



Enrollment Process for Preschool

Step 1: Tour Our Academy

Experience the difference our academy offers. We invite you to schedule a tour at a time that works best for your family and see our learning environment firsthand.

Step 2: Complete Application

Turn in the following to our office:

- Completed Registration/Application Form
- Registration Fee Payment (non-refundable)

Please note: all required documents and fees must be received before a family conference can be scheduled.

Step 3: Child Readiness Assessment

Your child will participate in a brief, friendly readiness assessment designed to help us understand their developmental needs and determine the most appropriate classroom placement.

Step 4: Family Conference

You will meet with the school administrator to discuss expectations, review school policies, learn about program fees and available payment options, and share any specific needs or considerations for your child.

Step 5: Admission Decision

You will be notified of acceptance, waitlist placement, or if additional information is needed to complete the review process.

Step 6: Complete the Enrollment Packet

Upon acceptance to Living Faith Academy, all required enrollment documents must be completed and submitted to our office before your child's first day of attendance.

- ✓ Birth Certificate
- ✓ Social Security Card
- ✓ Medical Examination (on yellow, DH 3040 available from doctor or clinic)
- ✓ Immunization Records
- ✓ Complete Registration Form
- ✓ Enrollment Agreement Form
- ✓ Child Abuse Policy Acknowledgment
- ✓ Distracted Adult Acknowledgement
- ✓ Discipline Policy Acknowledgement



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- ✓ Read and sign Parent/Guardian Preschool Handbook Acknowledgement
- ✓ Image Consent Form
- ✓ Medical/Emergency Treatment and Transportation Waiver of Liability Form
- ✓ Registration Fee & First Program Fee (if applicable)

Things to Know

Age of Entrance:

- For CDC, your child must be two or older
- For VPK, your child must be four or older on or before September 1st

There are no exceptions to this requirement.

Immunization:

Florida law requires that every child have a DH 680 Certificate of Immunization on file with the school.

This immunization record must comply with the following requirements:

- **DTP:** 5 doses are required unless the 4th primary dose was administered on or after the 4th birthday.
- **Polio:** 4 doses are required unless the 3rd primary dose was administered on or after the 4th birthday.
- **MMR:** 2 doses are required, given at 12 months of age or older.
 - **Measles:** 1 dose at 12 months of age or older
 - **Mumps:** 1 dose at 12 months of age or older
 - **Rubella:** 1 dose at 12 months of age or older

The DH 680 Certificate must have Part A, Part B, or Part C completed and signed by a Florida-licensed physician before a child can be admitted to school.