



GREATER PEACE

COMMUNITY DEVELOPMENT CORPORATION

Program Application

Please select the box for the program you are enrolling your child in: (Select ONE box only)

- ☐ Child Development Center Pre-K Extended Day (2:00 pm-5:30 pm)
- ☐ STEM After School (2:45 pm-5:30 pm)
- ☐ Summer Educational Enrichment Program (7:30 am-5:15 pm)
- ☐ Summer Teen Workforce Development Program (8:00 am-5:00 pm)
- ☐ Youth Leadership Academy (5:30 pm-7:00 pm)- 8-week sessions/Spring & Fall
- ☐ Tutoring Services (Availability Changes per Semester)
- ☐ Other: _____

STUDENT INFORMATION

First and Last Name: _____

Current Address: _____

City: _____ State: _____ Zip Code: _____

Birthdate: _____ Current Age: _____ T-Shirt Size: _____

School: _____

Current Grade: _____ (if registering for the summer program, indicate the last grade completed)

Allergies (List all Allergies):

Medications:

Medication(s)	Dosage	How Often

*** If medication is to be administered in our care, the parent or legal guardian must complete a medical form. Prescription medications must be in their original packaging, and a doctor's notification is required.

Special Needs and Services:

Does your child have any special needs? YES NO

Does your child have regular behavior issues at school? YES NO

Does your child require special services? If yes, please explain.

Does your child have learning disabilities? If so, please explain:

PARENT/GUARDIAN INFORMATION

Mother's Name: _____

Phone #: (_____) _____

Current Address: _____

City: _____ State: _____ Zip Code: _____

Mother's Email Address: _____

Employer: _____

Employers Phone #: (_____) _____

Father's Name: _____

Phone #: (_____) _____

Current Address: _____

City: _____ State: _____ Zip Code: _____

Father's Email Address: _____

Employer: _____

Employers Phone #: (_____) _____

INSURANCE INFORMATION

Insurance Company Name: _____

Policy # _____ Group # _____ Subscriber: _____

Physician: _____ Phone # (_____) _____

EMERGENCY CONTACT LIST:

***These individuals may be contacted if a parent/guardian can not be reached. These individuals may receive information regarding your child, including illness, injury, behavior, and attendance. This list **DOES NOT** permit these individuals to pick up your child. See the pick-up List below.

Emergency Contact List

First/Last Name	Relationship to Child	Phone Number(s)

Note: We will not contact or share information with anyone not listed in the above section.

PICK-UP LIST

***The individuals listed below have permission to pick up your child. Children **WILL NOT** be released to anyone not listed below. If you wish to add additional names, you **must** do so in writing before picking up your child(ren).

First/Last Name	Relationship to Child	Phone Number(s)

POLICIES, PROCEDURES, AND OTHER IMPORTANT INFORMATION

Please read the following information carefully. Contact the program director if you have questions.

Rules:

1. Students should respect teachers, peers, volunteers, church staff, and other individuals, as well as their own and others' property, including the Greater Peace facilities.
2. Students will listen and follow directions the first time they are given.
3. Students will keep their hands and feet to themselves.
4. Students are only allowed to access approved websites in the computer lab.
5. Students will clean up behind themselves.

Procedures:

1. Discipline

- a. Verbal Warning or Time Out (approximate time will be the child's age)
- b. Time out and Teacher Conference
- c. Conference with SEEP Director
- d. Prohibited from attending field trips
- e. Suspension
- f. Dismissal from Program

*Depending on the severity of the situation, any student who hits another child may be suspended for 1-3 days or permanently suspended. Hitting, including horseplay, will not be allowed. Parents are still responsible for tuition if the child is suspended. Continuous behavior issues will result in dismissal from the program. See further disciplinary actions and explanations below. Parents will be contacted as needed.

2. Safety

- a. **Fire:** Students will exit using the nearest exit door. Students will retreat to the field above the center nearest the road. Students at the church will retreat to Jeter Primary School.
- b. **Weather:** Students at the center will move into the hallway and place a book over their heads, while students at the church will retreat to the room connecting to the gym.
- c. **Transportation:** Students will sit in their seats and use seat belts when transported to other venues.
- d. **Illness Outbreaks:** The GPCDC will take the required precautions according to the CDC and State of Alabama guidelines to ensure that our campers, faculty, staff, and members stay healthy.

Payments:

e. Child Development Center:

- i. Preschool:
 1. Registration fee equals one week's tuition and is nonrefundable
 2. Preschool 1- \$200 per week
 3. Preschool 2-\$190 per week
 4. Preschool 3-\$180 per week
 5. Private Pre-K- \$150 per week
 6. Pre-K Extended Day: \$100 per week

f. Summer Educational Enrichment Program (SEEP)

- i. Weekly tuition is \$115 per child
- ii. The registration fee is \$115 and is nonrefundable
- iii. Field Trip/Activity Fee: \$125 per child (fundraising event will assist with this cost)

g. STEM at Risk After School Program

- i. Weekly tuition is \$45 per week
- ii. The registration fee is \$45 and is nonrefundable

h. Road to Success: College Tour

- i. Fees TBA

i. Youth Leadership Academy

- i. Fees TBA

j. Registration fees are nonrefundable.

