 St. Andrew Preschool

9203 S. University Blvd.

Highlands Ranch, CO 80130

(303) 794-0510

 **Registration Information for 2018-2019**

St Andrew Preschool values your children and with your support, has built a loving community by providing an exceptional preschool experience in a Christian setting. St. Andrew Preschool is licensed by the State of Colorado and meets or exceeds all State standards. Our highly qualified staff focus on the development of the whole child and promote the intellectual, social, emotional, physical, and spiritual growth of all students in a safe and nurturing environment. We are also committed to low student/teacher ratios.

What is staying the same: Our hours of operation will remain the same (9:30 AM – 2:30 PM). We offer extended care for one hour before and one hour after our standard hours of operation. We will continue to offer annual special events and family involvement opportunities like Breakfast with a Buddy, Special Theme Lunches, Bi-annual Music Programs, and Holiday Celebrations. Our referral fee is remaining a part of our programming as well.

 What is changing in 2018-2019: In a mission to continue to improve St. Andrew Preschool, tuition will be slightly increasing for the 2018-2019 school year (see below). This is a necessary component in running the Preschool to maintain the high level preschool that you are accustom to and so that our beautiful facilities, nurturing/ loving environment and high quality staff can be maintained. Please find some points below that support this increase:

Our staff:

* Highly trained and educated Director (holds two Early Childhood Master's Degrees and is a teaching professor at local community college in Early Childhood Development)
* An Assistant Director, who is Director qualified to run the school in absence of the Director
* Dedicated long term, highly qualified teachers in a high turnover market. Most of our staff have bachelor's degrees.
* Each staff member is completing ongoing continuing education throughout the school year in compliance with Colorado Licensing and to improve our rating within the Colorado Shine’s system.
* Happy, active teachers with a lead teacher in every classroom.
* Trained in higher level standards i.e. all teachers are trained yearly in First Aid, CPR, standard precautions and most staff are trained in epi pen administration.
* Preschool administration is consistently increasing teacher wages to meet federal wage requirements.

Our learning environment consists of:

* Developmentally appropriate practices that are the best early childhood
	+ The preschool uses two components ofthe *Get Set for School* curriculum: Reading and Writing and Language and Literacy to get your student prepared for Kindergarten.
	+ Well-designed Faith Based Curriculum aligned to St. Andrew UMC’s Children’s Ministry
	+ Embedded Colorado Early Learning Standards into daily instruction
	+ Whole child focus on character development
* Increasing the Preschool’s rating within the Colorado Shine’s State rating system (the Preschool has risen one level since August)
* Consistent environment with the same teachers which creates stability, builds strong relationships and is best practice that encourages learning
* A faith based program aligned with St. Andrew UMC Children’s ministry that is taught by an Early Childhood Education Specialist using awell-designed curriculum called *First Look*.
* A stand-alone music program that is an integral part of our curriculum.
* Family engagement opportunities including bi-yearly parent/teacher conferences, and weekly communication from both teachers and administration
* Parent volunteer opportunities within the classroom and through the Preschool in general
* Nurse Consultants available.
* Consistent quality improvement.

Our additional benefits are:

* Quality, fresh and healthy snacks (coming from a carbohydrate centered snack diet, the Preschool snack program has been revised to include healthy snacks from all food groups including proteins, fruits and vegetables and healthy carbohydrates)
* Secure facility with trained staff on lock down procedures
* Multiple developmentally appropriate outdoor play areas
* No requirement of “potty trained only children” - it is the belief of the Preschool that potty-training is a developmental skill that no child should be forced into in order to attend a preschool but St. Andrew staff are ready to support your child when they are ready.
* Extended day options (before and after care available)
* Open drop-in policy (parents are welcome to see their children or the facility at any time during school hours)

Tuition for 2018-2019

 \* 1 Day a week $130.00

 \* 2 days a week $300.00

 \* 3 days a week $440.00

 \* 4 days a week $500.00\*\*

 \* 5 days a week $600.00\*\*

4 days is technically 2 days X $300.00=$600.00 but we are only charging $500.00. ($100.00 discount)

5 days is technically 3 days $440 X 2 days $300=$740 but we are only charging $600.00 ($140.00 discount)

Since space is limited, current and church families and siblings will get first choice and then registration for any unoccupied spots will be based on a random drawing of applications with due consideration for children’s birth date, specified choice of days, and a sibling’s placement. When classes are filled, children who have not received an assignment will automatically be placed on the waiting list and mailed a waitlist letter. We will do all that we can to honor all needs and preferences.

 The one-time non-refundable $100.00 registration fee will be used toward processing your child’s application and will also contribute to our supply fees throughout the school year.

