

## DRAGONFLY RANCH PRESCHOOL

2023-2024

### Registration Check-List

We welcome you and your child to the Dragonfly Ranch Preschool!  
It will be a wonderful year filled with learning and growing experiences.  
Please begin by registering your child – registration begins immediately.

The checklist below includes the items you will need to enroll your child for the 2023-2024 school year. Please make sure all your forms are included to complete the enrollment process.

Student's Name \_\_\_\_\_ Date \_\_\_\_\_

1. Preschool Registration/Application Form (two pages; be sure to sign and date).
2. Tuition Agreement Form (complete the form for the specific program you are registering for – ex: 2 day/week program, 3 day/week program, 5 day/week program).
3. Authorizations and Agreements (be sure to sign and date).
4. Photocopy of Certified Birth Certificate (this can be from the state or the hospital).
5. Oregon Certificate of Immunization Record - don't forget to sign and date this form.
6. Medical statement provided by the child's primary care physician.
7. Get to know your child form

If you have any questions please contact the directors Cara @971-359-6390, Dan @ 503-473-7822 or the preschool directly @ 971-356-1715..

To register: please have all completed paperwork and deposit to the preschool via mail or you may drop off in person. If paperwork isn't complete, we will have you complete it as soon as possible. A spot for your child will be held, and if deposit is provided and there is a spot available.

Dragonfly Ranch Preschool  
15898 S Springwater Rd  
Oregon City, OR 97045  
971-356-1715

## DRAGONFLY RANCH PRESCHOOL

### Registration/Application Form

**Please Circle: 2 days: T/Th(am/pm) or 3 days: M/W/F(pm) or T/W/TH(am)  
Or 5 days M/T/W/TH/F(pm)  
AM (8:30-11:30) or PM (12-3)**

Student Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Address: \_\_\_\_\_ Gender: M or F

Mothers name and address:

\_\_\_\_\_  
Telephone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Place of employment/Number: \_\_\_\_\_

Father's name and address:

\_\_\_\_\_  
Telephone number: \_\_\_\_\_

Email: \_\_\_\_\_

Place of employment/Number: \_\_\_\_\_

Marital status: \_\_\_\_\_

Emergency Contacts:

Name: \_\_\_\_\_

Number: \_\_\_\_\_

Name: \_\_\_\_\_

Number: \_\_\_\_\_

Other people authorized to pick up your child:

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

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

#: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

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

#: \_\_\_\_\_

Allergies or other medical conditions:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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Medications Taken/Dosage (if any):

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Do you give us permission to administer medications if needed? Yes or No

Does your child have a verified disability? If so, please explain:

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Is your child fully potty-trained? Yes No

What does he/she say when they need to use the bathroom?

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**Does your child need support dressing?** Yes No Sometimes

**Does your child need support to feed themselves?** Yes No Sometimes

**Does your child need support washing their hands or face?** Yes No Sometimes

Does your child have any fears or is there anything else we should know? \_\_\_\_\_

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Has your child been cared for by anyone other than parents/guardians? \_\_\_\_\_

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Siblings: please list the names, ages, grades and school of any siblings:

Name:	Age:	Grade:	School:
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Previous preschools, daycares, etc...(name, location and dates):

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Which holidays do you celebrate?

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What is your child's comfort level around animals? Please explain:

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Does the child currently have any pets? \_\_\_\_\_ What kind? Names?

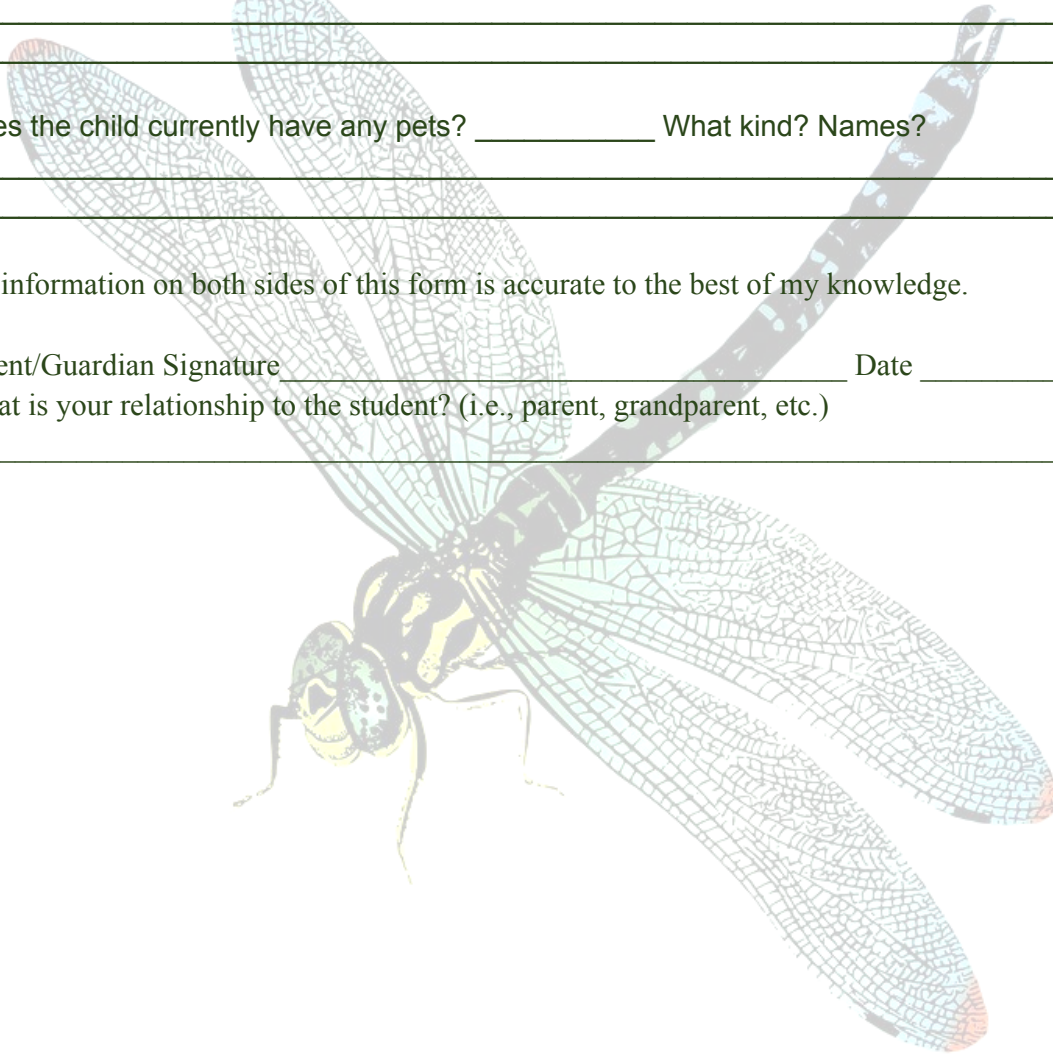
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All information on both sides of this form is accurate to the best of my knowledge.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