- k. Payments must be made by check, money order, cashier's check, via CashApp, PayPal or Zelle
 - i. **NO CASH** payments will be accepted.
 - ii. Include your child's first/last name in the FOR or Comment Section on checks, money orders, and all online payments.
- l. Receipts will be placed in your child's folder each week, except for those paying online.
- m. **Payments are due each Monday by 5:30 pm.** If we are closed on Monday, payment is due the following business day.
- n. **Full payments are due each week**, regardless of whether your child is absent or suspended.
- o. **Full payments are due** when the center or program operates at least one day per week.
- p. **We do not offer vacation weeks**. Payment is due each week your child is enrolled in our program. Failure to pay will result in termination from our programs and refusal to participate in other programs our organization offers.
- q. A **late payment** of \$10 will be incurred on Tuesday, and an additional \$10 per day will be charged until the fees are paid.
- r. A **\$30 NSF** fee will be charged for any returned checks

3. Late Fees

- a. Parents are REQUIRED to make tuition payments on time.
- b. Parents are REQUIRED to pick their child(ren) up on time daily.
- c. Late pick-up fees **MUST** be paid in cash the next business day.
- d. Late pickup fees indicated below are **per child**.
 - i. \$5 the first minute
 - ii. \$2 every minute after
- e. Late tuition fees: \$10 per day/pre-child

4. Medications

- a. We are not allowed to administer medication to students, except EpiPens and Inhalers.
- b. A medical form must be completed, allowing our staff to administer an EpiPen or inhaler.

5. Allergies:

- a. In the event of an allergic reaction when no EpiPen or other allergy medication is provided by the parent (with proper documentation), the **GPCDC will call 911** and then the parent. Any charges for emergency care will be billed to the parent/legal guardian.

6. Additional Information:

- a. K and up students will go to the bathroom with their class before each meal and during organizational play; however, students can use it whenever needed.
- b. Preschool and Pre-K children may go as often as needed.
- c. SEEP and Child Development Center students will need an extra change of clothes. Please place an extra change of clothes in a gallon-size Ziploc bag and write your child's name on the bag with a permanent marker. You never know when they may have an accident or need an extra change of clothes.
- d. SEEP and Child Development Center students will need a blanket or sleeping bag. This will be used during nap/silent reading time. Blankets and sleeping bags must be taken home EVERY Friday to be washed.
- e. SEEP students can bring their books to read during silent reading; otherwise, a book will be assigned to your child to read during this time. Please ensure that your child's name is correctly written in the book.
- f. Cellphones and other electronic devices are prohibited at SEEP and STEM. Please note that we are not responsible for electronic devices brought to camp and on field trips.

- g. Students are **not allowed** to bring toys.
- h. Students are **not allowed** to bring money on field trips.
- i. Students are **not allowed** to bring outside food into the center/program.
- j. Students **are not** allowed to bring candy or food with high sugar content into the building.
- k. We do not offer vacation weeks. Tuition is still required weekly if your child is enrolled in our programs. Child Development Center Preschool students enrolled in our center for at least one year may receive ONE vacation week per year after their child has been enrolled there for one year.
- l. Students may bring their water bottles each day. In a permanent marker, water bottles should contain the student's first and last name. Juice and soda are prohibited.
- m. Breakfast, Lunch, and Snacks will be provided (Child Development Center Only); however, students may bring their lunch if desired. Students **are not allowed** to use the microwave; meals should include healthy food options. Foods with high sugar content are not allowed.
- n. STEM provides a snack, SEEP provides a continental breakfast and sack lunch, and Youth Leadership includes dinner.
- o. Students are **not allowed** to bring outside food into the facility. If your child comes late and wishes to eat something other than what our program prepares, please ensure they eat before entering the building.

7. **Permission Information:** (Please initial each line to indicate you have read and agree)

_____ **Participation Agreement:** I permit my child to participate in the GPCDC program as indicated above. I agree that my child will abide by all rules and regulations adopted and published by Greater Peace Community Development Corporation and Child Development Center (GPCDC) relating to the operation and conduct of the program and the use of the facilities provided for the program. I understand that my child's failure to observe these rules and regulations may result in his/her exclusion from participation in the program and forfeit of all registration fees paid to the program.

_____ **Sickness:** To maintain a safe and healthy environment for all children and staff, we ask that students who are ill remain at home until they have fully recovered.

- Children experiencing symptoms such as a persistent runny nose, sneezing, or coughing should stay home and may return 24 hours after symptoms have subsided.
- If a child has been diagnosed with a contagious illness—including but not limited to diarrhea, pink eye, head lice, flu, COVID-19, strep throat, RSV, chickenpox, measles, respiratory infections, or ringworm—they must see a doctor and provide a written excuse from a licensed physician specifying when they are cleared to return.
- If a child is sent home due to illness concerns, they cannot return until symptom-free for at least 24 hours or a doctor provides written clearance.
- All medical excuses and doctor's notes must be dated and signed by a licensed physician

_____ **Photo Consent:** I hereby permit images of my child, captured during regular camp activities through video, photo, and digital camera, to be used solely for the GPCDC in promotional materials and publications, including the GPCDC website and social media platforms. I further agree to waive any rights of compensation or ownership thereto.

