

Parent/Guardian Signature

Date

PHOTO PERMISSION

I give **Crown of Life Christian Academy** permission to use photos of my child participating in school activities in the school's promotional efforts and/or educational purposes including publications, newsletters, presentations, internet, and other media sources including Facebook and Instagram.

Yes, I give permission.

No, I do not give permission.

(Select one)

Parent/Guardian Signature

Date

ATTENDANCE POLICY

All Crown of Life Christian Academy students are expected to attend school regularly and on time. Regular attendance is the responsibility of the family. CoLCA believes that consistent school attendance is essential for academic success and all absences affect learning. Families are asked to contact the school office (239-482-7315) to report all absences. Students who arrive more than 15 minutes early or remain more than 15 minutes after dismissal will be assessed an extended day drop-in fee. Students who miss more than 10% of the school year will be required to pay the ELC VPK hourly rate for hours missed.

I, _____ **agree to abide with this policy for** _____.
parent/guardian name *student name*

Parent/Guardian Signature

Date