

**HOPE PRESBYTERIAN PLAYSCHOOL
REGISTRATION AND INFORMATION PACKAGE**

This packet includes:

1. Registration Form 2. Parental Agreement Form 3. Enrollment Questionnaire

Total due at the time of registration is \$150.

This amount includes a registration fee of \$100 and a supply fee of \$50.

\$50 is NON-REFUNDABLE, the other \$50 will be applied toward the first month's tuition and is refundable if the Playschool is notified at least 30 days prior to the first day of school if the child will not attend. Classes are filled on a first come, first served basis.

If a class should have enrollment below a self-supporting number of students, the class may be canceled. Parents will be notified immediately upon this decision.

The Enrollment Questionnaire, Parental Agreement Form, and Certificate of Immunization must be on file with the Playschool before your child can attend his/her class. The Certificate of Immunization form should be obtained from your doctor or the local health department.

The following classes are available for the **2018- 2019** school year. Classes are held from 9:00 a.m. - 12:00 p.m. Our optional Stayday program is offered for \$3.50 per day from 12:00 p.m. – 1:00 p.m. During Stayday, children bring a lunch and enjoy extra play time with their friends.

Classes:

2 years-old (20 months and older)	(6 to 1 ratio)	Two Days/Week (M/W or Tu/Th) or Four Days/Week (M-Th)	\$125 per month \$200 per month
3 years-old	(8 to 1 ratio) *Must be fully potty trained for this class	Monday – Thursday	\$155 per month
4 years-old/Pre-K	(8 to 1 ratio) *Preparatory for Kindergarten – children must be 4 on or before September 1	Monday- Thursday	\$155 per month

In order to register, this form and the registration fee should be submitted to:

HOPE PRESBYTERIAN PLAYSCHOOL
10001 BAILEY COVE ROAD
HUNTSVILLE, ALABAMA 35803

Child's Name _____

Child's DOB ____/____/____ Child's Age on Sept. 1, 2018 _____

Class Requested _____ Phone _____

Parents' Names _____

PARENTAL AGREEMENT FORM

1. Arrival time is 8:55 a.m. - please be prompt. Parents must drop children off at the covered entrance in the back of the church where the teacher will escort them from the car into the building. Do not drop the child off in the parking lot.
2. All children must be picked up no later than 12:00 p.m. A \$10 daily fee will be charged to those who are habitually late.
3. The Playschool will only release your child to those authorized by parent to pick-up unless there is written permission from the parent. In case of emergency, please contact the office at 256-881-0031.
4. The Playschool will exercise reasonable care and judgment in all matters relating to the welfare and safety of the child.
5. The Playschool will provide toys and equipment in sufficient quantity to allow for a variety of play and learning activities. Therefore, we request toys not be brought from home.
6. In case of illness you will be contacted immediately for pick up. If the parent or guardian cannot be reached, we will call on your emergency contact person(s).
7. In case of an illness with: **TEMPERATURE, RASH, VOMITING, DIARRHEA, THICK GREEN DISCHARGE FROM NOSE OR EAR, BAD COUGH**, or any other contagious illness, the child must be kept at home until **FREE FROM ALL SYMPTOMS FOR AT LEAST 24 HOURS without Tylenol or Motrin.**
8. We do not administer medication of any kind. Soap, water, and antibiotic ointment are used on open scrapes, small cuts or slivers. If your child has an allergy to this medicine or any other allergy, it must be noted on the enrollment questionnaire. For children with severe allergic reactions Benadryl, Epipens, etc. may be kept at the Playschool.
9. The Playschool will notify parents in the event of exposure to a contagious illness within a child's class. Likewise, please notify the office if your child should become ill with a contagious disease so we can notify other parents.
10. In case of illness or injury that requires a physician, when parents or guardians cannot be reached, and in the judgment of the Playschool, the child's physician may be called at the parent's expense.
11. In all emergencies, the Playschool has the permission to take such reasonable measures as are, in the judgment of the worker, necessary for the welfare and safety of the child.
12. The Playschool is not liable for accidents occurring to the child while he/she is in its care.
13. Other than starting and ending dates, the Playschool observes Huntsville City Schools' calendar (including holidays and during inclement weather). In case of severe weather warnings, the school will not open until the warning is cancelled. Children will need to be picked up promptly when the school closes because of severe weather.
14. Charges cannot be deducted for days missed due to illness or vacation.
15. **Tuition must be paid by the 1st of each month.** If this presents a hardship, please let us know and a workable situation will be arranged. A child that will not attend class for a full month or months, for any reason, must still pay that month's tuition on time to insure the child's placement in that class is held.
16. A thirty-day notice is required if the child is to be withdrawn from the Playschool. Otherwise, tuition is due for the entire month.
17. We do not accept drop-in children, nor children who are visiting in your home.
18. I agree to notify the director immediately if my child will not attend Hope Presbyterian Playschool (for any reason).
19. I understand full tuition is paid by the 1st of each month August-May (10 months) and is considered late after the 5th.

I have read and will abide by the above list of agreements.

Parent's signature _____ Date _____

ENROLLMENT QUESTIONNAIRE

GENERAL INFORMATION:

Date to be enrolled _____

Child's name _____ Name used at home _____

Date of birth _____ Present Age _____ Sex _____ Home Phone# _____

Address _____ Zip _____

E-Mail Address _____

Father's Name _____ Occupation _____

Business Address _____ Phone # _____ Cell # _____

Mother's Name _____ Occupation _____

Business Address _____ Phone # _____ Cell # _____

RELIGIOUS AFFILIATION:

Church you attend _____

If no membership, give church preference _____

EMERGENCY INFORMATION:

Child's Doctor _____ Phone # _____

Local person authorized to act for parents in emergency:

Name _____ Phone # _____

Address _____ Work # _____

Name _____ Phone # _____

Address _____ Work # _____

Persons authorized to pick up child: (give at least two names; we will not release your child to anyone not listed) _____

MEDICAL HISTORY OF CHILD:

Normal Birth _____ If premature how many weeks _____ Explain any other complications at birth _____

Is your child in or had Early Intervention _____ Explain _____

Measles _____ Mumps _____ Chicken Pox _____ Whooping Cough _____ Flu _____ Meningitis _____

Convulsions _____ **Allergies** _____

Any evidence of hearing loss or difficulties? _____ Any evidence of vision difficulties? _____

Speech disabilities? _____

Operations _____ Hospitalizations _____

Other illnesses? _____

Does your child seem to have a dominate hand? _____ Left _____ Right

FAMILY:

Does child live with one or both parents? _____

Specify if guardian is other than parents _____

Names and ages of other children in home: _____

Pets: _____ Language spoken in the home: _____

SOCIAL AND PHYSICAL GROWTH:

What would you like us to know about your child? _____

_____ (e.g. Unusual fears?)

Does your child have a problem that concerns you? _____

What do you feel are his/her special abilities or capabilities? _____

EXPERIENCES WITH OTHERS:

What are some of the ways your child plays at home? _____

Favorite toys? _____ Special interests? _____

Favorite TV programs? _____ Favorite foods? _____

Does he/she play well with other children? _____

How does he/she react when he/she does not get way? _____

Is child enrolled in a special group (sports, etc.)? _____

How often do you read to your child? _____

List methods of discipline used with your child _____

Name some fun things that you do together _____

In what ways do you expect our program to enrich your child? _____

How did you find out about Hope Presbyterian Playschool? _____

ANY ADDITIONAL INFORMATION YOU WOULD LIKE TO SHARE CAN BE WRITTEN ON THE BACK.