

Heights Christian Preschool & Day Care

2020/21 Enrollment Form

Name of Child: _____

Last
First
MI
DOB
Sex

Address: _____

Street Address
Apartment #
City
State
Zip Code

Phone: _____ Child lives with: _____

Father's Name: _____ Home Phone: _____

Home Address: _____ Cell Phone: _____

City: _____ State: _____ Zip Code: _____

Employer's Name: _____ Work Phone: _____

Married/Divorced/Separated/Single/Widow/Living Together (circle one) Church Affiliation: _____

e-mail address: _____ home work

Mother's Name: _____ Home Phone: _____

Home Address: _____ Cell Phone: _____

City: _____ State: _____ Zip Code: _____

Employer's Name: _____ Work Phone: _____

Married/Divorced/Separated/Single/Widow/Living Together (circle one) Church Affiliation: _____

e-mail address: _____ home work

Siblings: Name: _____ Age: _____ Name: _____ Age: _____

Name: _____ Age: _____ Name: _____ Age: _____

EMERGENCY INFORMATION

In case of an emergency, name two (2) adults (other than parents/guardians) to notify if parents cannot be reached:

1. Name: _____ Relationship to Child: _____

Work Phone: _____ Cell Phone: _____

2. Name: _____ Relationship to Child: _____

Work Phone: _____ Cell Phone: _____

Office Use Only

Teacher: _____

Reg. Fee _____

Wkly Tuition _____

- | | | | | | |
|--|--|------------------------------------|--------------------------------------|-----------------------------------|-------------------------------------|
| <input type="checkbox"/> Nursery | <input type="checkbox"/> 2s/Toddlers | <input type="checkbox"/> 3s | <input type="checkbox"/> 4s | <input type="checkbox"/> Pre-K AM | <input type="checkbox"/> School Age |
| <input type="checkbox"/> Fulltime | <input type="checkbox"/> 2 day-TTh/MW | <input type="checkbox"/> 3 day-MWF | <input type="checkbox"/> Summer Only | Grade: _____ | |
| <input type="checkbox"/> Shot Record | <input type="checkbox"/> Tuition Express | <input type="checkbox"/> Remind | <input type="checkbox"/> Mail Chimp | | |
| <input type="checkbox"/> Photo Release | <input type="checkbox"/> Door Code | <input type="checkbox"/> Folder | <input type="checkbox"/> Pickup List | Enrollment: _____ | |

Hours: _____

Disenrollment: _____

MEDICAL RELEASE & INFORMATION

I, _____ (parent/guardian name), hereby give permission to Heights Christian Pre-school & Day Care, and its designee, to transport and/or seek medical attention and/or treatment for my child, _____ in the event of an emergency.

Date: _____ Signature: _____

Doctor Name: _____ Phone: _____

Allergies or Medical Conditions: _____

ACKNOWLEDGEMENTS

Heights Christian Preschool & Day Care

Open Monday - Friday, from 7:00 AM to 6:00 PM.

Late--If your child is arriving late or not attending on a day, please call the Day Care Office by 10:30 AM.

Holidays observed are *Labor Day, Thanksgiving Day and following Friday, Christmas Day through New Year's Day, Good Friday, Memorial Day, and Independence Day*. We are closed for these days and any days closed because of snow or weather.

Normal tuition is required, vacation credit is not valid.

Vacation credit may be given for one-half of your reservation rate except for holiday closure days and must be given with **one week's notice**, and is limited to: **10 days a year for full-time; 6 days a year for MWF; and 4 days a year for TTH.**

Vacation credit WILL NOT be given to summer only registrants and drop ins.

Registration Fees: Due yearly and non-refundable.

Full-time or MWF \$100; T/Th \$75; B/A School Only \$75 with an additional \$25 for the summer; Summer only \$75.

Tuition: Rates are based upon yearly tuition divided into 52 weekly payments.

Nursery (8 weeks - 23 months) Full time \$197/week

Two Years Full time \$163/week

Three Years - Five Years Full time \$163/week; Preschool (9-11:45 AM) \$35/per day session;

Before/After Preschool hours \$4.65/hour additional

School Age Children School Year \$92/week. Summer Care \$163/week. Before/After school charges increase to full-time rates for in-service holidays.

Tuition fees are due in advance. Families are to enroll in Tuition Express where payments are made through ACH (withdrawn from a checking account) or Credit Card. Payments are due the first day of the week that your child attends. All returned payments are assessed a \$25 charge. **Accounts that are more than one week past due could result in child not being allowed to attend until the account is paid in full.** Only the Director can make special payment arrangements. Permission must be obtained from the Day Care Desk before bringing your child early or leaving them late. There is a late fee of \$1.00 per minute for children left past 6:00 PM. You must give one week's notice to withdraw. See handbook for a full description of services.

