

Today's Date: _____ Desired Start Date: _____
 Child's Name: _____ Parent Name: _____
 Address: _____
 Phone Number _____
 Child's Birthday: _____ Parent Email: _____
 Days Needed: M T W Th F Harvest Time Member: **YES** **NO**

Fee Contract

**I understand that the "ideal enrollment date" is not a guarantee.
 Harvest Time members receive priority enrollment

Fee Information (Please Initial)

- I understand that the "ideal enrollment date" is not a guaranteed enrollment date.
- I understand that my child must be dropped off by **9:30 a.m. every day, or they may be denied care for the day.**
 Allowances may be made for doctor appointments and family emergencies.
- I understand that my K4/JrK student must be dropped off by 8:00 am every day.
- I understand that a late pickup fee of \$5 will be charged per child after 6:00 p.m. and \$5 for every 5 minutes after.
- I understand that the \$100 registration fee is non-refundable.
- I understand that my execution of the Sex Offender Certification Statement is a prerequisite to the Fee Contract becoming effective.
- I understand that my tuition payments are due the **Friday before** the week my child is scheduled to come and will be drafted by ACH.
- I understand that a \$25 late fee, per week, will be assessed to my account if my account becomes delinquent.
- I understand that Harvest Time Academy Preschool may be closed for some holidays and weather conditions, and I will still be responsible for payment on those closed days. (We follow Ft. Smith Public School weather closings.)
- I understand that a two week notice is required to withdraw my child. I will be billed for those two weeks.
- I understand that I will be billed for days scheduled and I am responsible for payment even if my child does not attend.

Parent Signature _____ Date _____

Class	Daily Rates	Weekly Rates (Priority for Full Time)	Harvest Time Church Family Rate (10% Discount and priority enrollment)
Infant	\$40	\$170	No Discount
Wobblers	\$40	\$155	No Discount
Toddlers	\$40	\$152	\$136.80
K3's	\$40	\$142	\$127.80
K4's and JrK	Full Time Program Only	\$142	\$127.80

OFFICE USE ONLY

Registration Fee \$ _____ Cash \$ _____ Check# _____ \$ _____ Debit/Credit \$ _____
 Bill Account: _____ Staff Initials: _____ Date: _____
 Billing Set Up: _____ Classroom: _____ Schedule: _____

Parent/Guardian Information

Mother/Guardian First Name: _____ M.I. ____ Last Name: _____

Address: _____

Occupation: _____ Home Phone: () _____

Employed By: _____ Office Phone: () _____

Work Hours: _____ Cell Phone: () _____

Custodial Parent (If married, mark both parents) Email: _____

Marital Status: Married Single Divorced Separated Widowed Other _____

Race What is your race? (One or more categories may be selected) American Indian Alaska Native

Black or African American Asian Indian Chinese Filipino Japanese Korean

Vietnamese Other Asian White Other Race _____

Father/Guardian First Name: _____ M.I. ____ Last Name: _____

Address: _____

Occupation: _____ Home Phone: () _____

Employed By: _____ Office Phone: () _____

Work Hours: _____ Cell Phone: () _____

Custodial Parent (If married, mark both parents) Email: _____

Marital Status: Married Single Divorced Separated Widowed Other _____

Race What is your race? (One or more categories may be selected) American Indian Alaska Native

Black or African American Asian Indian Chinese Filipino Japanese Korean

Vietnamese Other Asian White Other Race _____

Child Information

First Name: _____ M.I. _____ Last Name: _____

Name child prefers to be called: _____

Child's Address: _____

Gender: Male Female Date of Birth: _____ Child's S.S. #: _____

_____ List any existing medical conditions, medication and/or special attention your child may require? _____

Allergies: _____

Pediatrician's Name: _____ Phone: () _____

Address: _____

Emergency Contacts & Authorized Pickup Persons:

1st Contact/Pick Up Name: _____ Phone: _____

Relationship to the Child: _____

2nd Contact/Pick Up Name: _____ Phone: _____

Relationship to the Child: _____

3rd Contact/Pick Up Name: _____ Phone: _____

Relationship to the Child: _____

4th Contact/Pick Up Name: _____ Phone: _____

Relationship to the Child: _____

Only 2 (two) authorized people will be issued security codes. Others will be required to report to the front desk to sing in and present a driver's license or government issued photo identification card to be copied at each visit prior to any child being released into his/her custody.

You may change your authorized pick up list at any time. Any changes to the authorized pick up list must be submitted to the Academy in writing by a parent/guardian. If a change is made to an authorized pick-up that has been issued a security code, his or her security code will automatically be revoked. If you wish for a security code to be issued to a new or existing authorized pick up, you must submit a Request for Additional Security Codes form for that individual (maximum of two authorized pick-ups will be granted security codes at any one time). Prior to any additional codes being issued, and prior to your child(ren) being permitted to leave with the desired authorized person, the individual you designate to receive a security code must come to the Academy in person to complete the Certification Statement for Authorized Pick Up Form and have his/her driver's license or government issued photo identification card copied.

