

# Registration Form

2012-2013

## Preschool

Lake Mary Campus



School Year \_\_\_\_\_ Class \_\_\_\_\_ Start Date \_\_\_\_\_

### Child Information:

Child's Name: \_\_\_\_\_ Prefers: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Gender: \_\_\_\_\_ M \_\_\_\_\_ F

Home Phone: \_\_\_\_\_

Ethnic Origin: \_\_\_\_\_ American Indian \_\_\_\_\_ Caucasian

\_\_\_\_\_ Asian \_\_\_\_\_ Hispanic

\_\_\_\_\_ African American \_\_\_\_\_ Other

#### Mother

Name: \_\_\_\_\_

Address: \_\_\_\_\_

(If different from child above)

City: \_\_\_\_\_ St: \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

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

Work Phone: \_\_\_\_\_ ext# \_\_\_\_\_

Place of Employment: \_\_\_\_\_

#### Father

Name: \_\_\_\_\_

Address: \_\_\_\_\_

(If different from child above)

City: \_\_\_\_\_ St: \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

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

Work Phone: \_\_\_\_\_ ext# \_\_\_\_\_

Place of Employment: \_\_\_\_\_

\* E-mail address is necessary for communications such as newsletters, and other general information.

Sibling names & ages: \_\_\_\_\_

Custody: Mother \_\_\_\_\_ Father \_\_\_\_\_ Both \_\_\_\_\_ Other \_\_\_\_\_

### Child's Health Issues:

Physician Name & Phone Number: \_\_\_\_\_

Health Insurance Co: \_\_\_\_\_

Hospital Preference: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

### Allergies/Health Problems:

Please list all allergies, food restrictions, special medical or other areas of concern:

In event of minor injury, insect bites, or skin irritations, I authorize Holy Cross Preschool to topically administer the following medications: Benadryl cream \_\_\_\_\_ Bactine antiseptic \_\_\_\_\_ Alcohol swabs \_\_\_\_\_

**Medical Release:** Rarely do serious accidents or illness occur at Holy Cross Lutheran Preschool or while traveling for school purposes, but in the event your son/daughter should need medical treatment by the School Personnel or any Emergency Medical Personnel, your signature below will allow and authorize us to provide or secure such treatment without delay. In the event of a serious accident or illness you will be notified as quickly as possible.

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

**Picture Release:** From time to time Holy Cross Lutheran Church and Preschool will be taking pictures of your child to document activities at school. Some of these pictures may be used for promotion and publicity. I grant permission for Holy Cross to take pictures of my child, for use in school and church publications and for promotional purposes. \_\_\_\_\_ Yes \_\_\_\_\_ No

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

**Emergency Contacts:**

Name: \_\_\_\_\_ Relation to child: \_\_\_\_\_  
Phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_ Wk phone: \_\_\_\_\_

Name: \_\_\_\_\_ Relation to child: \_\_\_\_\_  
Phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_ Wk phone: \_\_\_\_\_

Name: \_\_\_\_\_ Relation to child: \_\_\_\_\_  
Phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_ Wk phone: \_\_\_\_\_

**Church Affiliation:** Please mark all that apply

Holy Cross member \_\_\_\_\_ LCMS Church member \_\_\_\_\_  
Lutheran Church member \_\_\_\_\_ No church membership \_\_\_\_\_  
Other Church member \_\_\_\_\_ Holy Cross employee \_\_\_\_\_  
Sibling in Academy \_\_\_\_\_  
Sibling in Childcare \_\_\_\_\_

**OFFICE USE ONLY:**

Start Date \_\_\_\_\_ Class \_\_\_\_\_ Tuition \_\_\_\_\_

Registration & Supply Fee \_\_\_\_\_ Check # \_\_\_\_\_ Cash \_\_\_\_\_ Auto \_\_\_\_\_ Pmt \_\_\_\_\_

## Child Release Form

**Child Name:** \_\_\_\_\_ **Parent Signature:** \_\_\_\_\_

**I authorize Holy Cross Lutheran Preschool to release my child for pick up to the following persons:**

Name: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Relationship to child: \_\_\_\_\_

Name: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Relationship to child: \_\_\_\_\_

Name: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Relationship to child: \_\_\_\_\_

Name: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Relationship to child: \_\_\_\_\_

## **DO NOT Release Form**

Please **DO NOT** allow the following person(s) to pick-up my child:

Name: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Relationship to child: \_\_\_\_\_  
May they visit the child?      YES                      NO

Name: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Relationship to child: \_\_\_\_\_  
May they visit the child?      YES                      NO

## EARLY CHILDHOOD DISCIPLINE STATEMENT

### 402.305 (12) Child Discipline

Minimum standards for child discipline practices shall ensure that age-appropriate, constructive discipline practices are used for children in care. Such standards shall include at least the following requirements:

1. Children shall not be subjected to discipline, which is severe, humiliating or frightening.
2. Discipline shall not be associated with food, rest, or toileting.
3. Spanking or any other form of physical punishment is prohibited.

Above are the minimum requirements set by the State of Florida. At Holy Cross we have gone beyond those standards to include the following:

If a behavior problem arises, the teacher will try to redirect your child.

If your child is a disturbance, he/she may be removed from the group or classroom until the situation can be resolved.

If needed, an incident report will be filed and the parents/guardians will be informed of the behavior. We will work together to alleviate the problem.

The children can realize and appreciate defined expectations. They will see that we deal with problems with Christian love and concern.

Holy Cross Lutheran Preschool reserves the right to discharge any student if:

- A. The Teacher and the Director agree that a specific child is disruptive to the total environment. Including, but not limited to, inappropriate language, hitting, biting, or disrespect to other children or adults.
- B. The Teacher and the Director agree that a child's needs could best be met in a setting other than Holy Cross Lutheran Preschool.

Such action will only occur after consultation with all parties involved, and only if there is no other reasonable resolution for the situation.

Parents and teachers are responsible, and agree, to follow the same disciplinary guidelines set by the State of Florida, and Holy Cross Lutheran Preschool, while on our property.

By signing below, you, your spouse and/or all other legal guardians verify that you have received the above information, and agree to abide by these standards.

Child's Name: \_\_\_\_\_

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

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



## PRESCHOOL AND EARLY CHILDHOOD Tuition Schedule/2012-2013

**SANFORD CAMPUS (rates effective July 1, 2012), Amanda Eriksen, Director, 407-936-3636**

<b>MONTHLY TUITION</b> Based on a set schedule including the hours of 9:00a.m. – 2:00p.m.				<b>REGISTRATION FEES</b> Sanford Campus	
Classroom/Age	2days/wk	3days/wk	5days/wk	Registration	Yearly Supply
<b>INFANTS (full day)</b>	N/A	N/A	\$985	\$150 one-time, non-refundable fee per child	\$100/child due at registration. Also on August 1 each year while in our childcare/preschool
<b>1s</b>	\$350	\$400	\$500		
<b>2s</b>	\$300	\$350	\$450		
<b>3s</b>	\$250	\$300	\$400		
<b>Kindergarten Prep</b>	N/A	N/A	\$428		
<b>EXTENDED DAY TUITION</b> Extended day is available on the days your child is scheduled to be in school. This would include morning care and/or after care.				<b>VPK FEES</b> Registration Fees or Supply fees do not apply to VPK enrollment. If Extended day is chosen in addition to VPK class, registration and supply fee is collected. VPK Class is held 9:00 – 12:00 M - F	
<b>Days</b>		<b>Monthly Tuition</b>		<b>VPK EXTENDED DAY TUITION</b> This would include morning care and/or after care.	
2days/wk		\$220		5 days/wk	
3 days/wk		\$300		\$460/month August - May	
5 days/wk		\$360		<b>TUITION DISCOUNTS</b> 10% sibling discount after first fully paid child, 5% for monthly auto draft or annual payment 3% for weekly/bi-weekly auto draft	
<b>AFTER CARE FOR WILSON ELEMENTARY</b>		\$200		\$75 yearly supply fee Wilson Elementary After Care	

