



Dear Families,

Welcome to Hawaii Kai Church Early Learning Center's Ohana! We look forward to serving you and your family in the upcoming years. Hawaii Kai Church Early Learning Center (HKCELC) has been serving our community for over 40 years and we remain committed to providing the highest quality of early childhood education. It is our desire to continually improve our service to you.

We are not just a business, however, we are a ministry of Hawaii Kai Church. Our church wants to serve you not only by providing the best in early childhood education, but also by being available to minister to your whole family. We invite you to come and worship with us on Sundays. We have two Sunday Services, Sunday School for all age groups, AWANA Clubs program, other ministries and small groups that meet throughout the week. Our church staff is available to help your family through counseling, prayer, and with any spiritual needs. Our members are people who love Jesus and desire to share His love with you and your family. Please visit our website and calendar at www.hawaiiKaichurch.org.

Again, we welcome you and look forward to a great school year together. May God bless you!

Char Sato, Director...and all the staff

SCHOOL TUITION RATES 2010-2011

Hawaii Kai Church Early Learning Center

School Year Registration Fee \$50

Non-refundable; payable to HKCELC - submit with application.

School Year Keiki Spirit Pack Fee \$200

This fee includes excursions, school t-shirt, and student insurance. Non-refundable; payable to HKCELC - submit with child's 'Acceptance Confirmation' form.

School Year Tuition

Our school year runs from August until May (10 months). This period is split into 2 semesters: Aug-Dec & Jan-May. We offer a 5 day a week school with 3 convenient times. Our Summer Fun program is separate during the months of June and July.

| 5 DAYS A WEEK | MONTHLY | SEMESTER (1 % discount) |
|---------------|---------|-------------------------|
| 8am - 12pm | \$590 | \$2,920.50 |
| 7am - 2:30pm | \$670 | \$3,316.50 |
| 7am - 5:30pm | \$800 | \$3,960.00 |

All rates include lunch & snacks. Rates are based from August- May (10 months). There is no proration of monthly tuition. Tuition is payable on the first school day of each month.

Families with a second child enrolled at the same time receive a 10% discount for the second child.

Nutritious snacks and a lunch are served daily and are included in the tuition cost. Menus are planned and regulated according to the USDA guidelines.

WITHDRAWAL

A withdrawing student is required to give TWO (2) WEEKS WRITTEN NOTICE of withdrawal, or full tuition charge will be made for the two weeks following the date of withdrawal.

TIME CHANGES

There will be a \$15 charge for changes in enrollment times. Time and elective class change will be permitted only on a whole month basis and on a SPACE AVAILABLE basis. There is no proration of Summer Fun tuition.

LATE PICKUP FEE

With a 24 hour notice, there will be a charge of \$3 every 15 minutes, or \$30 for the afternoon. Arrangements can be made 24 hours or more in advance for temporary changes of schedule with the Director, in which case you will be charged according to your regular tuition fee. If no notice is given, the charge for late pick up will be \$5.00 for each 15-minute increments or any fraction thereof beyond the registered time for pickup. For the 5:30pm time, however, the charge is \$5.00 for each 5-minute increment of fraction thereof. All late charges are to be paid at the time they are incurred.



REGISTRATION FORM 2011-2012

HAWAII KAI CHURCH EARLY LEARNING CENTER

PLEASE COMPLETE BOTH SIDES OF THIS FORM AND RETURN WITH REGISTRATION FEE

5 DAYS A WEEK (MON-FRI) HOURS (CIRCLE ONE): 8-12 7-2:30 7-5:30

CHILD'S FULL NAME _____ Boy / GIRL

BIRTH DATE ____/____/____ T-SHIRT SIZE: XS (2-4) SM(6-8) MED(10-12) LG(14-16)

ADDRESS _____ CITY/STATE _____ ZIP _____

FATHER'S NAME _____ PRIMARY PHONE _____ SECONDARY _____

MOTHER'S NAME _____ PRIMARY PHONE _____ SECONDARY _____

IN CASE OF EMERGENCY (PERSON(S) TO CALL WHEN PARENT(S) ARE UNAVAILABLE)

NAME _____

NAME _____

ADDRESS _____

ADDRESS _____

PHONE _____

PHONE _____

CHILD'S DOCTOR _____

PHONE _____

ADDRESS _____

HOSPITAL _____

HEALTH INSURANCE CARRIER _____

GROUP ID # _____

PARENT AGREEMENT: I HEREBY REGISTER MY CHILD (THEIR NAME) _____ IN HAWAII KAI CHURCH EARLY LEARNING CENTER'S SCHOOL PROGRAM TO BEGIN IN _____.