Discipline Policy: Discipline means training that enables the child to develop self control and orderly conduct in relationship to peers and adults. Discipline will be clear and understandable to the child before and at the time of any disciplinary action. Discipline shall include positive guidance, redirection, and the setting of clear limits which foster the child's own ability to become self-disciplined. Positive discipline may include brief, supervised separation from the group, withdrawal of special privileges (such as playtime with other children). Disciplinary practices will, at no time, include any of the following: physical punishment, withdrawal of food, rest or bathroom opportunities; abusive or profane language; any form of public or private humiliation, including threats of physical punishment; unsupervised isolation of the child, or any type of punishment that is hazardous to the physical, emotional or mental health of the child.

Dismissal Policy: With notice, your child could be dismissed for any of the following: failure to keep payments current; failure to keep immunizations current; Heights' failure to meet your child's needs; extreme physical aggression towards children or teachers.

Field Trips. I give my permission for my child to participate in field trips (Ks and older). Yes _____ No _____

I have received, read and understand the **Parent Handbook**, along with the policies, services, and financial arrangements of Heights Christian Preschool & Day Care.

Signature: _____ Date: _____

**HEIGHTS CHRISTIAN PRESCHOOL & DAY CARE
APPLICATION / REGISTRATION FOR ENROLLMENT**

This application and agreement is hereby made for the enrollment of the following child/student into the care and program of Heights Christian Preschool and Day Care. I, by my signature contained within this application/agreement, understand and acknowledge that the information contained in this application/agreement has been completed accurately and completely to the best of my knowledge and I agree to update this information yearly or when the information contained herein has changed.

Signature: _____ Date: _____

CHILD INFORMATION

Name of Child: _____
Last First MI DOB Sex

Address: _____
Street Address Apartment # City State Zip Code

Home Phone: _____ Child lives with: _____

Name of Child's Physician: _____ Phone: _____

If your child has any medical conditions and/or allergies, please list: _____

EMERGENCY INFORMATION

In case of an emergency, name two (2) adults (other than parents/guardians) to notify if parents cannot be reached:

1. Name: _____ Relationship to Child: _____
Work Phone: _____ Cell Phone: _____

2. Name: _____ Relationship to Child: _____
Work Phone: _____ Cell Phone: _____

PERSONS AUTHORIZED TO PICK UP CHILD

Name(s) of Person(s) the above child may be released to: (Please list parents names also) Picture I.D. will be required at the time of release.

1. Name: _____ (Dad) Phone: (cell) _____ (wk) _____

2. Name: _____ (Mom) Phone: (cell) _____ (wk) _____

3. Name: _____ Phone: (cell) _____ (wk) _____

4. Name: _____ Phone: (cell) _____ (wk) _____

5. Name: _____ Phone: (cell) _____ (wk) _____

6. Name: _____ Phone: (cell) _____ (wk) _____



Photo Release Form

I, _____ hereby grant or deny Heights Christian Church and Heights Christian Preschool & Day Care permission to publish my child's photograph (child's name): _____ in church publications and or website located at www.heightschristian.org and www.heightschristian.org/preschool-daycare.php

I understand that I have the right to request, in writing, removal of the photo from the website within 30 working days or receipt of the request by Heights Christian Church and Heights Christian Preschool & Day Care.

I understand that this photo may be used in church and day care publications or on a website designed to promote the church and day care services as well as offer information and resources. Heights Christian Church is a 501c3 non-profit.

By signing below, I acknowledge my understanding of the above and grant my permissions for use of the photograph(s).

(please print name)

date

signature



Automated Payment Processing Safe – Convenient – Easy

We are excited to offer the safety, convenience and ease of Tuition Express®—a payment processing system that allows secure, on-line tuition and fee payments to be made from either your bank account or credit card.

ELECTRONIC FUNDS TRANSFER AUTHORIZATION FOR **BANK ACCOUNT and CREDIT CARD**

I (we) hereby authorize (business name) Heights Christian Preschool & Day Care to initiate credit card charges to the below-referenced credit card account (Section A) OR, initiate debit entries to my (our) checking or savings account, indicated below (Section B). To properly affect the cancellation of this agreement, I (we) are required to give 10 days written notice. Credit union members: please contact your credit union to verify account and routing numbers for automatic payments. Check with the center for accepted credit card types.

COMPLETE ONE SECTION ONLY

SECTION A (Credit Card)

Cardholder Name	Phone #		
Cardholder Address	City	State	Zip
Account Number	Expiration Date		
Cardholder Signature	Date		

SECTION B (Bank Account)

Your Name	Phone #		
Address	City	State	Zip
Bank or Credit Union Name	Bank or Credit Union Address	City	State Zip
Routing Transit Number (see sample below)	Account Number (see sample below)	<input type="checkbox"/> Checking	<input type="checkbox"/> Savings
Authorized Signature	Date		

For Official Use Only

Date Received
Employee Signature

