



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

**SCHOOL YEAR REGISTRATION APPLICATION**  
**2023-2024**

**MUST HAVES PRIOR TO YOUR CHILD'S FIRST DAY OF SCHOOL**

VPK Students	Voluntary Prekindergarten Certificate of Eligibility (signed and dated)
All Students	Student Examination (DH3040 Form) (both physician and parent side)
All Students	Certificate of Immunization (DH680 Form) (must have a valid expiration date)

**STUDENT INFORMATION**

Full Name: (last)		(first)	
Preferred or Nickname:	Age:	Date of Birth:	
Street Address:			
City:	State:	Zip Code:	
Gender: Male / Female			

**FAMILY INFORMATION**

Mother's Name:		Father's Name:	
E-Mail (required):		E-Mail (required):	
Address:		Address:	
City/State:	Zip:	City/State:	Zip:
Cell Phone (required):		Cell Phone (required):	
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

**EMERGENCY CONTACT LIST**

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:
Relationship:	
Name:	Phone:
Relationship:	
Name:	Phone:
Relationship:	

**UNAUTHORIZED PERSONS**

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:
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**MEDICAL INFORMATION**

9-1-1 will be called in the event of an emergency.

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

**NUTRITION AGREEMENT**

**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 to participate in food related activities and special occasions wherein food is consumed.  
(Circle one)

Please provide the following information:

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

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\_\_\_\_\_ 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 if my decision for permission changes. I agree that this form will remain in effect during the term of my child's enrollment.

Florida Statute 402.305 (8) F.S. on NUTRITIONAL PRACTICES states: "Minimum standards shall include requirements for the provision of meals or snacks of 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.

**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.

**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:

FEE SCHEDULE & TUITION COSTS	
<b>K3</b> Registration Fee                      \$150 Non-refundable  <b>Part-time 9:00 am – 12:00 pm</b> ____ 2 days    Tues & Thurs            \$235/month ____ 3 days    Mon, Wed and Fri            \$305/month ____ 5 days    Mon - Fri                      \$370/month  <b>Full-time 8:00 am – 3:00 pm</b> ____ 5 days    Mon - Fri                      \$720/month (\$210 discount when paid monthly in advance.)	<b>Occasional Use</b> <b>Early Morning</b> <b>8:00 am – 9:00 am</b> \$7/day  <b>Lunch Bunch</b> <b>12:00 pm – 1:00 pm</b> \$7/day  <b>Extended Afternoon</b> <b>1:00 pm – 3:00 pm</b> \$14/day
<b>VPK</b> <b>Part-time 9:00 am – 12:00 pm</b> ____ 5 days    Mon – Fri                      Free  <b>Full-Time 8:00 am – 3:00 pm</b> ____ 5 days    Mon - Fri                      \$350/month (\$210 discount when paid monthly in advance.)	There is a 10% tuition discount for siblings. There is a 10% tuition discount for church membership.  We are required to sign the students in and out of our school using the SmartCare Childcare System. This is required by state regulation, necessary for our record keeping and a safety issue for the children as well. <b>There is a \$3.00/month student SmartCare technology fee paid directly to SmartCare.</b>

<b>REQUIRED:</b> <b>I hereby authorize First Presbyterian Preschool to charge the following account any outstanding balance due the last day of attendance or the last day of the school year.</b>	_____ Signature
Credit/Debit Card (Visa/MC) Card Number: _____ Expiration Date: ____/____ Verification Code: _____	ACH Account (Checking/Savings) Routing Number: _____ Account Number: _____

**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 electronically through the SmartCare System (ACH account withdrawal, credit, or debit card) or by check/money order, payable to **First Presbyterian Preschool**. Cash for tuition fees are not allowed. A late payment fee of \$25.00 will be charged if monthly 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.

**If your child is absent or late, we must be notified. DCF requires that we contact you within the first hour if your student is missing. You may message your teacher, director, private Facebook page posting, or voicemail to preschool office (352) 735-2227.**

Parents who pick up their child after our regular closing time will be charged a late pick-up fee of \$15.00 for the first fifteen minutes and \$15.00 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 the 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 releases that child.

**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.

**Only 20% of the 180 school days (or 36 days) absent are permitted. Should your VPK student exceed the maximum allowed days absent they may be unenrolled in the program.**

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.

**HAND SANITIZER PERMISSION**

“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.

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.

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.

**MARKETING INFORMATION**

Where did you hear about our school? (Circle all applicable).

Preschool Website	Preschool Facebook Page	School Parent Referral Name:
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Early Learning Coalition	Other
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**DISCIPLINE & SUSPENSION/EXPULSION 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 childcare 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, kicks, hits, scratches, spits, uses vulgar language or commits any other violent act may be sent home immediately at director's discretion. First Presbyterian Preschool reserves the right to suspend or expel a student upon repeated occurrences. We will counsel and work with parents to meet the behavior needs of each student.

**REGISTRATION AGREEMENT**

Please read the following information and sign as indicated below:

1. 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)
2. If I am called to pick up my sick child, I shall do so promptly.
3. Irreplaceable items, such as jewelry, toys or pictures, should not be brought to school.
4. I will notify the school of any changes in address, phone numbers, emergency information or changes in family situations.
5. I am responsible for keeping my child's health records, on file with the school, up to date.
6. Parents who pick up their child after our regular closing time will be charged a late pick-up fee. The fee is \$15.00 for the first fifteen minutes and \$15.00 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.
7. No medication can or will be administered to my child without an Authorization for Medication and original containers.
8. 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.

My signature below signifies I have read and understand the above registration agreement.

Parent Signature:

Date: