

**PARENT CHECKLIST**

Registration Form \_\_\_\_\_  
 Parent Contract \_\_\_\_\_  
 Parent/Guardian  
 Authorization \_\_\_\_\_  
 Medical Report \_\_\_\_\_  
 Registration Payment \_\_\_\_\_

**OFFICE USE ONLY**

Date Received \_\_\_\_\_  
 Registration Paid \_\_\_\_\_ Check # \_\_\_\_\_  
 Classroom Placement \_\_\_\_\_  
 Entered in HM \_\_\_\_\_

**Registration Form**

Child's Name	Most often called	Date of Birth	Gender
Address		City	State, Zip Code
Mother's Name	Email (print clearly)		Phone Number
Father's Name	Email (print clearly)		Phone Number
Mother's Place of Employment	Father's Place of Employment		

New Child: \_\_\_\_ Re-Enrolling Child: \_\_\_\_ (Classes will be filled in the order applications are received)  
**January 10 – 18 In house priority registration**  
**January 19 – Public registration begins**

**Tots Class:** Tuesday/Thursday \_\_\_\_\_ Monday/Wednesday/Friday \_\_\_\_\_  
 2 days (\$285) 3 days (\$350)

**2s Classes:** MWF (\$350) \_\_\_\_\_ T/Th (\$285) \_\_\_\_\_ M-F (\$475) \_\_\_\_\_

**3s Classes:** TWTh (\$350) \_\_\_\_\_ M-F (\$455) \_\_\_\_\_

**4s Classes:** M-F (\$435) \_\_\_\_\_

**Pre- K Class:** M-F (\$445) \_\_\_\_\_

**Kindergarten:** M-F (\$500) \_\_\_\_\_ (Enrollment in our Kindergarten is a year long commitment)

Please register your child for the appropriate class based on your child's age as of August 31, 2022

**Registration Fees:**

- \$100 for first child - \$75 for second child - \$50 for each additional child
- Please fill out **all** parts of the registration form and return it with your Registration Fee. Your child's registration will not be considered complete without the above fees paid.
- All registration fees are nonrefundable
- Completed registration forms will be processed on a first-come, first serve basis. If your 1<sup>st</sup> choice is not available your child will be placed on a waiting list. If your child is enrolled in your 2<sup>nd</sup> choice, you will have 48 hours to decline.

## Parent Contract

Name of Child: \_\_\_\_\_ Class for 2022 - 2023 \_\_\_\_\_

Child's Date of Birth: \_\_\_\_\_

1. It is understood and agreed by us that the employees of Lancaster Preschool are hereby released from any claims or financial responsibility arising out of any injury that may occur in connection with the operation of the school, or from any illness that may be contracted by the child during the period of their enrollment.

2. Monthly tuition payments are payable by **check, cash, Bill Pay thru your bank account, or Venmo @LancasterPreschool** (if paying by Venmo add \$5 convenience fee per child). September's tuition is due by May 30<sup>th</sup> (non refundable). October's tuition is due by September 30<sup>th</sup>, November's tuition due October 31<sup>st</sup>, etc.

If for any reason it becomes necessary to withdraw your child, a minimum of one month's notice is required **(with exception of Kindergarten, which is a year long contract)**.

3. Each family will receive a statement on the 15<sup>th</sup> of the month if they have a balance due. If fees are not received by the end of the month or returned for non-sufficient funds, a \$35.00 late/NSF fee will be applied. This fee is automatically added to the family balance. Please call the Director if you are having financial difficulties and the school will try to work with you.

4. Checks (or info for Bill Pay) are made payable to **Lancaster Preschool** and mailed to: 369 Air Harbor Road, Greensboro, NC 27455, or may be put in your child's daily folder. Please include your child's name on the Memo line or in the account number line thru BillPay.

5. Lancaster Preschool will run from September – May (exact dates TBD). Policies and procedures along with Covid-19 protocols and guidelines will be available in the Parent Handbook. The Parent Handbook is available on our website. Lancaster Preschool reserves the right to cancel/adjust classes based on enrollment.

