



Peace Lutheran Preschool
 18615 SE 272nd St · Kent, WA 98042
 253-631-5876 · preschool.peace@comcast.net

FOR OFFICE USE ONLY

Date reg. rec'd _____
 Reg. fee/date pd \$ _____ / _____
 May dep./date pd \$ _____ / _____
 Class enrolled in:
 Threes Pre-K AM Pre-K PM

Check which class you want your child enrolled in.

(Please confirm with administrator that your spot is secured.)

- Threes class** – meets Thursday & Friday, 9:00-11:30 am
(child must be 3 on or before Aug. 31, and able to care for own toileting needs)
- Pre-Kindergarten AM class** – meets Mondays, Tuesdays, & Wednesdays, 9:00-11:30 am
(child must be 4 on or before Aug. 31, and able to care for own toileting needs)
- Pre-Kindergarten PM class** – meets Monday through Thursday, 12:30-3:00 pm
(child must be 4 or 5 on or before Aug. 31, and able to care for own toileting needs)

Student's Full Name _____

Nickname _____ Gender: Male Female Date of Birth _____

Primary Address _____
Street Address City Zip Code

Preferred Contact/Phone _____
Name Phone Number

Family Information

Parents' Status: Married Separated Divorced Single Other _____

Student lives with: Both Parents Mother Only Father Only Joint Custody
 Mother & Stepfather Father & Stepmother Other _____

Please list the names and birth dates of other children living in the home

Name _____ DOB _____ Name _____ DOB _____

Name _____ DOB _____ Name _____ DOB _____

Mom/Guardian 1 Contact Info.	Dad/Guardian 2 Contact Info.
Name _____	Name _____
Phone: Cell _____ Home _____	Phone: Cell _____ Home _____
Email _____	Email _____
Employer _____	Employer _____
Job Title _____	Job Title _____

May we publish your phone and address information for class lists? Yes No

Child Release

For daily drop-off and pick-up, if someone other than mom or dad will be the regular person, please list their contact info:

Name _____ Relationship to child _____ Cell _____

We will only release your child to the parents/guardians listed on page 1 and only the adults you list below. We will require them to show photo ID and sign out your child.

I, _____, authorize the release of my child _____,
(Print parent/guardian name here) (Print child's name here)

to be picked up from preschool, by the following adults during the school year:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Parent's signature _____ Date _____

Photo Consent

I hereby grant Peace Lutheran Preschool permission to take and use my child's photograph in connection with preschool activities, field trips and projects for use in school displays, portfolios, newsletters, slideshows and for education purposes.

These photographs are also used for promoting the preschool in brochures, on our website and in social media posts related to the preschool. When using photographs for this purpose a child's name will NEVER be published

_____ YES, I agree to have my child's photograph published in print and online.

_____ NO, I do not wish to have my child's photograph published.

Parent's signature _____ Date _____

Ethnic Origin* (Circle): American Indian · Asian · African American · Hispanic · Caucasian · Other _____
(optional)

**In accordance with Biblical principles, state and federal laws, Peace Lutheran Preschool does not discriminate on the basis of race, color, nationality, or ethnic origin relative to admissions or administration of its educational programs. This information is used for statistical purposes only.*

Financial Agreement

Tuition summary for each class*:

1. Threes class: (Children must be 3 years old by August 31)
 - Annual tuition is \$1,260.
 - For your convenience, we divide the tuition into 9 monthly payments of \$140 each (Sept-May; May's tuition is paid as a deposit at the time of registration).
2. Pre-Kindergarten AM class: (Children must be 4 years old by August 31)
 - Annual tuition is \$1,710.
 - For your convenience, we divide the tuition into 9 monthly payments of \$190 each (Sept-May; May's tuition is paid as a deposit at the time of registration).
3. Pre-Kindergarten PM class: (Children must be 4 years old by August 31)
 - Annual tuition is \$1,890.
 - For your convenience, we divide the tuition into 9 monthly payments of \$210 each (Sept-May; May's tuition is paid as a deposit at the time of registration).

*Additional fee: non-refundable annual registration fee is \$85.00 (\$65.00 for members of PLC and for returning students).

Financial Agreement with Peace Lutheran Preschool

Enrollment:

1. All past due tuition must be paid before registration.
2. To hold your child's spot at registration, you must submit a check for the registration fee plus a deposit, which is May's tuition paid in advance.
3. The registration fee is not refundable at any time.
4. If a child is withdrawn after June 30, the May tuition (deposit) is not refundable.