PLEASE INITIAL EACH OF THE FOLLOWING STATEMENTS INDICATING YOU HAVE READ AND UNDERSTAND THEM:

A. TUITION FEES: I AGREE TO PAY THE TUITION IN FULL ON OR BEFORE THE FIRST SCHOOL DAY OF THE MONTH. I UNDERSTAND THAT THERE WILL BE NO REFUNDS FOR TEMPORARY ABSENCES OR ILLNESS. I ALSO UNDERSTAND THAT IN THE EVENT MY CHILD IS UNABLE TO COMPLETE THE CONTRACT ENROLLMENT, I AM TO GIVE TWO WEEKS WRITTEN NOTICE OF WITHDRAWAL OR A FULL TUITION CHARGE WILL BE MADE FOR THE TWO WEEKS FOLLOWING THE DATE OF WITHDRAWAL. _____

B. TIME CHANGES: THE FIRST ADJUSTMENT OF YOUR REGISTERED TIME WILL BE FREE OF CHARGE. THERE WILL BE A \$15 CHARGE FOR SECOND AND SUBSEQUENT CHARGES. TIME CHANGES WILL BE PERMITTED ONLY ON A FULL MONTH BASIS. THERE WILL BE NO PRORATION OF MONTHLY TUITION. _____

C. LATE PICK UP FEE: MONTHLY TUITION, ELECTIVE PAYMENTS, AND FEES ARE DUE ON THE FIRST SCHOOL DAY OF EACH MONTH AND ARE CONSIDERED DELINQUENT IF NOT RECEIVED ON OR BEFORE THAT DATE. A SERVICE FEE OF 10% OF THE BALANCE DUE WILL BE CHARGED ON ALL LATE ACCOUNTS. _____

D. EXCURSIONS: I HEREBY GIVE PERMISSION TO HAVE MY CHILD GO ON ALL EXCURSIONS. _____

E. PHOTOGRAPHY: I GIVE MY PERMISSION TO USE MY CHILD'S PICTURE(S) IN AN END OF PROGRAM SLIDESHOW AND IN THE PROMOTION OF SCHOOL/CHURCH - RELATED ACTIVITIES. _____

F. ACCIDENTS: I UNDERSTAND EVERY PRECAUTION WILL BE TAKEN FOR MY CHILD'S SAFETY, AND I/WE WILL NOT HOLD ANY OFFICIAL, TEACHER, DIRECTOR, ADMINISTRATOR, OR HAWAII KAI CHURCH EARLY LEARNING CENTER RESPONSIBLE IN CASE OF AN ACCIDENT. IN THE EVENT THAT MY CHILD NEEDS MEDICAL ATTENTION, AND A SCHOOL OFFICIAL IS NOT ABLE TO CONTACT ME OR THE OTHER PARENT/GUARDIAN, I GIVE MY PERMISSION TO TAKE MY CHILD TO THE NEAREST MEDICAL FACILITY AND I WILL BE RESPONSIBLE FOR ALL EXPENSES. _____

G. MEDICATIONS: IN KEEPING WITH HAWAII STATE LAW, MEDICATION WILL BE ISSUED ONLY THROUGH PARENTAL PERMISSION. INDICATE IF YOU WILL PERMIT HAWAII KAI CHURCH EARLY LEARNING CENTER TO ADMINISTER CHILDREN'S TYLENOL IF NEEDED: **YES** ___ **NO** ___

SIGNATURE _____

SIGNATURE OF PARENT/GUARDIAN _____ DATE _____

PLEASE COMPLETE BOTH SIDES OF THIS FORM AND RETURN WITH REGISTRATION FEE

CONFIDENTIAL FORM 2011-2012

HAWAII KAI CHURCH EARLY LEARNING CENTER

DOES CHILD HAVE ANY FOOD ALLERGIES? _____

OTHER ALLERGIES, SPECIAL INSTRUCTIONS, OR ANYTHING YOU WOULD LIKE US TO KNOW?

I GIVE HKCELC PERMISSION TO POST MY CHILD'S ALLERGIES ON A CLASS LIST IN THE OFFICE AND IN HIS/HER CLASSROOM

YES

NO

SIGNATURE: _____

HKCELC MAY ALSO RELEASE MY CHILD TO THE FOLLOWING PERSON(S)...IN ADDITION TO LEGAL GUARDIANS

NAME _____

ADDRESS _____

PHONE _____

RELATIONSHIP _____

NAME _____

ADDRESS _____

PHONE _____

RELATIONSHIP _____

NAME _____

ADDRESS _____

PHONE _____

RELATIONSHIP _____

NAME _____

ADDRESS _____

PHONE _____

RELATIONSHIP _____

FAMILY NOTES (GETTING TO KNOW YOU)

ARE PARENT'S MARRIED? _____ DIVORCED? _____ CHILD LIVES WITH _____

CHILD'S BROTHER(S)/SISTER(S) & AGES _____

OCCUPATION: FATHER'S _____ MOTHER'S _____

RELIGION: FATHER'S _____ MOTHER'S _____

CHURCH ATTENDING _____ FAMILY HOME E-MAIL _____

HOW DID YOU HEAR ABOUT US?: _____

I CERTIFY THAT ALL INFORMATION ON THIS FORM IS TRUE TO THE BEST OF MY KNOWLEDGE AND I REALIZE THAT THIS FORM WILL BE KEPT CONFIDENTIAL BY HAWAII KAI CHURCH EARLY LEARNING CENTER. I/WE, AS PARENT(S)/GUARDIAN(S) AGREE TO KEEP HAWAII KAI CHURCH EARLY LEARNING CENTER UPDATED WITH ANY CHANGE(S) REGARDING THIS FORM.

PRINT NAME OF PARENT/LEGAL GUARDIAN: _____ DATE _____

SIGNATURE OF PARENT/LEGAL GUARDIAN: _____