**Student’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Age: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**



# St. Paul Lutheran Preschool Registration Packet

**All Forms can be found on our website: http://www.stpaulpreschoolkodiak.com**

Enrollment Packet Includes:

1. Financial Contract
2. Registration Packet
3. Parent Permission Forms
4. Parent Handbook
5. Emergency Card
6. Parent’s Guide to Licensed Student Care

**Please fill out all below forms and return**

Registration Check List:

**\_\_\_\_** Financial Contract

**\_\_\_\_** Registration Packet

**\_\_\_\_** Permission Forms

**\_\_\_\_** Signed Parent Handbook Form

\_\_\_\_ Immunization Records

**\_\_\_\_** Emergency Card

**Incomplete packet will NOT be accepted**

**Return Packets to:**

**Drop off at:** 3077 East Rezanof Drive

**Mail to: P.O. Box 102**

Kodiak, Alaska 99615

(907) 486-5317 Fax: 486-6840

# Financial Contract

Busy Bees (2 & 3 years old) 7:30 – 5:00 PM Monday thru Friday

Little Bears (3 & 4 years old) 7:30 – 5:00 PM Monday thru Friday

Happy Hoppers (4 & 5 years old) 7:30 – 5:00 PM Monday thru Friday

Elementary Adventures (5 to 8 years old) 1:45 – 5:00 PM Monday thru Friday

### Tuition

|  |  |  |
| --- | --- | --- |
|  | Full-Time/ month | Half-Day/ month |
| Busy Bees | $720 | $370 |
| Little Bears and older | $695 | $350 |

### Registration/ Activity Fees

There is an annual non-refundable registration fee of $25 per family and a $50 activity fee per child enrolled.

## Late Pick-up Charge

St. Paul Lutheran Preschool program ends at 5:00, I\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, understand that a **$30 late pick-up fee will be added when students are still in the facility at 5:00 PM. After 5:00 PM families will be charged an additional $10 for every five-minute interval.** An invoice will be issued and is due within 30 days.

**Families that repeatedly pick-up students late will be disenrolled from St. Paul Lutheran Preschool.**

## PT Students: Early Drop-off & Late Pick-up

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, understand that if my student is NOT enrolled in the full-time program I will be charged accordingly for my student attending outside of agreed upon hours. AM students are usually scheduled from 7:30-noon and PM students from noon to 5pm. Early drop-off of PM students and late pickups of AM students from the part-time program will result in additional charges. I understand if these charges are not paid within 30 days a late fee will be added, and my student(s) could possibly be disenrolled from the program.

## St. Paul Preschool Payment Contract

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, understand that when registering my student in programs provided by St. Paul Lutheran Preschool a bill will go out on the 15th of the month prior and I have until the 1st of the month to pay the bill in full. **If the bill is not paid by the 5th, St. Paul Lutheran Preschool will add a $50.00 late fee to my bill and my student cannot return to school until my bill is paid in full.** I understand thatI am responsible for paying entire full bill even after my student has left. **If you decide not to return and have NOT paid your bill in full, St. Paul Lutheran Preschool will give you a 30 day notice to pay your bill in full before proceeding with Alaska Small Claims Court.**

Lastly, I am responsible for any co-payment, if I receive student care assistance or scholarship form the State of Alaska, KANA, or the Government.

I have read and understand St. Paul Lutheran Preschools Financial Contract fee page.

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

# St. Paul Lutheran Preschool School Registration 2020 - 2021

The start dates for each semester and closure dates will be posted on our Facebook page, classroom monthly newsletters, and sent out via regular email.

St. Paul Lutheran Preschool mission is to provide care for students 2 years old to 8 years old, by offering developmentally age-appropriate activities that stimulate physical, social, academic, emotional, and spiritual growth of students by using The Creative Curriculum set by Teaching Strategies. Christian Values will also be integrated into the classroom daily.

**Student’s Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DOB\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Physical Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Town \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Mailing Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Town \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parent/Guardian\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Phone(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**E-mail\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parent/Guardian\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Phone(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**E-mail\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Allergies/Medical Concerns**

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

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

**Select options that best fits family needs:**

## Busy Bees (2 years old – 3 years old)

\_\_\_\_\_ Full Time (7:30 AM – 5:00 PM)

\_\_\_\_\_ Part Time \_\_\_\_\_ 7:30 AM – Noon \_\_\_\_\_ Noon-5:00PM

Circle Days Needed for Care: M – T – W – TH – F

## Little Bears (3 years old – 4 years old) \*\*Must be potty trained

\_\_\_\_\_ Full Time (7:30 AM – 5:00 PM)

\_\_\_\_\_ Part Time \_\_\_\_\_ 7:30 AM – Noon \_\_\_\_\_ Noon-5:00PM

Circle Days Needed for Care: M – T – W – TH – F

## Happy Hoppers (4 years old – 5 years old) \*\*Going into Kinder 2021-2022

\_\_\_\_\_ Full Time (7:30 AM – 5:00 PM)

\_\_\_\_\_ Part Time \_\_\_\_\_ 7:30 AM – Noon \_\_\_\_\_ Noon-5:00PM

Circle Days Needed for Care: M – T – W – TH – F

## Elementary Adventures (5 years old – 8 years old)

Choose Bus Pick up

\_\_\_\_\_ North Star (1:50 PM)

\_\_\_\_\_ North Star (2:50 PM)

Circle Days Needed for Care: M – T – W – TH – F

# ST. PAUL LUTHERAN PRESCHOOL PERMISSION FORMS

**Please carefully read and respond to the following permission forms:**

## Student Drop-off and Pick-up Policy

\_\_\_ When enrolling your student at St. Paul Lutheran Preschool, it is understood that I, the parent/ guardian, will sign my student(s) in and out, at drop off and pickup, at the doorway to the class.