Tuition payment:

1. Checks, money orders, cash, or web bill pay through your bank are the forms of payment accepted (no credit cards).
2. Check, cash, and money order payments must be brought in and placed in the locked tuition box in the hallway. If cash, it is your responsibility to verify that we have received it: the best way is to get a receipt immediately. If you must mail a payment, put "ATTN: Preschool Administrator" on envelope.
3. Monthly tuition is due on the 1st of each month (Sept. – April). You may also pay for multiple months at once in advance.
4. There is a 10-day grace period on monthly tuition payments. For payments received after close of business on the 10th of the month, a late fee of \$10 will be imposed PLUS an additional \$1/per day thereafter. (If the 10th falls on a weekend or holiday, you have until the next business day.) If payment is not received by the 20th of the month, then the child will not be able to return to school until it is paid in full and is considered officially withdrawn. (See "withdrawal during the school year" below.) We will not accept a late tuition payment without the late fee included.
5. There is a \$39.00 fee on any returned (bounced) checks (plus late fee).
6. Refunds or credits cannot be given for absences, illness, or vacations. Additionally, tuition will not be pro-rated for any regularly scheduled absence during any school month.
7. The May tuition deposit may not be used to pay tuition for any other month of preschool.

Withdrawal during the school year:

1. Notify the school administrator 30 days in advance, in writing, preceding withdrawal. (Get form from office.)
2. There will be no refund of current month's tuition if a child has been enrolled for any part of the month.
3. The May tuition deposit may not be applied to any previous or final month's tuition and is non-refundable.
4. If a student is withdrawn, then later re-enrolls, then all enrollment costs are re-incurred (reg. fee + deposit).
5. Upon withdrawal, the student loses his/her spot to the next person on the waiting list.

I have read the above policy and agree to comply with the terms stated. (For your future reference, the above information is in your Policy Manual, included in your registration packet.)

Parent's signature _____ Date _____

Disciplinary Policy for Aggressive Behavior

As a staff, we are committed to providing a safe and nurturing environment for each child. We present this policy with your child's welfare in mind.

This policy is directed toward what would be considered "aggressive behavior" by a child. We define aggressive behavior as: hitting, biting, pushing (hard), kicking and/or wrestling.

When/if aggressive behavior is displayed, the following steps will be taken:

1. Our first step is "If you hit, you sit," with a memo going home to the parent/guardian about the incident.
2. After 3 incidents, the child will be removed from the classroom, a phone call will be made to the parent/guardian, and the child will be taken home that day.
3. After 3 calls a letter will go home, indicating possible removal from the program if the situation does not improve.
4. After the letter, the board will make a determination, as to whether the child should be removed from the program.

In order for this policy to be effective we need parent(s)/guardian(s) full cooperation. Please support steps taken by the staff. It is our desire to work with you and your child toward a positive outcome of forgiveness and growth.

I have read the above policy and agree to comply with the terms stated.

Parent's signature _____ Date _____

Pick-Up Policy

Children must be picked up promptly at dismissal. Not only is it unsettling and often frightening for the child, late pick-ups disrupt the teachers' schedule. The teachers need time between classes to prepare for the next class session.

Charges for late pick-ups are as follows: \$1 per minute after pick-up time. You do not have to pay at that time. Once a month, the administrator will distribute late fee notices.

I have read the above policy and agree to comply with the terms stated.

Parent's signature _____ Date _____

General Policy Agreement

I _____
(Print your name)
acknowledge that I have received and agree to abide by the policies set forth in the Peace Lutheran Preschool Policy Manual for families (enclosed in this registration packet).

Parent's signature _____ Date _____

Getting to Know You and Your Child

Class: (Check one)
___ 3 yr. old class
___ Pre-K. class AM
___ Pre-K. class PM

Child's Full Name: _____

Name I'd like to be called in school: _____

Name I'd like to learn to write: _____

Fill out this section with your child

My favorite toys/activities are:

Things I am afraid of... _____

My favorite books are... _____

When I am outside, I like to: _____

My favorite foods are: _____

What are some things your child would like to learn more about? _____

Has your child attended preschool before? YES NO Where? _____

For how long? _____

Does your child know someone in his/her class? _____

Are there any developmental or health concerns that we should be aware of including allergies, therapist, potty issues, separation anxiety, etc.? _____

What behaviors should we be aware of (tendency to run off, put things in mouth, sensitivity to noises)?

Has your child had any recent changes such as moving, new sibling, first experience in preschool, death, etc. that might affect their learning development and/or disposition? _____

Is your child and/or family bi-lingual? If so, which languages? _____

How do you discipline your child? _____

How do you expect your child to be disciplined in school? _____

In the space provided please let us know of any goals you have for your child for the duration of this school year. With this information, we can work together to foster your child's development through our curriculum.

Parent Volunteer Opportunities

The staff at Peace Lutheran Preschool would like to invite any parent (or grandparent) who wishes to volunteer their services and talents to fill out the following questions. Parent participating is not a requirement, simply an invitation.

_____ *Volunteering time in the classroom indoor* or outdoor (nature enthusiast, cooking projects, sharing a skill (i.e. carpentry, sewing, musical talents), sharing your culture, sharing your career, etc.).
Please list your talents below...

_____ Outside the classroom (Make play dough, donating healthy snacks, donating recyclables/art supplies)

**We conduct national criminal background checks on all classroom volunteers. Also, we cannot accommodate siblings during in-classroom volunteering.*

How did you first find out about Peace Lutheran Preschool (sign/banner, website, if a referral, whom can we thank for referring you)?
