



222 West Sixth Avenue  
 Mount Dora, FL 32757  
 (352) 735-2227

## SCHOOL YEAR REGISTRATION APPLICATION (2017- 2018)

<b>All Classroom Assignments Will Be Random</b>			
<b>STUDENT INFORMATION</b>			
Full Name: (last)		(first)	(middle initial)
Preferred or Nickname:		Age:	Date of Birth:
Street Address:			
City:		State:	Zip Code:
Gender: Male / Female			

<b>FAMILY INFORMATION</b>			
Mother's Name:		Father's Name:	
E-Mail:		E-Mail:	
Address (if different):		Address (if different):	
City/State:	Zip:	City/State:	Zip:
Home Phone:		Home Phone:	
Cell Phone:		Cell Phone:	
Employer:		Employer:	
Work Phone:		Work Phone:	
Legal Custody of Child is with:    Both    Mother    Father    Other:			
Please list student's brothers and sisters (if applicable):			
Name:	Age:	Grade:	Male / Female
Name:	Age:	Grade:	Male / Female

<b>EMERGENCY CONTACT LIST</b>			
Your child will be released only to the custodial parent, legal guardian or persons listed below. The persons listed below will also be contacted and are authorized to remove the child from First Presbyterian Preschool in the case of illness, accident or emergency, if for some reason the parent(s) or legal guardian cannot be reached.			
Name:	Phone: home (    ) - cell (    ) -		
Relationship:			
Name:	Phone: home (    ) - cell (    ) -		
Relationship:			
Name:	Phone: home (    ) - cell (    ) -		
Relationship:			

<b>UNAUTHORIZED PERSONS</b>	
Please list any person(s) not authorized legal contact with or custody of your child (please include copy of legal document(s) for confidential placement in your child's file).	
Name:	Relationship:

**MEDICAL INFORMATION**

9-1-1 will be called in the event of an emergency. I hereby grant permission for the staff of First Presbyterian Preschool to contact the following medical personnel to obtain emergency medical care if warranted.

Doctor: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Hospital Preference: \_\_\_\_\_

Special Medical Needs or Concerns:  
Please include any information we may need for your child's well-being (i.e. asthma, diabetes, fears,...)!

**PERMISSION FOR FOOD-RELATED ACTIVITIES & SPECIAL OCCASION FOOD CONSUMPTION**

Pursuant to 65C-2.005(1)(c)2., F.A.C., licensed childcare facilities must obtain written permission from parents/guardians regarding a child's participation in food related activities. These activities include such things as: classroom cooking projects, gardening, school wide celebrations and birthdays.

I give/decline permission for my child \_\_\_\_\_  
(circle one) (Child's Name)

to participate in food related activities and special occasions wherein food is consumed.

Please provide the following information:

\_\_\_\_\_ My child DOES NOT have a food allergy or dietary restriction. He/she may participate in activities.

\_\_\_\_\_ My child DOES NOT have a food allergy or dietary restriction. He/she **may not** participate in activities.

\_\_\_\_\_ My child DOES have a food allergy or dietary restriction. He/she may participate in activities, but may not eat or handle the following items (please list below):

\_\_\_\_\_

\_\_\_\_\_ My child DOES have a food allergy or dietary restriction. He/she **may not** participate in activities.

I understand that it is my responsibility to update this form in the event that my decision for permission changes. I agree that this form will remain in effect during the term of my child's enrollment.

**NUTRITION AGREEMENT**

Florida Statute 402.305 (8) F.S. on NUTRITIONAL PRACTICES states: "Minimum standards shall include requirements for the provision of meals or snacks of a quality and quantity to assure the nutritional needs of the child are met."

The school provides a nutritious morning snack and drink only. Each class will have a designated snack time each school day. Lunch Bunch parents are responsible for providing their child with a nutritious lunch. Please send your child's lunch in a lunch box with the child's name. Soda pop and fast foods are not permitted.

**FEE SCHEDULE & TUITION COSTS**

<p><b>K3</b> (child must be 3 years of age by 09/01/17) 9:00 am – 12:00 pm Registration/Material Fee                    \$125 Non-refundable</p> <p>_____ 2 days    Tues &amp; Thurs                    \$1,800/year or \$180/month _____ 3 days    Mon, Wed and Fri                    \$2,300/year or \$230/month _____ 5 days    Mon - Fri                    \$2,850/year or \$285/month</p>	<p><b>Early Morning</b> 8:00 am – 9:00 am \$5/day</p> <p>_____ 2 days    \$10/week _____ 3 days    \$15/week _____ 5 days    \$25/week</p>
<p><b>VPK</b> (child must be 4 years of age by 09/01/17) 9:00 am – 12:00 pm</p> <p>_____ Voluntary Prekindergarten (VPK) Mon - Fri FREE with Certificate of Eligibility</p>	<p><b>Lunch Bunch</b> 12:00 pm – 1:00 pm \$5/day</p>
<p>There is a 10% tuition discount for siblings. There is a 10% tuition discount for church membership.</p>	<p><b>Extended Afternoon</b> 1:00 pm – 3:00 pm \$10/day</p> <p>_____ 2 days    \$20/week _____ 3 days    \$20/week _____ 5 days    \$50/week</p>