All of us at St. Andrew Preschool are committed to honoring your trust and confidence by sharing God’s love with your children each day. We are already planning for the new school year and look forward to serving your family!

***Registration forms/packets will be available to at the front desk and via email requests. Forms must be returned to the Preschool Office with registration fee by 2:30 PM Friday, January 12th, 2018.***

St. Andrew Preschool

9203 S. University, Highlands Ranch, CO 80126

(303)794-0510

# 2018/2019 Registration Packet

Classes Begin Monday August 13th, 2018

 Male Female

Child’s Name Date of Birth

Parent/Guardian’s Name Home Phone Cell Phone

Street Address City Zip

Email Address Referred by?

Are you a member of St. Andrew United Methodist Church □ Yes □ No

Are you a constituent of St. Andrew United Methodist Church □ Yes □ No

\*\*\*Children must be 12 months old by July 30, 2018 and independently walking by August 14, 2018\*\*\*

## Please indicate your 1st and 2nd option.

**Hours 9:30 a.m. to 2:30 p.m**.

##### MONTHLY TUITION: 2 days = $300; 3 days = $440; 4 days=$500; 5 days=$600.00

## MOTHER’S DAY OUT-Bullfrogs-$130 per month

**\*\*\*\*9:30-12:00 PM\*\*\*\***

**Birthdates-4/1/2016-7/30/2017**

**\_\_\_\_ Tuesday**

 **\_\_\_\_ Wednesday**

## TODDLER OPTIONS - PRESCHOOL

## Birthdates-12/2016-7/2017 (Chipmunks) Birthdates-4/2015-9/2015 (Raccoons

## Birthdates: 4/2016-11/2016 (Hummingbirds) Birthdates – 10/2014-3/2015 (Hedgehogs)

**Birthdates 10/2015-3/2016 (Blackbears)** **\_\_\_\_ Monday/Wednesday/Friday**

**\_\_\_\_ Tuesday/Thursday \_\_\_\_ Tuesday/Thursday**

**\_\_\_\_ Wednesday/Friday \_\_\_\_ M-F**

**\_\_\_\_ Monday-Wednesday-Friday (Blackbears)**

**Pre-K (Eagles, Jackrabbits, Owls)** **JR-K - $500.00 per month**

**Birthdates (Must be 4 by October 1st, 2018) Must be eligible for Kindergarten \_\_\_\_ Monday/Wednesday/Friday \_\_\_\_ Monday-Thursday**

**\_\_\_\_ Tuesday/Thursday**

**\_\_\_\_ M-F**

If your child is not placed in your 1st option would you like:
 \_\_\_child to be placed in 2nd option class (if room)
 \_\_\_child to be placed in 2nd option class (if room) and put on 1st option waitlist
 \_\_\_child to be placed on 1st option waitlist only

\*\*Please note that if we do not get at least 5 students for a class, it may be necessary to cancel it.

$100.00 Non-Refundable Registration must be attached to Registration Packet

**Preschool Registration & Tuition Agreement**

St. Andrew Preschool is a Christian preschool program licensed by the State of Colorado. St. Andrew Preschool helps children reach optimal growth in spiritual, social, emotional, cognitive and physical skills through a developmentally appropriate curriculum and activities.

I agree to the following:

* To leave my child no earlier than 9:30 a.m. and to pick up no later than 2:30 p.m. (A late fee will be charged for late pick up after 2:40 p.m.). For before care, I agree to leave my child no earlier than 8:30 a.m. and for after care, I will pick up no later than 3:30 p.m. (A late fee will be charged for late pick up after 3:30 p.m.)
* To pay monthly tuition the first week of each month that Preschool is in session. A $15.00 fee will be assessed on accounts not paid by the 10th of the month.
* To attend the mandatory Parent Orientation (new families only).
* To read and abide by the rules and policies of St. Andrew Preschool contained in the Parent Handbook located on our website at www.saintandrewpreschool.com.
* To pay the non-refundable registration/processing fee of $100.00 per child at time of registration.
* To pay August 2018 Tuition by May 04, 2018. August 2018 tuition is non-refundable after June 29, 2018. YOU MUST GIVE WRITTEN NOTICE PRIOR TO JUNE 29, 2018 IF YOU WISH TO RECEIVE A REFUND.
* **Tuition rates:**
	+ **2 days=$300, 3 days=$440 monthly, 4 days=$500 monthly, 5 days= $600 monthly**
	+ **Mother’s Day Out - $130 monthly**
* To pay May 2019 Tuition by February 13, 2019. May 2019 tuition is non-refundable after February 16, 2019. YOU MUST GIVE WRITTEN NOTICE PRIOR TO FEBRUARY 16, 2019 IF YOU WISH TO RECEIVE A REFUND.
* I understand that once I have enrolled in St. Andrew Preschool, I will give one month’s written notice to the Director prior to leaving the program.
* I understand that financial assistance forms are available upon request.

