



COVENANTSCHOOL.COM
7150 Hitt Road, Mobile, AL 36695
251-633-8055

Dear Parent:

Our goal at Covenant Christian School is to provide a quality Christian education and ensure the safety of each child enrolled. As part of the process of achieving those goals, we maintain vital records as part of our commitment to serving our students and their families and in keeping with the laws of the State of Alabama.

Church operated daycares and elementary schools are exempt from state licensing under Alabama State Law. However, this exemption is only granted providing the church operated facility notifies parents of this exemption. Additionally, certain requirements must be met and information about those requirements should be given to each parent concerning the exemption process. (A copy of Code of AL 1975, Section 38-7-3 is available upon request.)

After receiving and reading the information from the school, parents are required by Alabama law to sign an affidavit stating the information was indeed given to them and they understand that our school's K3, K4, and AfterCare program operates as a church-exempt facility. This affidavit must be notarized and returned to the school office before the first day of school. Most banks have a notary public on staff. As long as you have an account there, they will perform the notarization for free or for a minimal charge.

In addition to the above information, certain medical information must be kept on each child. A current AL immunization certificate and current medical information is collected at registration and kept in the child's family file. Insurance information and the family doctor's contact information is also requested in the event of an emergency.

Thank you for enrolling your child at Covenant Christian School. If you have any questions, feel free to contact our office staff at 251-633-8055.

Sincerely,

Felicia Boren
Principal

Read the following information concerning the CCS K4 and Aftercare Programs.

As a church operated, religious, non-profit organization, Covenant Christian School is exempt from state licensing as a childcare facility. The following information is provided to you as part of the requirements of Code of AL 1975, Section 38-7-3.

1. **Staff Qualifications for K3, K4, & K5 teachers:** Our teachers are qualified to teach in their field and hold a combination of teaching degrees including Educator Certification by the AACCS accrediting agency. Teachers participate in ongoing professional training. AfterCare staff are hired based on qualifications set forth by the principal. All school employees have passed a background check and are approved by the AL Department of Education or by the AL Department of Human Resources to be in a classroom setting.
2. **Pupil-staff ratio for our K3, K4, and AfterCare programs:** Our K3 and K4 classes are closed to new students when the classes are considered full. To appropriately staff each daily Aftercare session, it is necessary that we receive your Aftercare weekly registration form **each Friday**. This procedure allows us to provide adequate supervision in the program. Guidelines from the State of AL for childcare settings are as follows:
 - a. K3 program – one teacher per 11 children
 - b. K4 program – one teacher per 18 children
 - c. K5 age & up – one teacher per 21 children (AfterCare only)
3. **Discipline policies for K3, K4, & AfterCare:** Classroom expectations are clearly communicated and age-appropriate. Students are expected to be obedient, following the rules of Covenant Christian School and of the individual classroom teacher. Students are expected to respond respectfully to those in authority. Working together, both teacher/staff member and parents help solve most problems that arise. Any unsolved problems continuing beyond that are directed to the principal and a parent conference is arranged.
4. **Type of curriculum used in the K3 & K4 program:** The curriculums we use have been developed through the years to best fit the philosophy of education at Covenant. Spalding phonics and the Horizon Pre-School curriculum are used along with centers and group activities that fall within the scope of our curriculum map.
5. **Religious teaching given to each child:** All teachings are Christian-based and reflect our statement of faith. We believe in God, the Father almighty, creator of heaven and earth. We believe in Jesus Christ, God's only Son, our Lord, who was conceived by the Holy Spirit, born of the Virgin Mary, suffered under Pontius Pilate, was crucified, died, and was buried; He descended to the dead. On the third day He rose again; He ascended into heaven, He is seated at the right hand of the Father, and He will come to judge the living and the dead. We believe in the Holy Spirit, the body of Christ the Church, the communion of saints, the forgiveness of sins, the resurrection of the body, and the life everlasting.
6. **Type of lunch program available:** Due to health department regulations, our K3 and K4 students cannot order lunch from our cafeteria. **Students will need food from home** for the entire day, including any pre-packaged snacks. When the student is in the K3, K4, or AfterCare program, the school is not able to provide snacks for any student. Pre-packaged snack/food must be brought from home.



**Form of Affidavit
For Parent/Guardian of K3, K4, or AfterCare Program Students***
(Complete this form in the presence of a notary. One form per student is required.)

STATE OF ALABAMA

COUNTY OF MOBILE

Before me, a Notary Public in and for the said State and County, appeared _____ and is known to me, after being duly sworn or affirmed, says as follows:

That affiant is the parent or legal guardian of the minor child/children

_____; that affiant has been notified by Felicia Boren, principal, and/or office personnel, that said **Covenant Christian School's** K3, K4 program and AfterCare Program has filed notice and is exempt under law from regulation by the Department of Human Resources.

Parent/Legal Guardian

Sworn or affirmed to and subscribed before me this the _____ day of _____, 20____.

Notary Public

My commission expires _____, 20_____

*Original, notarized parental affidavits must be submitted by the school annually.