_____ **Swimming Consent (Grades K-up ONLY):** I give my consent for my child to participate in swimming activities during the summer camp program, to include water inflatable slides and sprinklers.

_____ **Transportation Consent:** I give my consent for my child to participate in any off-site activity. Transportation to and from these activities will be provided via the GPCDC bus, van, or

chartered bus. By consenting, I understand that the GPCDC, Greater Peace Missionary Baptist Church, faculty, staff, or volunteers will not be held responsible or liable in the event of an accident.

_____ **Discipline Policy:** To provide a rewarding experience to everyone, children who participate in our programs are expected to follow our rules and obey our staff. Children who consistently choose not to follow directions or rules, are disrespectful, use profanity, or exhibit other disciplinary issues that disrupt the learning environment may be (1) suspended or (2) terminated from our programs.

_____ Our program(s) do not condone or allow any form of physical violence or bullying. Any student who poses a consistent safety concern for our students and staff will be suspended or terminated from our program, as our priority is to create a safe learning environment for our children and staff.

_____ For incidents involving severe misconduct (including but not limited to bullying, intimidation of fellow campers, fighting, etc.), the parent/guardian will be required to pick up the child immediately. Our program director, center director, or Executive Director will determine the appropriate disciplinary action, and the child will not be permitted to return to camp until a meeting can be arranged among staff, the parent or guardian, and the child. **Full tuition is still required even if the child is suspended. No refunds will be given.**

Drop Off and Pick Up:

_____ **Child Development Center Preschool ONLY:** 7:00 am-5:30 pm

_____ **Pre-K:** 7:30 am-2:00 pm

_____ **Pre-K Early Drop Off:** 7:00 am

_____ **Pre-K Extended Day:** 2:00 pm-5:30 pm

_____ **STEM After School (Grades K-6):** 2:45 p.m.-5:30 p.m.

_____ **SEEP:** 7:30 a.m.- 5:30 p.m.

_____ **Youth Leadership Academy:** Dinner (5:30 pm) and Sessions 6:00 pm-7:00 pm

_____ **Other Program** drop-off and pick-up times will be provided at the start of each program.

_____ Our van/bus will pick up STEM After-school students from their respective schools and bring them to our facility. Parents/Guardians agree to pick up their children by 5:30 p.m. Failure to do so on time will result in a late fee. Constant late pick-up may result in your child(children) being terminated from the program.

_____ **Drop-Off Requirements:** Children must be dropped off by 8:00 a.m. Late arrivals will not be accepted, as this disrupts the learning environment. Students enrolled in summer school or other summer programs must be dropped off by 12:30 pm. Proof of enrollment in summer school is required.

_____ **Child Development Center:** Parents/guardians with children enrolled at our child development center are required to read and abide by the policies and procedures as outlined in the Parent Handbook and must also complete a DHR application. Feel free to contact the center director if you have questions.

_____ **YOUTH WAIVER AGREEMENT (Grades K and Up ONLY):** I permit my child to participate in educational, Biblical, and physical lessons and activities. I agree that my child will abide by all rules and regulations adopted and published by GPCDC relating to the operation and conduct of the program and the use of the facilities provided for the program. I understand that my child's failure to observe these rules and regulations may result in his/her being excluded from participation in the program. I confirm that my child is physically able to participate in the program, and if not, I have provided the GPCDC with written documentation on his/her limitations and restrictions. I fully understand that his/her

participation may entail the risk of physical injury. I agree to waive any claim of any kind whatsoever, whether resulting from an injury or otherwise, and further agree to release, indemnify, and hold harmless the program, GPCDC, and Greater Peace Missionary Baptist Church, their respective directors, officers, employees, volunteers, agents and representatives from any liability occurring as a result of his/her participation in the program. I will be personally responsible for any financial costs incurred as a result of his/her participation in the program, including, without limitation, transportation and medical expenses incurred as a result of any injury.

_____ **Falsifying Information:** Failure to disclose information regarding special needs, behavior, medications, etc., will result in termination from our program. We can only provide adequate care and services when we clearly understand the child(ren), their experiences, and abilities or lack thereof.

Furthermore, the GPCDC and Greater Peace Missionary Baptist Church's officers, employees, volunteers, agents, and representatives assume no liability for lost, misplaced, stolen, or damaged property. I hereby agree to release GPCDC and Greater Peace Missionary Baptist Church, their respective directors, officers, employees, volunteers, agents, and representatives from such liability. The undersigned has read & voluntarily signed this waiver slip.

Child's Name (print) _____ Date of Birth _____
Address _____
Home Phone _____ Work _____
Father/Guardian _____ Date _____
Mother/Guardian _____ Date _____

I have read, understood, and agreed to the policies, procedures, and other important information outlined below.

Parent's Name (Printed): _____

Parent's Name (Signature): _____

Parent/Guardian Email Address: _____

Today's Date: _____ Cell Phone #: _____

A copy will be provided to parents upon their request.