**Parent or Guardian Signature Date**

## St. Andrew Preschool

## Program Options

*To be enrolled in St. Andrew Preschool, children must be 12 months old by July 30, 2018 AND independently walking by August 13th, 2018*

**Music Classes offered Tuesday through Friday**

**Bible Story offered Monday through Thursday**

**MOTHER’S DAY OUT (Two Day Option)**

**April 2016 – July 2017 birthdates**

**TODDLERS (Two Day Option)\*\***

**Chipmunks - December 2016 – July 2017 birthdates**

**Hummingbird – April 2016 – November 2016 birthdates**

**Black Bears: October 2015 – March 2016 birthdates**

**Preschool(Two, Three or Five Day Option)
Raccoons: April 2015 – September 2015 birthdates (must be 3 by October 1st, 2016)
Hedgehogs: October 2014 – March 2015 birthdates**

**PreK (Two, Three or Five Option)**

**Pre-K: (Eagles, Jackrabbits, Owls)**

**(Must be 4 by October 1st, 2018)**

**JR-K – chronologically eligible for Kindergarten**

*\*\*Four/Five Day Option offered on a space available basis. Check with Director for details.*

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**2018/2019 Permission Form**

Child’s Name

I give permission for my child to watch a maximum of 30 minutes of age appropriate video in their classrooms on special occasions.

Initials

I give my permission for my child to sleep on the floor on a 2” mat.

Initial

I agree to have my child examined by a physician annually (every 6 months for ages 3 and under) and return medical information to the preschool office for their files.

Initials

I give my permission for my child to be photographed and/or videotaped while in a classroom setting for potential website or classroom use (no names will be attached)

 Initials for classroom

 Initials for website

I agree to comply with the program rules as established and periodically amended by St. Andrew for the Preschool. I give permission for my child to receive emergency medical treatment as deemed necessary by the personnel at St. Andrew Preschool. I understand that while the staff of St. Andrew Preschool supervises my child constantly, there is inherent risk of injury to my child from activities in the classroom, on the playground and in the building facilities of St. Andrew. I accept this risk and on behalf of myself and my spouse, if applicable, my child, and his/her and our heirs and legal representative, waive and release St. Andrew from any and all claims (excluding only willful misconduct) for injuries sustained by my child while in the preschool program, and waive and release any claim for consequential and exemplary damages. I agree to indemnify and hold harmless St. Andrew and its agents and employees from any claim brought by or on behalf of my child, which is inconsistent with the above waiver and release.

**Parent or Guardian Signature Date**



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**2018/2019 Hospital Choice**

Child’s Name

**Please indicate hospital of choice:**

Sky Ridge Medical Center

10101 Ridge Gate Parkway

Lone Tree, CO 80124

Phone: 720 225-1000

 Littleton Adventist Hospital

7700 S. Broadway

Littleton, CO 80122

Phone: 720 225-1000

 Children’s Hospital Colorado Campus

South Campus

1811 Plaza Drive

Highlands Ranch, CO 80129

Phone: 720 777-1234

Swedish Medical Center

501 E. Hampden Avenue

Englewood, CO 80113

Phone: 303 788-5000

Other Hospital of choice (Please provide name, address and phone number)



2018-2019 CHILD MEDICAL INFORMATION

(To be filled out by parent/guardian)

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Child’s Name Date of Birth

**Specific health concerns:**

 Allergies: [ ]  Yes [ ]  No if yes, please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Restrictions: [ ]  Yes [ ]  No if yes, please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Operations/Serious Illnesses: [ ]  Yes [ ]  No if yes, please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

List any behavior or other special considerations: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Child’s Dental Contact Information**

Dentist Name or Practice \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Health Insurance Coverage Information**

Address Health Insurance? [ ]  Yes [ ]  No

Insurance Company Phone

Policy Number Group Number

If this information changes during the school year, I agree to inform St. Andrew Preschool of the changes.

Parent/Guardian Signature Date

 If you do not wish to provide full health insurance information, please initial here.

**Authorization for Access to Child Health Information**

I, the parent/guardian of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ authorize the staff of St. Andrew Preschool to have access to my child’s health information as provided (General Health Appraisal form, Immunization records, Health Insurance Coverage Information, specific health care plans). I understand that the records will be reviewed for completeness by office staff and the Preschool’s nurse consultant, and may be accessed other times through the school year on an individual, as needed basis. I also authorize contact with my child’s physician via phone, fax or in writing as needed to continue medical care. Records are considered confidential material.

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parent/Guardian Signature** **Date**