Tuition / Payment Information:

Current Tuition Amount: _____ Weekly Monthly
(please mark one)

Please outline below whom is responsible for payment of tuition and fees. Please fill out if parents are divorced and split tuition payment or if tuition payment is the responsibility of an adult other than the parents listed above.

Additional Comments & Information:

Is there is any other information that would be helpful to our management and teaching staff?

Signature:

Parent's Signature: _____

Date: _____

**Parent Authorization Form
Emergency Medical Action & Aid First**

I, _____, parent/guardian of _____, do hereby request and give consent to Harvest Time Academy Preschool, or its duly appointed representative, for said child to receive such medical or surgical aid as may be deemed necessary and expedient by duly licensed or recognized physician or surgeon in case of an emergency when the parents can't be reached.

Parent/Guardian (printed name) _____

Parent/Guardian (signature) _____ Date: _____

Parental Permissions

I, _____, parent/guardian of _____, (please circle one)

- **Give/Do Not Give** Permission for photography of my child for publicity purposes.
- **Give/Do Not Give** Permission for my child to have diaper cream if needed.
- **Give/Do Not Give** Permission for my child to have antibiotic ointments, lotions, and chapstick if needed.
- **Give/Do Not Give** Permission for Harvest Time Academy Preschool staff to use sunscreen on my child as necessary.
- **Give/Do Not Give** Permission for Harvest Time Academy Preschool staff to access our immunization records from Webiz, Arkansas Health Dept. and OSIS, Oklahoma Health Dept.
- **Give/Do Not Give** Permission for my child to have hydrocortisone cream on a rash or insect bite if needed
- I, the parent/guardian of this child, understand that I may ask for a conference with the caregiver(s) as needed.

Signature _____ Date _____

Medical History

Frequent Ear Infections: _____ Frequent Throat Infections: _____

Frequent Colds: _____ Sunburn Sensitivity: _____

Diabetes: _____ Seizures: _____

Disabilities: _____ Dietary Restrictions: _____

Other: _____

Routine medications: _____

Frequency: _____ Medical Condition: _____

Is your child potty trained? _____

What does your child say to use the bathroom? _____

Have people other than the parents cared for your child? _____

What are some of your child's favorite things? _____

Tell us a little about your child: _____

**HIPPA Release Form
Allergy and Medical Posts**

I, _____, parent/guardian of _____

Parent/Guardian Printed Name _____ (print child's name)

authorize Harvest Time Academy to post my child's allergy/medical alert in their assigned classroom, in the kitchen and other areas as needed. I understand that this information will be posted to ensure all staff members are aware of my child's allergy/medical needs.

Parent/Guardian Signature _____

Sex Offender Certification Statement

Harvest Time Academy Preschool is committed to maintaining a safe and secure environment and protecting every child from harm or the potential risk of harm. In furtherance of this goal, the Academy does not permit registered sex offenders to enter upon its premises at any time. The following certification statement ensures that this policy is enforced. Each parent or guardian must complete this certification prior to his/her child's enrollment in the Academy, and prior to security code issuance, and must recertify compliance with this statement once per year, as outlined below.

By my signature below, I certify that I am not currently required to register as a sex offender in the State of Arkansas or any other state. For purposes of this certification, "sex offender" means being classified as a Level 2 (Moderate Risk), Level 3 (High Risk), or Level 4 (Sexually Violent Predator) offender in Arkansas, previously being required to register under the Habitual Child Sex Offender Registration Act, former Arkansas Code Annotated §12-12-901, or being adjudicated guilty or pleading nolo contendere to any sex offense in any other state. I further certify that I have not been acquitted on the grounds of mental disease or defect of a sex offense in Arkansas or any other state.

I understand that a false or misleading certification is grounds for immediately excluding my child's enrollment in Harvest Time Academy Preschool from consideration and/or could result in my child being immediately dismissed from the Academy following his or her enrollment. False or misleading certifications may result in a report to law enforcement. The Academy reserves the right to revoke security codes at any time and for any reason.

I further acknowledge that I am required, and hereby agree, to photocopy my driver's license or government issued photo identification card prior to any security code being issued. I also acknowledge and agree that, following my child's/children's enrollment, I will be required to have my driver's license or government issued photo identification card copied in August of each subsequent year that my child remains enrolled.

1. Parent Name _____	Relationship to Child _____
Signature _____	Date _____
2. Parent Name _____	Relationship to Child _____
Signature _____	Date _____
3. Authorized Pick Up Name _____	Relationship to Child _____
Signature _____	Date _____
4. Authorized Pick Up Name _____	Relationship to Child _____
Signature _____	Date _____
5. Authorized Pick Up Name _____	Relationship to Child _____
Signature _____	Date _____
6. Authorized Pick Up Name _____	Relationship to Child _____
Signature _____	Date _____

Please read the following beliefs held by Harvest Time and Harvest Time Academy and complete the information below.

