



Little Sprouts Policy & Updates 2018-19

**Little Sprouts – Mother’s Day Out and Preschool
Hours 8:30 – 12:30. September 4, 2018 – May 11, 2019
\$25 Application Fee must accompany Registration Form – Non-Refundable**

****ALL CHILDREN 3 and older must be potty trained.***

Age of child on September 30: 2 _____, 3 _____, 4 _____, 5 _____

Which program would you like your child to attend? 2 day _____ 3 day _____ 5 day _____

Child’s First Name: _____ **Last Name:** _____

Name child prefers to be called: _____

Date of Birth (M/D/Y): ___/___/___ Gender: [] M [] F Lives with (Circle) Mom, Dad, Both,

Address: _____ City,

Zip _____

Allergies: _____

Last School: _____

Siblings Names & Ages: _____

Favorite Things: _____

Special Persons he/she might talk about & relationship? _____

Any pets? Type and Name: _____

Has your child ever been dismissed or asked to withdraw from another program? _____

Any concerns of a developmental delay? If yes, explain: _____

Please include any additional comments, concerns, anything thing you think we might need to know about your child on the back of this form. Check here if there is more information on the back _____

Would you like your child screened for a fee for speech/language, hearing, fine motor, gross motor? (circle all)

Mother’s Name: _____ **Email print:** _____

Cell (____) _____ Home _____

Occupation: _____ Employed by: _____ Work

(____) _____

Father’s Name: _____ **Email print:** _____



Little Sprouts Policy & Updates 2018-19

Cell (____) _____ Home _____
Occupation: _____ Employed by: _____ Work
(____) _____

Emergency Contact Information (in Baton Rouge area)

Name (other than parent): _____ Phone: (____) _____

Relationship to Child: _____

Pediatrician's Name: _____ Phone: (____) _____

Dentist's Name: _____ Phone: (____) _____

List allergies and/or special needs:

Other Information

Would you like to volunteer? If yes, in what way?

How did you hear about Little Sprouts?

Agreement:

I understand that Little Sprouts is a preschool program focusing on teaching the "whole child" – including developmentally appropriate preschool learning of academics (letters, numbers, colors, science, etc), fine motor skills, gross motor skills, social development, and Christian faith through circle time, play, centers, music, outside time and more. I understand the program is a full school year commitment, and that I am responsible to pay for the entire school year through one of the payment options. I understand and give permission for my child's picture to be taken to be used for Little Sprouts purposes to share with parents to show activities done at Little Sprouts.

_____ Sign _____ Date



Little Sprouts Policy & Updates 2018-19

Payment and Policy Information:

Hours: 8:30 – 12:30, Monday – Friday. September 4, 2018 – May 11, 2019

- 2 – 3 Year Olds may sign up for All Five Days, Tues/Thursday or M/W/F.
- 4 and Older must sign up for the 5 day program.
- 3 year-olds are encouraged to sign up for the 5 day program to get maximum benefits from preschool.
- There will be a late pickup fee of \$1 per minute for every minute after 12:30pm that your child is in our care.

Tuition

- **Five Day Program: \$2,800/Year. \$1,500/Semester, or 8 payments of \$380/each**
- **Three Day Program: \$1,900, \$1,000/Semester or 8 payments of \$260/each**
- **Two Day Program: \$1300, \$700/Semester or 8 payments of \$180/each**
- Payments may be made via Paypal – service fee will be added.
- Checks that do not clear will incur a \$40 fee. No additional checks will be accepted if one does not clear.
- Initial Payment is due in full by August 27, 2018.
- Semester 2nd half is due by December 14, 2018.
- 8 payment plan - first payment due by August 27, subsequent payments due by 1st of each month from October , 2018– April, 2019.
- A late fee will be added to any tuition payment made after the 1st day of the month in which the installment is due. The fee will be \$5 for two-day students, \$10 for three-day students, and \$15 for five-day students. Students paid by the semester will incur a \$15 fee for 2-day students, a \$20 fee for three-day students, and a \$25 fee for five-day students.
- If your tuition payment, any incurred late fees, and late pickup fees are not paid by the 10th of the month in which payment is due, your child will be unable to attend Little Sprouts until your account is current.

Materials/STEM Fee

- \$250/year. May be payed initially or added to semester (\$125 in addition to tuition) or added to the 8 payments (\$32 in addition to tuition to each payment).

Holidays Will primarily follow school schedule –specifics are on the Little Sprouts Calendar.

Birthdays-You may celebrate your child's birthday at school by coordinating in advance with the teacher. If you have a party – you must invite all children in the group if you wish to hand out invitations at school.

Illness - Please keep children at home if they are ill – fever, vomiting, sore throat, green runny nose, diarrhea, coughing, earache, itchy rash that is contagious, itchy rash that itches despite medication. Children who are sick will be sent home. Please do not send if they have had a fever or have vomited within 24 hours.

Clothing/Toys Children must wear comfortable clothes that can get dirty. We will be playing outside, painting and do many activities that could stain clothes. Please label all clothes. Do



Little Sprouts Policy & Updates 2018-19

not send toys from home unless we request them. If there is a special “lovey” – please discuss with us. Please send an extra set of clothes for accidents.

Potty Training Children who will be 3 or 4 on or by September 30 must be potty trained to enter the program. They must be able to tell the teacher BEFORE they need to go, and must be able to potty and handle clothes without assistance, be able to wipe themselves, get off the potty by themselves, and wash and dry their hands. Please practice at home before school begins. For 2 year olds – please send diapers or pull ups – depending on their stage of training.

Lunch Children will eat lunch daily at school. Please pack a nutritious lunch that does not have to be heated. Be sure to include a cold pack in your lunch bag. Be sure lunch bag is labeled. Please do not send peanuts or peanut butter due to increased peanut allergies. Please send a cup daily with a non-spill lid. **Please do not send foods that are choking hazards, such as unsliced grapes, large nuts, and whole hot dogs (must be sliced lengthwise).**

Snack Snacks will not be routinely given to the children but parents may from time to time send snacks to share. If you do – please be sure to send enough for all of the children.

Social Media Please like us on Facebook and follow us on Instagram, and Twitter to see your child’s pictures!

Welcome to Little Sprouts!
Where fun and learning meet!

Contact us at littlesproutsbr@gmail.com, 225-963-9933
Physical Address: 10051 Siegen Ln, Baton Rouge LA 70810
Mailing Address: Post Office Box 77664; Baton Rouge, LA 70897

I, _____, have read and been informed about the content, requirements, and expectations of the above document, Little Sprouts Policy & Updates 2018-19. I have received a copy of the policy and agree to abide by the policy guidelines.

I understand that if I have questions, at any time, regarding the policy, I will call or email Little Sprouts as soon as possible to clarify the concern.

Parent Signature: _____ Date: _____