

Peace Christian Preschool & Day Care

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www.peacechristian.com

Registration Form

Child's Name _____ Child's Date of Birth _____

Gender (male/female) _____ Child's Nickname _____

Address _____

City _____ State _____ Zip _____ Home Phone _____

Family Email Address (required) _____

My child has Allergies: circle - Yes or No (explain below)

Family Information

Parent/Guardian _____ Cell# _____

Employer: _____ Work Phone _____

Parent/Guardian _____ Cell# _____

Address (if different from child) _____

City _____ State _____ Zip _____ Home Phone _____

Employer _____ Work Phone _____

Email Address (required if two households) _____

Marital Status: Married: _____ Divorced: _____

Separated: _____ Other: _____

If one or both parents do not have custodial rights, please explain. _____

Names/Ages of Siblings _____

About Your Child

Allergies - please list what your child is allergic to, type of reaction, severity, and usual treatment. (Completion of state form required)

Toilet Trained - completely trained or will be by Sept? _____

Does your child nap? _____

Medications: (Please note that the only medication we are allowed to administer at our school is an EPI-Pen or rescue inhaler) _____

Family Physician: _____ **Phone:** _____

Additional Information: (Social Behaviors, Individualized Education Plan*, any challenges you see your child having, etc. please explain) _____

***Please provide a copy of your child's IEP to the office**

Pursuant to NYS DOH: Children who are not fully immunized will not be admitted to school unless under Medical supervision. Documentation from a physician will be required.

Permission Statements

Yes__ No__ **911** - In case of emergency, I authorize "911" to administer any necessary emergency medical care to my child and transport my child to a medical facility.

Yes__ No__ **Changing** - In case of dirty diaper/soiled clothing, I give permission for Peace Christian Staff to change and clean my child. Staff will follow New York State mandated hygiene procedures.

Yes__ No__ **Photographs** - I hereby grant permission to Peace Christian Preschool and Day Care to photograph my child and for the photos to be used in the following manner as indicated below:

Class Projects Bulletin Boards Website (we will verify with family first)
 Slide Shows (Peace programs)

Yes__ No__ **Sunscreen** - I give Peace Christian Preschool and Day Care permission to apply sunscreen that I provide. All sunscreens must be labeled clearly with my child's first and last name and given directly to a teacher.

Yes__ No__ **Diaper Cream** - I give Peace Christian Preschool and Day Care permission to apply Diaper cream that I provide. All Diaper Cream must be labeled clearly with my child's first and last name and given directly to a teacher.

Yes__ No__ **Sleeping/Mats** - I am aware that my child is sleeping on a cot or 3/4" state regulation mat while at Day Care. (For preschool parents: if your child is not feeling well, this gives us permission to let them lay down on a cot/mat until you arrive to pick them up.)

Yes__ No__ **Policies** - I agree to abide by the *Peace Christian Pre-School Handbook Rules and Regulations* and the *Peace Christian Preschool Tuition Agreement*.

Yes__ No__ **Contact** - I am willing to receive information about church activities by means of e-mail and/or phone calls.

I, the parent and/or Legal Guardian of _____, do consent and grant my permission to all the agreed to items listed above.

(Parent's Signature)

(Date)

HOW DID YOU HEAR ABOUT PEACE CHRISTIAN PRESCHOOL?

Friend Website Sign on our Front Lawn Neighborhood Blog
 Other (please explain) _____

**Peace Christian Preschool and Day Care is a ministry of
Peace Lutheran Brethren Church**

Peace Christian Preschool and Day Care is licensed by the New York State Office of Child and Family Service.

Please note a 3% credit card fee will be added to all credit card payments made.

2-year-Old Program (18 months to start)

Toddler Program

9am -11:30am

PRICES INCLUDE DIAPER FEE

2 day program \$265 _____

3 day program \$341_____

4 day program \$429_____

5 day program \$506_____

Full Day Care Day for Toddlers

7am - 5:30 pm

2 days \$506.00_____

3 days \$759.00_____

4 days \$1012.00_____

5 days \$1265.00_____

Day Care prices include toddler program and diapering.

3-Year-Old Program (3 years by Dec 1)

Preschool Program

9am –11:45am

PRICES DO NOT INCLUDE 15% DIAPERING FEE

2 days program \$280_____

3 days program \$325_____

4 days program \$374_____

5 days program \$440_____

4's Program (4 years old by Dec.1st)

Morning program

9am- 11:45am

5 days\$440.00

Kindergarten Readiness Program

9am-2pm

5 days \$550/month

Full Day Care Day for 3- and 4-year-olds

7am – 5:30pm

2 days \$462.00_____

3 days \$693.00_____

4 days \$924.00_____

5 days \$1155.00_____

Day Care prices include age-appropriate program and diapering if needed.

Circle the days you want your child to come:

M

T

W

TR

F

Extended Hours If you need additional care hours before or after your child is in preschool:

The cost for additional care hours is \$15 per hour. The charges will be added to your bill at the end of each month and will be calculated incrementally. Example: 30 minutes early drop off = \$7.5

To help us staff appropriately please arrange a set schedule or be sure to give the office one day's notice of early or late pick up.

Child's Name _____

Tuition Agreement: I agree to and understand the following:

1. Registration & Materials Fee of \$175 is due at the time of registration and is non-refundable. The registration fee includes all classroom supplies (crayons, paint, markers, paper, etc.) as well as a T-shirt and school picnic.

2. First tuition payment is non-refundable.

3. Payment Schedule

- Your total Tuition will be divided into 10 payments.
- Payment 1 is due at the time of Registration.
- Payments 2-10 are due on the 1st of each month (September through May)
- Monthly bills are online at MYPROCARE.COM, please be sure the e-mail address on your registration form is one you use regularly.

4. Payment Responsibility

- When enrolling in a preschool class you are responsible for the entire year's tuition (example: 2-day preschool program 9-11:45 is \$220 x10 = \$2,220.00)
- Preschool classes do not include day care days (additional charge to attend)
- Monthly bills are online at ProCare.com. Please be sure the e-mail address on your registration form is one that you use regularly.
- A 10% late fee will be assessed for payments made after the 15th of the month.

The tuition is charged even if your child is out sick or on vacation. The tuition amount is the same each month regardless of school holidays, sick days, snow days, etc. You pay for your child's spot not their attendance.

5. Tuition Discounts AND DIAPERING FEES

- 10% Sibling discount is on oldest child.
- 5% Prepayment discount is given for payment in full at the start of the year.
- 15% DIAPERING FEE IS CHARGED FOR Preschool children yet to train. When your child reaches the milestone of becoming potty trained, please advise the office. This will serve as a notification that you are starting your 30-day trial month. If the month goes with none or limited accidents, we will remove the diapering fee the following month. The day care rate includes diapering fee so regardless of "potty status" no adjustment is made.

Please note:

- If you wish to change your child's schedule, one month's notice is required and must be e-mailed to the office. Scheduling changes will depend upon availability.
- If you sign up for a day care day and do not come you will be charged a no-show fee of \$25.
- If you do not sign up for a day care day but show up without calling, we may not be able to accommodate your child. If we need to call in additional staff, you will be charged a drop-off fee of \$25.
- Our school closes at 5:30pm
If you are late picking up your child after closing time a fee of \$25 per child per 10-minute increment will be charged.

I, _____ (parent's name), understand the terms of the Tuition Agreement as stated above and agree to follow the tuition policies of Peace Christian Preschool & Day Care.

Child's name: _____

Parent Signature: _____ **Date:** _____