



Christian Virtue and Academic Merit

Promise Town Ministries Intake Agreement 2020-2021

Child's Name:

Date of Birth:

Promise Town Child Care Ministry, INC. Intake Agreement.

Trade name Promise Town Ministries

By signing this agreement, I communicate my understanding of the following:

General Notices

- 1) I understand that Promise Town Child Care Ministry, INC. (Promise Town) is a ministry of New Life Community Church. Promise Town is a *Childcare Ministry* registered with the Indiana State Board of Health and Indiana State Fire Marshall's offices.
 - a. I understand that Promise Town Child Care Ministry, INC. (Promise Town) is not licensed under the laws of Indiana. However, I understand that this childcare ministry must comply with the state rules concerning sanitation and fire and life safety for the primary use of the structure in which it is conducted.
 - b. I understand that this does not absolve a day care ministry from liability for injury to a child while the child is at the day care ministry if the cause of the injury is negligence or intentional wrongdoing on the part of the day care ministry or an employee of the day care ministry.
 - c. Additionally, I will sign and submit the **PARENT NOTICE FORM 49444 form** with my completed application.
- 2) I understand that Promise Town is **open from 6:30 A.M. until 6:00 P.M.** and I must adhere to the hours of my child's scheduled time block for morning, afternoon, and full day sessions.
 - a. **Promise Town guidelines of hours in attendance shall not exceed 10hrs per day.**
 - i. **i.e. if you require early bird services of 6:30am drop off, your child must be picked up no late than 4:30pm**
 - b. Late charges will be assessed at a rate of \$1.00 for each minute after my child's scheduled time block. This amount is payable directly to the staff member who had to remain to provide care.
 - i. A late notice statement will be completed and added to the next billing statement. This fee must be included in your next payment and repeated failure to pay this amount may result in removal from the program.
- 3) I understand that my child will only be released to parent/guardian(s) listed on the Application for Admission form, unless another person(s) is named in writing.
- 4) I understand that a copy of any relevant court custody orders that affect the child to be enrolled must be submitted to office.
- 5) I understand I am required to bring my child into the appropriate classroom and must sign in and sign out the time of arrival and departure.
- 6) I understand that it is the parent's responsibility to supply all the day's bottles each day and that they should be properly sterilized at home each night. All bottles must be labeled with the child's name and date prepared. All baby food must also be labeled with the child's name.
- 7) I understand that parents are responsible for the diaper/pull-up supply for their child, if necessary, parents will also supply wipes and diaper creams.
- 8) I understand that my child's teacher will schedule one parent/teacher conference each year.
- 9) I understand that child training and discipline are handled with kindness and understanding and in accordance with Christian principles as set forth in the Bible. Children are informed of inappropriate behavior and what is expected. Disciplinary issues will be addressed with parents and documented in the child's file.

(Please initial and date in box below).

Child's Name:	Date of Birth:
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Health Notices

- 10) I understand that a copy of Health Appraisal, Immunization Forms, of birth certificate, and Copy of Insurance Card are required with completed application.
- 11) I consent that in case of an accident/injury or illness of a serious nature, my child will be given emergency medical treatment.
- 12) I understand that a health examination is to be completed by a Health Care Professional, including immunizations and tuberculin testing for the current year.
 - a. This is required within one month of admission and that my child will be removed from the Ministry if a health form is not returned within the required time.
 - b. I understand that the health examination shall be repeated yearly.
- 13) I understand that any non-prescription medications, such as Tylenol, Ibuprofen, Robitussin, etc. can be administered only with written consent and instruction accompanied by a doctor or parent/guardian's signature.
 - a. Medication must be labeled with the child's name, date, amount to be given, and times to administer the medication.
- 14) I understand that Promise Town will notify parent(s) of any significant occurrences or problems which may affect my child, including exposure to communicable diseases.
- 15) I understand that Promise Town follows the recommendations of the American Academy of Pediatrics (AAP) and the Consumer Safety Commission for safe sleep environments to reduce the risk of sudden infant death syndrome (SIDS).
 - a. Additionally, I will sign and submit the safe sleep form with my completed application.

(Please initial and date in box below).

Release Notices:

- 16) I am giving permission for my child to be transported by Promise Town Childcare Ministry, INC. on field trips, providing he/she is at least two (2) years of age, with proper supervision and consent forms. I understand that parents are responsible for bringing proper (age & weight appropriate) car seat for their child. I understand that notification will be sent home prior to planned field trip
- 17) I give permission for my child to participate in unplanned, trips by foot to the Willow Lake neighborhood playground or Daubenspeck Community Nature Park within the hours of my child's school day
 - a. For Preschool and Pre-Kindergarten students only
- 18) I understand that there are some children at Promise Town whose parents have not given permission for them to be photographed. Visitors, including parents and grandparents, therefore, may not take photographs or videos of children other than their own unless they have the express permission of the teacher.
- 19) Media Release Please indicate to share or not share your child's image or work.
 - a. Image Yes No
 - b. Course work Yes No

Please initial and date in box below

Child's Name:	Date of Birth:
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Tuition Notices:

20) I understand Tuition payments are due by close of business (6:00pm) Tuesday of each week.

- a. Once your child is enrolled, **you are responsible for weekly tuition whether child attends or not**
- b. Tuition is paid prior to service rendered
- c. Tuition is not reduced for sick days

I understand that the **Tuition fee includes holidays and In-Service days; tuition is not reduced for holidays, In-Service days.** Promise Town is closed on New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the day after, Christmas Day and the day after, New Year's Eve and the day after, and the Fridays associated with the Great Banquet & Awakening Spiritual retreats. Promise Town has early dismissal on President Day and Martin Luther King, Jr Day.

- d. If these holidays fall on a Saturday or Sunday, then either the Friday preceding (for Saturday holidays) or the following Monday (for Sunday holidays) will be designated as the holiday, except for Good Friday and the Great Banquet & Awakening dates.
- e. **Days corresponding to the Christmas & New Year Holiday are subject to change according to the calendar year.**
- f. **New Hope Great Banquet & Awakening Community dates are subject to change according to the calendar year.**
- g. **Please see Appendix for school calendar and holiday schedule**
- h. (Please initial and date in box below).

21) I agree that the tuition for my child upon enrollment in the ministry has been determined as \$_____ per day with the number of days as _____ per week for part-time each week, or as \$_____ per week for full-time care. There will be a late fee of \$25.00, if arrangements for payment have not been made by the second day of attendance.

22) A registration fee of **\$75.00 for the Childcare Ministry and Preschool Programs** must accompany this application and is non-refundable. The registration fee is **\$50.00 for the Summer Camp Program** and is non-refundable.

23) I understand that a deposit/matriculation fees must be paid upon enrollment and annually.

- a. Deposits are non-refundable.
- b. Deposits become matriculation fees for the school term

24) I agree to pay a \$33.00 fee for all returned checks. I understand that in the event of a returned check, Promise Town reserves the right to require all future payments to be made with an alternate method.

25) **I understand that should fees become two (2) weeks delinquent, the account must be caught-up to date by being paid in full, or my child will forfeit his/her enrollment at Promise Town.**

26) I agree that if it becomes necessary to enforce collection of balance due, or any part thereof, I am to pay all collection agency fees, court costs, attorney fees, etc.

27) I understand that this agreement is subject to change with a two (2) week written notice from Promise Town.

28) I understand that the parent(s) or Director reserves the right to terminate this agreement for any reason, giving a two-week written notice.

29) I understand that if I withdraw my child/children without a two-week written notice, then two weeks tuition is due at time of withdrawal. **No exceptions. This Notice is Not Retroactive.**

Please initial and date in box below

After carefully reading this Intake Agreement, I agree to fully accept the terms listed herein:

Signature of Parent/Guardian

Date