**LAKE MARY CAMPUS (Rates effective August 1, 2012) Edie Herota, Director, 407-333-0797 x130**

<b>TUITION</b>						<b>REGISTRATION &amp; SUPPLY FEE</b> \$150 PER SCHOOL YEAR <b>DOES NOT APPLY TO VPK</b>		
AGE	DAY	TIME	YR	MO	AUTO	TIME	PER DAY	Students must be potty trained and have paid a registration & supply fee in order to use this fun extended learning time.
2 ½ – 3	Th	8:30-11:30	\$970	\$97	\$92.15	1:30 – 3:30 1:00 – 3:30 11:30 – 1:30 11:30 – 3:30	\$10 \$12 \$10 \$16	Students must be potty trained and have paid a registration & supply fee in order to use this fun extended learning time.
2's	T/F	8:30-11:30	\$1900	\$190	\$180.50			
2 ½	M/W	8:30-11:30	\$1900	\$190	\$180.50			
2 ½ – 3	Th	8:30-11:30	\$970	\$97	\$92.15			
3's	M/W ext	8:30-1:00	\$2500	\$250	\$237.50			
3's	T/F	8:30-11:30	\$1900	\$190	\$180.50			
3's	M/W/Th am	8:30-11:30	\$2500	\$250	\$237.50			
3's	M-F	8:30-11:30	\$3150	\$315	\$299.25			
3's	T/Th/F pm	12:30-3:30	\$1900	\$190	\$180.50			
4's	M-F am	8:30-11:30	N/A	N/A	N/A			
4's	T/Th/F ext	8:30-1:30	N/A	N/A	N/A			
4's	M-F ext	11:30-3:30	\$2880	\$288	\$273.60			
4's	M-F pm	12:30-3:30	N/A	N/A	N/A			
Kinder Prep	M-F	8:30-1:30	\$4280	\$428	\$406.60			
						<b>PAYMENTS/TUITION DISCOUNTS</b> 10% sibling discount after first fully paid child 5% for monthly auto draft or annual payment 3% for weekly/bi-weekly auto draft  Payments are made in 10 monthly installments due monthly on the 15 <sup>th</sup> starting in August. Or one annual payment due on August 15.		

## Holy Cross Lutheran Academy and Preschool Financial Agreement

I am a parent or legal guardian of (child's name) \_\_\_\_\_. I agree to abide by the requirements and polices written below. In return for this promise of continual fulfillment, the Academy and Preschool agrees and will attempt to fulfill the educational fundamentals accordance to the State guidelines and standards.

- The set tuition of \$\_\_\_\_\_ per year/per month, payable in \_\_\_\_\_ equal monthly installments, beginning on \_\_\_\_\_.
- Tuition can be paid by automatic draft, credit card, money order, or in advance. Charges other than tuition can be paid by check, money order or credit card. *NO CASH will be accepted for payments.*
- A credit card number is required to be on file (see bottom of this form). This card will be used if tuition is not received 10 days after the tuition is scheduled or is returned non-sufficient. You will be notified prior to any payment charged to your account.
- I understand that there is a \$10.00 fee for insufficient funds on returned checks or auto-draft payments.
- I understand that there is a \$25.00 late fee that will be added to my financial account after the 25<sup>th</sup> of the month if tuition is not paid.
- Holidays and Non-Attendance days are taken into consideration when tuition is computed. Therefore, the regular tuition is charged for a month that may contain a holiday or non-attendance day. Tuition credit is not given for absences due to illness or family vacation.
- If my child is not picked up at time of dismissal, my financial account will be accessed a late fee as follows:
 

Elementary/Middle School	\$15.00 for after school care
After School Care / Childcare (Sanford campus)	\$1.00 per minute after 6:00pm closing time
Preschool (Lake Mary campus)	\$5.00 for every 10 minute increment
- I understand that all Registration Fees are non-refundable and are to be paid at time of registration.
 

Elementary/Middle School	\$200.00
Childcare (Sanford campus)	\$150.00
Preschool (Lake Mary campus)	\$100.00
- The following non-refundable Book Fees apply and are due by May 25<sup>th</sup>.
 

Kindergarten – 4 <sup>th</sup> Grade	\$300.00
5 <sup>th</sup> Grade – 8 <sup>th</sup> Grade	\$400.00
- A supply fee is due August 1<sup>st</sup> or at time of enrollment.
 

Childcare (Sanford campus)	\$100.00
After Care HCLA/Students (Wilson Elementary)	\$75.00
Preschool (Lake Mary campus)	\$50.00
- HCLA offers childcare for school-aged children during non-attendance/Holiday weeks (Christmas & Spring Break) for an additional fee. All other days that school is not in session, alternative arrangements must be made.
- VPK Extended Day (Sanford campus only) – Childcare is available on non-VPK days (see calendar) for an additional charge of \$35.00 per day. This option is not available to ½ day VPK students (Sanford or Lake Mary campus).

I have read the Financial Agreement and understand that my tuition is due and payable, in advance, prior the tuition being accessed. I also understand that I am responsible for any of the above fees incurred while my child is enrolled at HCLA.

Names as it appears on credit card \_\_\_\_\_  
 Credit Card # \_\_\_\_\_ Expiration Date \_\_\_\_\_  
 Master Card \_\_\_\_\_ Visa \_\_\_\_\_ Discover \_\_\_\_\_ Security code \_\_\_\_\_

Parent or Legal Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_