- We believe the Bible to be the only inspired, infallible, and authoritative Word of God.
- We believe in one God in three manifestations: Father, Son, and Holy Spirit.
- We believe in the deity of Jesus Christ, in His virgin birth, in His atoning death, His bodily resurrection, and His ascension to the right hand of the Father.
- We believe in evangelistic and missionary fervor and endeavor.
- We believe in salvation through the redeeming blood of Christ.
- We believe in water baptism by immersion.
- We believe the believer is kept by the of God by faith unto salvation.
- We believe that divine healing is obtained on the basis of atonement.
- We believe in sanctification and holiness of heart and overcoming life as Scriptural requirements for the bride of Christ.
- We believe in the baptism of the Holy Spirit and the present ministry of the Spirit in and through the believer manifested in the five ministries as they are being restored in end-time revival, the gifts of the Spirit, and the fruit of the Spirit.
- We believe in Christ's personal return in power and great glory, in His reign, and everlasting dominion.
- We believe in the resurrection of both the saved and the lost; they that are saved unto resurrection of eternal life, and they that are lost unto resurrection of eternal punishment.
- We believe the Holy Bible is the final authority on all matters concerning conduct, lifestyle, and behavior.
- We believe in the priesthood of the individual believer and the use of their gifts to edify the local church body and that each is qualified or disqualified spiritually, morally, domestically and doctrinally based upon the Holy Bible.

Name of Church Student Attends: _____
 (Church Name) (City, State) (Pastor's Name)

I have read and understand the Statement of Faith of Harvest Time. I understand that all classroom instruction, chapel services, devotions, and Bible curriculum will uphold this Statement of Faith, and I will support the instruction of HTA, which is aligned accordingly.

 Father/Guardian Signature Date

 Mother/Guardian Signature Date

Harvest Time Family Rate Application

Harvest Time Academy is a ministry of Harvest Time Church. HT is a generous church that is the financial strength of our school. Priority enrolment and discounted tuition rates are intended to be a blessing to the families of Harvest Time that invest their time, talent, and treasure in this local church.

Harvest Time church members may pick up a family rate application in the office of Harvest Time Academy. They are due August and January of each school year.

Transportation Permission & Release from Liability

I hereby give my child, _____ permission to be transported by Harvest Time Academy Preschool to attend any field trips and/or in the event of an emergency evacuation. I understand that an adult authorized by HT Academy Preschool will transport my child.

I hereby release, indemnify and hold Harvest Time Academy Preschool, Harvest Time Church, and any adult chaperone harmless from any claims from injuries to my child, which were not the result of gross negligence.

*In the event the school must evacuate due to severe weather conditions, fire, etc. the bus, if available, will be used to transport the children to a safe location. The Harvest Time Academy Preschool evacuation site is Victory Temple.

 Parent Signature Date

HARVEST TIME ACADEMY PRESCHOOL ENROLLMENT FORM

Name: _____ Phone# _____
 Birthday: _____ Class: _____
 Schedule: _____ Start Date: _____

(This Form Must Be Completed By Office Before Start Date)

	Enrollment Steps	Date	Staff Initial
	Tour of Center		
	Fee Contract signed and filed		
	Enrollment Form completed		
	Certificate statements signed		
	Parent's ID's copied (Mother / Father / Guardian)		
	HT Membership Discount Form completed (if applicable)		
	Parent Handbook Authorization Signature Sheet		
	Emergency Contacts Filled Out & Entered into ProCare		
	Medical History Form Completed & Entered into ProCare		
	Birth Certificate Verified & Copied		
	Immunization Record Submitted & entered into ProCare		
	Allergies: entered into ProCare, given to teachers/kitchen		
	Allergy form submitted and turned into kitchen		
	Child Custody Policy signed		
	Child Info given to teacher and teacher notified of start date		
	Child Schedule entered		
	Security codes Assigned		
	Key Fobs issued		
	Legal Papers (if applicable)		
	HIPPA Release signed		
	Kindergarten Readiness (K3, K4, JrK)		
	Learn Play Grow Permission (Yes / No)		
	Shaken Baby Syndrome signed (Infants & Wobblers)		
	Permission to Feed Puffs (Infants & Wobblers)		
	USDA Food Program Forms turned in		
	Child entered in KidReports		
	Welcome Letter sent to parents through KidReports		
	Billing Set Up		
	Fee Contract submitted to Business Administrator		
	ACH Form turned in and submitted to Business Admin		
	Deposit Secured and, as applicable, first Weeks Payment Secured		

File Review:	Date:	Staff:
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