What is your relationship to the student? (i.e., parent, grandparent, etc.)

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## TUITION AGREEMENT

**2 DAYS/WEEK: \$450 per month**

**3 DAYS/WEEK: \$500 per month**

**5 DAYS/WEEK: \$550 per month**

(For Fall registration your child needs to be 3 or 4 years old on or before 9/1/23:  
Our calendar is based on the Oregon City School District)

Please complete this form and mail to the preschool with your \$100.00 non-refundable deposit. Dragonfly Ranch Preschool can accept checks, cash, venmo, credit cards. Please make checks payable to: **Dragonfly Ranch Preschool**. If you would like to pay by credit card, just let us know and we will send an invoice via email through square. The deposit will be applied towards preschool supplies if your child is placed in our center.

### AGREEMENT FOR PAYMENT OF TUITION

Payment for the 2023-2024 center year will total \_\_\_\_\_ (if your child is coming 2 days it will be \$450 x 10 months or 5 days \$550 x 10 months). We will offer a 5% discount of payment for the full learning center year calendar and a 10% discount for siblings. Payments are due on the first business day of the month. Please let us know at the beginning of each month how you will be paying.

You may mail or hand-deliver your check. Following the initial payment, an invoice will be sent to you on the 25th of each month. If payment is not received, a 2nd notice will be sent on the 10th of the month. If we do not receive payment by the end of a given month then we will contact you to consider alternatives.

Student's Name: \_\_\_\_\_

I acknowledge that my deposit is non-refundable unless Dragonfly Ranch Preschool cannot provide placement. I understand the deposit will be applied to learning center supplies. I agree to the payment requirements as stated above.

\*Please be aware that we will hold your deposit until a placement has been made.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

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### Authorizations & Agreements

My child may be given non-prescribed medication as indicated on the container, including sunscreen, children's pain reliever, anti-bacterial first aid cream. Syrup of ipecac may be administered if deemed necessary by a poison control operator. We will contact parents prior to administering non-prescription pain relievers. Prescription medications must be current and require permission slips for each medication.

Being a functioning farm, we do have live animals, equipment, and tools. Although we take precautions and much care, accidents could occur. I am aware of this and assume the risk.

In an emergency, Cara (McDonough) Shambaugh/ Dan Silvey/ Dragonfly Ranch has my permission to call an ambulance, 911, or to take my child to any available physician or hospital at my expense and to obtain medical treatment for my child.

With prior notification and approval, my child may be taken on field trips by private motor vehicle; and on neighborhood walking excursions, while under direct supervision.

My child may be photographed for sharing photos, publicity, news: (please check below)

\_\_\_\_\_ on site \_\_\_\_\_ off site \_\_\_\_\_ website

Please be sure to contact the directors, Cara (McDonough) Shambaugh @ 508-245-3391, Dan Silvey @ 503-473-7822, or Dragonfly Ranch Preschool @ 971-356-1715 with any questions or adjustments. Your signature below states that you understand and agree to all of the above and that you release Dragonfly Ranch, Dragonfly Ranch Preschool, Cara (McDonough) Shambaugh, Dan Silvey and Staff, from any liability.

Thank you so much!

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

## Getting to Know Your Child

Dear Parents,

Please fill out the following questionnaire and return to the school as soon as possible.

Child's preferred name \_\_\_\_\_

I'd describe my son/daughter as: \_\_\_\_\_

One important thing to know about my son/daughter is:

\_\_\_\_\_

What does your child like best about school?

\_\_\_\_\_

His/her strengths include: \_\_\_\_\_

\_\_\_\_\_

Areas of concern: \_\_\_\_\_

\_\_\_\_\_

List some activities your child is interested or involved in:

\_\_\_\_\_

What hopes or goals do you have for your child in preschool?

\_\_\_\_\_

Any additional comments or information you would like to share.

\_\_\_\_\_

\_\_\_\_\_