

St. Paul Lutheran Preschool

Student Enrollment Form 2023-2024

Student's Name _____ { } Male { } Female
Last First M.I.

Address _____
Street City State Zip

Home Phone (____) ____ - ____ Date of Birth ____ / ____ / ____ Age on August 1st ____
Mo Day Yr

PARENT/GUARDIAN INFORMATION

Parent/Guardian _____ Cell (____) ____ - ____ Work (____) ____ - ____
First and Last Relationship to child

Email _____ Employer _____

Parent/Guardian _____ Cell (____) ____ - ____ Work (____) ____ - ____
First and Last Relationship to child

Email _____ Employer _____

- Marital status () married () separated () divorced () widowed () single parent () legal guardian
- If divorced or separated, please indicate student's primary residence () with Mother () with Father () Other
 - May the non-custodial parent pick up the child? _____ If no, legal documentation from the court is required
Yes or No

Are there any special instructions on how to reach you while your child is in our care? _____

PICK UP / DROP OFF

I give permission for my child to leave St. Paul Lutheran Preschool with the following persons named below. It is the responsibility of the parents to notify the Preschool, in writing, of any changes.

Name	Relationship	Phone #
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Person(s) NOT authorized to pick up child: _____

Important: Please let us know immediately if you move, change phone numbers, employer, etc. so that we may keep our records current

Please complete both sides of this form.

AGREEMENTS AND AUTHORIZATIONS (Please initial each section and sign below)

_____ I/we give permission for my child to play on the playground, take walks outside the church property, and participate in chapel activities in the St. Paul Lutheran Church sanctuary and fellowship hall. The Preschool is not responsible for children or siblings playing on the playground equipment during non-school hours.

_____ I/we give permission for my child to be screened during childcare hours. Screening may include dental, hearing, vision, height, weight, and development.

_____ I/we have been made aware that St. Paul Lutheran Preschool, as part of the curriculum, will give informal and formal assessments on each child. These assessments are made available to the parents during parent-teacher conferences or when requested. All assessments and information regarding children are always kept confidential and are only discussed with parents.

_____ I/we give permission for my child to accompany the St. Paul Lutheran Preschool staff and volunteers on any field trips throughout the current school year. I realize that the staff of St. Paul will provide me with advance notice of the field trip, as well as give me the opportunity to volunteer. I understand that these will be local and within walking distance of the Preschool.

_____ I/we give permission for my child to be photographed and/or video-taped for presentations, parent communication, bulletin boards, or class pictures that may be posted to the Church/Preschool website.

_____ I/we give permission to share information with Treynor CSD

_____ I/we give permission to have our name, address, telephone # and email address posted in a Parent Directory.

_____ I/we have read and understand the policies outlined in the 2023-2024 Parent Handbook. The 2023-2024 Parent Handbook is posted and available to download on the Preschool website, www.treynorpreschool.com and is available in hard copy from the Preschool staff.

_____ I/we agree to abide by the policies of St. Paul Lutheran Preschool while my child is enrolled.

Parent/Guardian Signature(s)

Date

Please list specifically those items listed above to which you do not agree: _____

2023-2024 TUITION AGREEMENT INFORMATION

Please check the class your child will be attending:

_____ Monday, Wednesday, Friday (MWF) morning or afternoon at a cost of \$175 per month

_____ Monday, Tuesday, Wednesday, Thursday and Friday (M-F) mornings at a cost of \$285 per month

_____ Tuesday, Thursday (TTH) morning program at a cost of \$125 per month

Tuition is due the first week of each month, beginning in September and concluding in May. No monthly invoices or statements will be issued, unless you contract with the Extended Preschool program.

There will be no reduction in tuition for scheduled holidays, two staff professional development days, snow days or absences, even extended absences unless pre-approved by the Director.

St. Paul Lutheran Church members will receive a \$25 discount off the first month's tuition.

LATE FEE CHARGES. If the tuition is not paid by the 15th of the month, a late fee of \$10.00 will be assessed. The Preschool Administrator will send a letter assessing the \$10.00 fee and requesting payment by the 30th of the month. If unusual circumstances arise, parents should visit with the Director to explain the situation.

RETURNED CHECKS/ELECTRONIC PAYMENTS. In the event a check or electronic payment is returned by the bank, an additional fee of \$25.00 will be assessed. After the second such occurrence, tuition will be accepted only in cash.

I have read, understand and agree with all of the financial listed items. I accept full responsibility for the payment of all fees.

Parent/Guardian Signature(s)

Date