**All parents are required to sign their child in and out of our school using the sheets provided at our Parent Welcome Desk. This is required by state regulation, necessary for our record keeping and a safety issue for the children as well.**

Parents who pick up their child after our regular closing time will be charged a late pick-up fee of \$5.00 for the first fifteen minutes and \$10.00 for each additional fifteen-minute time period. If you know that you cannot make it on time, please make every effort to notify the staff. At fifteen (15) minutes past closing time, the staff will attempt to make contact using the names and numbers listed on the child's file. If no contact can be made thirty (30) minutes after closing time, the staff will contact Legal Authorities.

It is extremely important that registration forms include information, in writing, of person(s) authorized or unauthorized to pick up your child from school. Your child will not be allowed to leave with anyone except those whom you have listed or called and made special arrangements. If our staff members do not know you, you will be asked to show identification as a safety precaution. Please notify the Director immediately of any changes to this information. In the case of divorced parents, please indicate on registration form who has legal custody and who may remove the child from our school. All custody documents (copies) shall be kept confidential and held in the child's file. Any person, unknown by the staff, picking up your child must show a valid photo I.D. and be authorized (either on form or via conversation with parent) before the staff will release that child.

**Monthly tuition fees are due and payable on the first of each month (August-May). Tuition fees cover the academic school period, which is based on a 10-month school year. Early Morning, Lunch Bunch and Extended Afternoon fees are billed weekly. All payments are non-refundable.**

All payments shall be made by check or money order, payable to **First Presbyterian Preschool**. Please do not pay with cash. A late payment fee of \$25.00 will be charged if payment is not received within ten (10) days of the due date. If tuition is not received within ten (10) days of the due date, your child may be denied admittance to school.

## VPK ATTENDANCE POLICY

As part of the state funded Voluntary Pre-Kindergarten program we are subject to strict attendance guidelines.

- Our VPK program begins promptly at 9:00 a.m. and ends at 12:00 p.m.
- Drop off time begins each morning at 8:55 a.m.

Children who do not attend on a regular basis; are routinely late; or leave the program early will be referred to the director for counseling. An effort to assist in improving attendance issues will be documented and inability to resolve the attendance problem may result in your child being dismissed from our VPK program and referred to the Early Learning Coalition of Lake County.

Chronic tardiness is defined as late arrival or early departure more than once per week. Chronic absenteeism is defined as missing more than 20% of the monthly school days without a medical excuse or other reasonable explanation.

(1) For VPK students that began first day of school in August - only 20% of 180 school days (36 days) absent are permitted. Each day absent over 20% (36 days), parents will be charged a daily absent rate of \$20.00, which shall be billed and due upon receipt of statement.

(2) For VPK students that began after the first day of school - only 20% of monthly school days absent are permitted. Each day absent over monthly 20%, parents will be charged a daily absent rate of \$20.00, which shall be billed and due upon receipt of statement.

Parents will be required to sign a monthly VPK attendance verification form. This information will be shared with the Early Learning Coalition of Lake County.

I have read and understand the attendance policy.

## PHOTOGRAPH PERMISSION

Please select one statement.

- I, **DO** grant First Presbyterian Preschool permission to utilize pictures or video images of my child Participating in preschool activities for **advertising, promotional, or dramatic form for lessons and/or preschool promotion.**
- I, **DO** grant First Presbyterian Preschool permission to utilize pictures or video images of my child participating in preschool activities for **ONLY in church/preschool slideshows and/or school lessons.**
- I, **DO NOT** grant First Presbyterian Preschool permission to photograph/video my child.

## HAND SANITIZER PERMISSION

Our school's current policy is to wash our hands frequently (in the morning before entering the classroom, before snack time, after each time we use the restroom, after blowing our noses, after playground time, and before lunch). Our school does supplement hand washing with the use of hand sanitizer in the classroom. The use of hand sanitizer is supervised by your child's teacher.

"Rule 65C-22.002(8)(a)(2), Florida Administrative Code requires that employees, volunteers, and children shall wash their hands with soap and running water, drying thoroughly and follow personal hygiene procedures for themselves, or while assisting others, and immediately after outdoor play.

Please remember that hand sanitizer may NOT take the place of soap and running water. Also, hand sanitizer should NEVER be accessible to children or used by children without the appropriate supervision or without following the instruction label. The Department recommends obtaining written consent from the parent and/or guardian prior to children using hand sanitizer."