\_\_\_\_\_ I understand I am responsible for walking my student(s) into St. Paul Lutheran Preschool and getting them settled into their classroom(s).

\_\_\_\_ I am aware that St. Paul Lutheran Preschool will not release my student to a person not on the emergency contact card – unless written authorization is provided that includes the person’s name and relationship. **They will need a photo ID at pick up.**

## Diaper Procedures

St. Paul Lutheran Preschool is a State Licensed student care facility that follows mandatory diapering and health and safety procedures. St. Paul Preschool must be provided diapers, wipes and rash cream if necessary. St. Paul staff is required to change your student every two hours or when necessary. When your student is running low on diaper essentials it is the parent’s responsibility to provide the facility with the necessary items.

### Please Initial which of the following applies:

\_\_\_\_ I give St. Paul Lutheran Preschool permission to administer community diaper cream when a rash is present on my student.

\_\_\_ If a diaper rash is present, my student is only allowed to be administered his/her diaper cream that has been provided to the school.

\_\_\_ I DO NOT give St. Paul Lutheran Preschool permission to administer any diaper cream on my student.

## Sunscreen Procedures

Children play outside several times every day. Their skin is thinner than adults and more likely to burn. St. Paul Preschool encourages the use of child-rated sunscreens on days when it is sunny outside. St. Paul staff will use a generic sunscreen on your child, a sunscreen you provide, or no sunscreen – whichever you choose. If you choose a specific brand or spf rating, it the parent’s responsibility to provide the facility with the sunscreen sunscreen.

### Please Initial which of the following applies:

\_\_\_\_ I give St. Paul Lutheran Preschool permission to administer community sunscreen when necessary on my student.

\_\_\_ On days sunscreen is needed, my student is only allowed to be administered his/her sunscreen that has been provided to the school.

\_\_\_ I DO NOT give St. Paul Lutheran Preschool permission to use any sunscreen on my student.

## Evaluating Procedures

### Please Initial the following that applies

\_\_\_\_ I understand that St. Paul Lutheran Preschool will administer three evaluations to my student that will test his/her developmental skills, along with emotional, gross, and fine motor development.

\_\_\_\_ I will allow St. Paul Lutheran Preschool to administer an Ages and Stages Questionnaire otherwise known as ASQ at the time of enrollment. This will allow St. Paul Lutheran Preschool to appropriately place my student into a developmentally appropriate classroom to meet my student’s needs.

\_\_\_\_ I give St. Paul Lutheran Preschool permission to communicate with KANA’s Infant Learning Program and/or KIBSD Early Childhood Services regarding my student, to assist the St. Paul Staff in helping my student reach their full potential.

\*\***Families need to keep in mind that KANA Infant Learning Program and KIBSD Early Student Services are St. Paul Lutheran Preschool resource when it comes to student development.**

## Parent involvement

Since St. Paul Preschool is a non-profit facility volunteer time is encouraged, there will be multiple opportunities for families to assist the preschool during the school year. This may include fundraising events, school improvement, classroom assistance, or donations. If families are unable to volunteer hours during a semester the facility will charge families a $50 fee per student, this fee will go straight to the classroom to help with any needed materials.

Involvement requirements are based upon how many days your student attends preschool. Your classroom teachers have documentation slips. If you are donating materials or supplies in place of hours, receipts are needed to ensure families meet the $50 fee. A school supply list can be found in your classroom’s individual newsletter asking for specific needs your student’s teacher may have.

Hours required by parents are as listed below:

* Part-time program = 5 hours per semester
* Full-time program = 10 hours per semester

I understand all the above expectations: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_ I also understand that since St. Paul Lutheran Preschool is licensed by the State of Alaska, all our students will be going outside at least every 3 hours even during the winter months. Our students are given opportunities for gross motor play and exploration outside to help meet each student’s physical and social needs. **Outdoor activity is a significant part of our day.**

I understand that I need to provide **appropriate outside gear.** This includes:

* rain PROOF pants,
* boots,
* gloves,
* coats,
* hats,
* snow gear in the winter.

\_\_\_\_ St. Paul Lutheran Preschool is also **NOT** responsible for providing extra clothes when your student has an accident**. Parents that do not bring extra clothes will be called and required to bring their student clothes**.

## Permission for Routine Walks

St. Paul Lutheran Preschool will take routinely outdoor walks around and outside of the property. I give my student permission to accompany his/her group on routine walk throughout the school year.

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

## Photograph Consent

### Please Initial the following that applies

\_\_\_\_\_ I give St Paul Lutheran Preschool my permission to use my student’s photograph for public news media including St Paul Lutheran Preschool web pages such as St. Paul Lutheran Preschool on Facebook.

\_\_\_\_\_ Allow my student’s class work to be published on St. Paul Lutheran Preschool web pages or news media.

\_\_\_\_\_ I understand that the school **will not** list student names on any website.

\_\_\_\_\_ I do NOT allow my student’s photograph or class work to be published on St. Paul Lutheran Preschool web pages or news media.

## Parent Handbook

As a parent/guardian I have read the registration packet for St. Paul Lutheran Preschool and understand the fee schedule, volunteer hours, and the preschool/extended care offerings. As a parent of a student at the school I will commit to following the rules as outlined in the registration packet. I understand that the detailed procedures are available in the Preschool Parent Handbook. I will read that Handbook and return the attached contract prior to my student beginning St. Paul Lutheran Preschool. andbooI understand that all changes to procedures will be emailed to me as soon as possible.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_