6. Hours of Operation: 9:00 a.m.-1:00 p.m.

7. Registration Fee: \_\_\_\_ \$100 for one child \_\_\_\_ \$75 for second child \_\_\_\_ \$50 for any additional children

The registration fee is non-refundable.

Class		Monthly Tuition	List 1st & 2nd choice
Tots	Tuesday/Thursday	\$285	
Tots	Monday/Wednesday/Friday	\$350	
2 Year Old	2 days (T/Th)	\$285	
2 Year Old	3 days (M/W/F)	\$350	
2 Year Old	M-F	\$475	
3 Year Old	Tuesday/Wednesday/Thursday	\$350	
3 Year Old	Monday-Friday	\$455	
4 Year Old	Monday-Friday	\$435	
Pre-K	Monday-Friday	\$445	
Kindergarten (year long contract)	Monday-Friday	\$500	

Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

# Parent/Guardian Authorization

Child's Name \_\_\_\_\_

Class \_\_\_\_\_

## Activity Authorization Permission to Play Outside Fenced Area:

I \_\_\_\_\_ parent/guardian of \_\_\_\_\_ give my permission to Lancaster Preschool for my child to participate in the following activities:

1. Trips around the Church property (Tots in the bye-bye buggy)
2. Trips to and from the big playground, nature walks and other activities outside the fenced playground but remaining on the grounds of Calvary Christian Center.
3. Trips upstairs in the Calvary Christian Center building.

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

## Photography Permission:

Lancaster Preschool requests permission to photograph children involved in our program for various projects. Teachers also photograph children involved in various activities to share with parents and face book. I grant permission for photographs of my child to be taken at Lancaster Preschool and possibly used in print (e.g. brochures or Lancaster Preschool website). Yes \_\_\_\_\_ No \_\_\_\_\_

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

## Lancaster Preschool Discipline Policy:

Our discipline policy is age and developmentally appropriate: Well supervised classes help create an environment in which positive reinforcement of children's actions lead to acceptable behavior. When behavior is unacceptable, then a child will be redirected to a new activity. We work with children and help them to "play well with others." If a child is harming themselves or others they will be removed immediately from the situation. Parents will be notified if the behavior persists. **Lancaster Preschool has the right to terminate care at will at any time. Our policy is in the best interest of the children's happiness and safety, and it is our goal to provide a positive learning environment.**

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

## Dismissal Policy:

Parent must notify your child's teacher in writing if your child is going home with anyone other than those listed on your authorized pick up form. You can always call the office as well. They may be asked to show identification before releasing your child to them.

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

## Immunization Form:

New students enrolling in Lancaster Preschool, must provide child's most current immunization record prior to the first day of school.

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

## Children's Medical Report

Name of Child \_\_\_\_\_ Birthdate \_\_\_\_\_

Name of Parent or Guardian \_\_\_\_\_

Address of Parent or Guardian \_\_\_\_\_

### A. Medical History (May be completed by parent)

1. Is child allergic to anything? No\_\_\_Yes\_\_\_ If yes, please explain

\_\_\_\_\_

2. Does child have any food or dietary restrictions? Yes\_\_\_ No\_\_\_ If yes, please explain

\_\_\_\_\_

3. Is child currently under a doctor's care? No\_\_\_Yes\_\_\_ If yes, for what reason? \_\_\_\_\_

\_\_\_\_\_

4. Is the child on any continuous medication No\_\_\_Yes\_\_\_ If yes, what medication?

\_\_\_\_\_

5. Any previous hospitalizations or operations? No\_\_\_ Yes\_\_\_ If yes, when and for what?

\_\_\_\_\_

6. Any history or other medical conditions or illness? No\_\_\_ Yes\_\_\_

If yes, please explain \_\_\_\_\_

7. Does your child have any special needs or receive any outside services.

**\*IF YOUR CHILD HAS AN ALLERGY, PLEASE DOWNLOAD THE ALLERGY FORM FROM OUR WEBSITE TO BE FILLED OUT BY THE DOCTOR. THIS MUST BE TURNED IN BY THE FIRST DAY OF SCHOOL.**

Signature of Parent or Guardian: \_\_\_\_\_ Date \_\_\_\_\_