I hereby acknowledge that my child's school supplements hand washing with the use of hand sanitizer in the classroom, while under the supervision of the teacher.

## DISCIPLINE POLICY

(Section 65C-22.006(4)(c)2., F.A.C., requires that parents are notified in writing of the disciplinary practices used by the child care facility.)

We believe that children learn through positive reinforcement and direction aimed toward desired behavior. Every attempt will be made to maintain Christian disciple and treat children with love and fairness in accordance with God's word. Strategies will include:

- Talking with the child and telling them of our confidence that they can do better;
- Re-directing the child's activities;
- Placing child in time-out; and
- Meet with child and parents if behavior continues.

We will NEVER hurt, embarrass or humiliate a child for any reason! We will ALWAYS praise, hug, encourage and reward for good behavior.

Any child who bites or commits any other violent act will be sent home immediately.

**AGES AND STAGES PERMISSION**

During your child’s first few years of life many important skills and abilities are established. These skills are key to success in school and later life. We believe that it is very important to monitor the growth and development of children in our care, so that we can call early attention to any possible delays. Early attention often means delays can be solved and children can “catch up” with their playmates.

Your child’s caregivers at First Presbyterian Preschool have completed training in the observation and screening of young children, and we have implemented a program of periodic screening for the children in our care. With your permission, we will occasionally observe your child’s development and will record the results using a screening checklist developed for this purpose.

We welcome your participation in these screening sessions, and we would be glad to explain the screening process to you in detail. When the results indicate that your child’s development is typical, we will provide you with a summary of your child’s progress and will suggest age-appropriate activities that you might do with your child.

If the results point out areas of possible concern, we will advise you on how to schedule a more detailed assessment for your child. We will keep all information about your child and your family in confidence.

Please indicate below with a checkmark  if we have your permission to periodically monitor your child’s growth and development.

I do \_\_\_\_\_ OR I do not \_\_\_\_\_ grant permission to screen my child for possible developmental delays.

If child was born prematurely, how early was the birth? \_\_\_\_\_

**CHURCH AFFILIATION**

Does child attend Church/Sunday School: (circle) Yes / No / Sometimes	
If so, Church Name:	Church Location:
Mother's Church Affiliation:	Father's Church Affiliation:
Is child baptized: (circle) Yes / No	
If so, Baptism Date:	Baptism Place:

**MARKETING INFORMATION**

Where did you hear about our school? (Circle all applicable).		
Preschool Website	Preschool Facebook Page	Church Member Name:
Early Learning Coalition	Other	School Parent Name:

## REGISTRATION AGREEMENT

Please read the following information and sign as indicated below:

1. I must sign my child in and out each day on sheet provided on Parent Information Desk.
2. If an unauthorized person is to pick up my child, I will notify the school office. Person must present photo identification and know family ID number when arriving to pick up child.
3. My child should be kept at home if: running a fever of 100.0 degrees or higher; diarrhea or vomiting in the previous twenty-four hours; too sick to participate in the full program, including outside play; a constant cough, wheezing, sneezing and/or nasal discharge; or symptomatic of a communicable disease (these are usually sniffles, reddened eyes, sore throat, headache, abdominal pain, fever, rash)
4. If I am called to pick up my sick child, I shall do so promptly.
5. Irreplaceable items, such as jewelry, toys or pictures, should not be brought to school.
6. I will notify the school of any changes in address, phone numbers, emergency information or changes in family situations.
7. I am responsible for keeping my child's health records, on file with the school, up to date.
8. Parents who pick up their child after our regular closing time will be charged a late pick-up fee. The fee is \$5.00 for the first fifteen minutes and \$10.00 for each additional fifteen-minute time period. If you know that you cannot make it on time, please make every effort to notify the staff. At fifteen (15) minutes past closing time, the staff will attempt to make contact using the names and numbers listed on the child's emergency data card. If no contact can be made thirty (30) minutes after closing time, the staff will contact Legal Authorities.
9. No medication can or will be administered to my child without an Authorization for Medication and original containers.
10. The director shall be notified two (2) weeks in advance before a child is to be withdrawn. Parents are required to pay for those two (2) weeks regardless of when the child leaves the school.
11. Section 65C-22.006(2), F.A.C., requires a current physical examination (Form 3040) and immunization records (Form 680 or 681) within 30 days of enrollment.
12. Section 402.3125(5), F.S., requires that parents receive a copy of the Child Care Facility Brochure, "KNOW YOUR CHILD CARE FACILITY".

My signature below signifies I have read and understand the above registration agreement.  
I understand that will receive a Parent Handbook during Open House or the first day of school.

Parent Signature:

Date: