

Kids In Discovery Preschool Registration 2017 – 2018

Welcome to Kids in Discovery Preschool Registration for the 2017-2018 school year! Registration begins on **Monday, January 9th**. Here is some important information regarding registration:

ALL STUDENTS

- Complete the Registration Form, with two choices of class assignment (please mark #1 & #2 choices).
- A check for Registration Fee (\$125) must be included with registration form in order to secure a spot.
- Registration Form with names, addresses, and phone numbers of two Emergency Contacts (other than parents).* **(Form must be completed in its entirety. Do not leave any space blank, put “n/a” if it does not apply.)**
- Updated Immunizations.
- Developmental History Form

STUDENTS NEW TO KIDS IN DISCOVERY PRESCHOOL (need these **prior** to enrollment)

- Birth certificate or passport for viewing & recording purposes only. *
- Virginia Medical Form with complete and **updated** immunizations. *

* The above items will be required upon enrollment.

⇒ We will notify all families by email of class assignments. (Please note that final teacher assignments may not be made until later in the summer.)

Registration fee is \$125 for all classes. This fee includes a T-shirt, tote bag, weekly readers, and all supplies. This non-refundable fee is due at registration.

For your convenience, we are now accepting online payments through our website. You can also email, fax or mail in your registration form.

One month's tuition deposit will be due on August 1, 2017 (non-refundable). Tuition payments will begin September 1st and are payable through April 1st. There is also a 2% discount for paying annual tuition in one lump sum, and there is also a sibling discount.

Thank you for choosing Kids in Discovery Preschool! Please call the office at 360-7421 or email us at kidsinquiry@discoverymethodist.org if you have any questions. You can also visit us on the web at www.kidsinquiry.org.

Vicky Rauchle, Director

CLASS DESCRIPTIONS

2 day 2 year old – This class is for children who turn 2 by September 30th. This is a play based curriculum where children will gain independence and social interaction with peers. They will engage in developmentally appropriate activities in a nurturing and caring environment. They will be introduced to colors, numbers, and simple themes. This class meets on Tuesday and Thursday.

3 day 2 year old – This class is for children who turn 2 by September 30th. This is a play based curriculum where children will gain independence and social interaction with peers. They will engage in developmentally appropriate activities in a nurturing and caring environment. They will be introduced to colors, numbers, and simple themes. This class meets on Monday, Wednesday and Friday.

2 day 3 year old – This class is for children who turn 3 by September 30th. It is typically a younger 3's class for children who turn 3 during the summer or in September or for children with no previous preschool experience. Children should be toilet trained; however, if they are not, this class will change diapers/pull ups and work on potty training with the children if necessary. Children will continue to learn basic concepts, such as shapes and colors, as well as an introduction to letters and numbers. This class meets on Tuesday and Thursday.

3 day 3 year old – This class is for children who turn 3 by September 30th (with or without previous preschool experience). Children **must** be toilet trained and independent. Children will continue to learn basic concepts, such as shapes and colors, as well as an introduction to letters and numbers. This class meets on Monday, Wednesday and Friday.

4 day 3 year old – This class is for children who turn 3 by September 30th. It is intended to be is an older 3's class for children who are at least 3½ and who have had previous preschool experience. Children **must** be toilet trained and independent. Children will continue to learn basic concepts, such as shapes and colors, as well as an introduction to letters and numbers. This class meets Tuesday through Friday.

4 day Pre-K – This class is a Pre-K class for children who will turn 4 by September 30th. Most of these students will attend Kindergarten the next year; however, some of the younger students may choose to do another year of preschool. Our Pre-K classes continues to build on lessons learned in the earlier classes. There is more of an emphasis on letters/sounds, as well as numbers in conjunction with continued social development. This class meets Monday through Thursday.

5 day Pre-K – This class is a Pre-K class for children who will turn 4 by September 30th. This class is designed for children who will be going to Kindergarten the next year. Our Pre-K class continues to build on lessons learned in the earlier classes. There is more of an emphasis on letters/sounds, as well as numbers in conjunction with continued social development. This class meets Monday through Friday

All of our classes are center based with hands-on activities that promote social, emotional, physical and spiritual development. We believe strongly in play based learning. We do not have a set "curriculum" or workbooks. We prefer hands on learning. We also strongly believe in helping children develop socially, emotionally and developmentally, in addition to academically.

Toilet Trained: Children in our 3 year old and 4 year old classes are expected to be toilet trained and able to use the bathroom with minimal help (i.e. wiping, pulling up pants, etc). We are happy to help with buttons and zippers. If a child has numerous accidents, we reserve the right to move their class to one which can work on toilet training. Our classrooms are not equipped to change diapers. Our 2 day 3 year old class will have the capability of changing diapers/pull ups when necessary.

KIDS IN DISCOVERY PRESCHOOL
Discovery United Methodist Church
 13000 Gayton Road – Richmond, VA 23233
 Phone: (804)360-7421 Fax: (804)360-5492
 Email: kidsinquiry@discoverymethodist.org
www.kidsinquiry.org

Registration 2017-2018

Registration #: _____
 Date Registered: _____
 Class: _____

IMPORTANT:
 Please complete form in its entirety. If not applicable, write "N/A". Please do not leave blanks.

Child's Full Name	Preferred Name	Date of Birth	Child's Age on 9/1/2017 ____ Years ____ Months
Street Address		Home Phone	Gender Male/Female
City	State	Zip Code	T-Shirt Size XS ____ S ____
Previous Program Child Attended	If child attends this center and another school/program, give name of school/program:		
Religious Preference & Church Attended			

PARENT(S)/GUARDIAN (S) INFORMATION

Marital Status of Parents: Married Separated since ___/___ Divorced since ___/___ Widowed since ___/___ Single
Child lives with: Both Parents Father Mother Other

Father's Name or N/A		Cell Phone
Full Home Address (including city, state, zip IF DIFFERENT FROM CHILD'S)		Home Phone
Father's email:		
Occupation	Place Employed	Business Phone

Mother's Name or N/A		Cell Phone
Full Home Address (including city, state, zip IF DIFFERENT FROM CHILD'S)		Home Phone
Mother's email:		
Occupation	Place Employed	Business Phone

Person(s) or Agency Having Legal Custody of Child or N/A		Cell Phone
Full Home Address (including city, state, zip)		Home Phone
Business Name & Address		Business Phone

EMERGENCY INFORMATION – (Needs to be completed in its entirety in order to be enrolled)

Chronic Physical Problems/Pertinent Developmental Information/Special Accommodations Needed or N/A:		
Allergies or Intolerance to Food, Medication, etc., and Action to Take in an Emergency or N/A:		Dietary Restrictions:
Child's Physician		Physician Phone
1. Emergency Contact Name (Cannot be Parents)		Relationship to Child
		1. Emergency Contact Phone
Street Address (including city, state, zip)		
2. Emergency Contact Name (Cannot be Parents)		Relationship to Child
		2. Emergency Contact Phone
Street Address (including city, state, zip)		

NOTE: Section 22.1-4.3 of the Code of Virginia states that unless court order has been issued to the contrary, the noncustodial parent of a student enrolled in a public school or day care center must be included, upon the request of such noncustodial parent, as an emergency contact for events occurring during school or day care activities.



Person(s) Authorized To Pick Up Child – List all people who are allowed to pick up child. (Under no circumstances will the child be released to anyone not known to the school without authorization from parent or guardian.)
Person(s) NOT Authorized to Pick Up Child* •Appropriate paperwork such as custody papers shall be attached if a parent is not allowed to pick up the child.
Does this child have any court orders affecting his/her life? <input type="checkbox"/> No <input type="checkbox"/> Yes. If yes, please provide a certified copy of court order.

Please check all that apply:

Returning Family* Name of Child(ren) who attended KIDS: _____
 Date Child(ren) attended KIDS: _____

Church member **New to KIDS in Discovery**

***Please tell us how you heard about us?** Current KIDS parent KIDS alumni Internet
 referred by: _____ Drove By Word of Mouth Friend Ad

****Please mark first and second choice below by marking 1st & 2nd. Class placement based on availability.**

**	<u>Class</u>	<u>Days</u>	<u>Non-Refundable Registration Fee</u> <small>(must accompany this application) Fee for 2nd child is \$100</small>	<u>Monthly Tuition</u> <small>(10% discount off sibling discount)</small>	<u>Annual Tuition</u> <small>2% discount paying tuition in full</small>
	Two Year Old <small>Must be 2 by 9/30</small>	Monday, Wednesday, Friday	\$125	\$260	\$2,293
	Two Year Old <small>Must be 2 by 9/30</small>	Tuesday & Thursday	\$125	\$190	\$1,676
	Three Year Old <small>Must be 3 by 9/30</small>	Tuesday & Thursday	\$125	\$190	\$1,676
	Three Year Old <small>Must be 3 by 9/30</small>	Monday, Wednesday, Friday	\$125	\$240	\$2,117
	Three Year Old <small>Must be 3 by 9/30</small>	Tuesday through Friday	\$125	\$290	\$2,558
	4-day Pre-Kindergarten <small>Must be 4 by 9/30</small>	Monday through Thursday	\$125	\$290	\$2,558
	5-day Pre-Kindergarten <small>Must be 4 by 9/30</small>	Monday through Friday	\$125	\$340	\$2,999

PLEASE REVIEW AND SIGN REGISTRATION AGREEMENT >>>>

SPECIAL REQUEST: _____
 (You may list a teacher or student, but please know that we cannot guarantee these requests.)

FOR OFFICE USE ONLY:

Check # _____ **Amount \$** _____ **Date paid:** _____ **Class Assignment:** _____

Office Notes: _____

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REGISTRATION CONTRACT 2017-2018

1. I agree to pay one month’s deposit in the amount of one month’s class fee and tuition in 8 monthly installments or one annual amount. The deposit is due by August 1st and is non-refundable. Tuition payments will begin September 1st and are payable on the 1st of each month through April 1st. There is no monthly payment due in May. After the 5th school day, tuition will be considered late with a \$20 charge, and after the 15th of the month, there will be a \$30 late charge.
2. I agree to provide Kids in Discovery with current immunization records, original birth certificate and full completed information form before expecting my child to be admitted into any of the preschool classrooms.
3. Kids in Discovery has the right to refuse/withhold/terminate services at any given day for any reason at all or at any given time.
4. Kids in Discovery agrees to notify me whenever my child becomes ill, and I will arrange to have my child picked up as soon as possible, if so requested by the school.
5. I authorize Kids in Discovery to obtain immediate medical care for my child if any emergency occurs when I cannot be located immediately. If I object to Kids in Discovery seeking emergency medical care for my child, I will provide a statement to Kids in Discovery that states my objection and the reason for my objection.
6. I agree to inform the school within 24-hours or the next business day after my child or any member of my immediate household has developed a reportable communicable disease, as defined by the State Board of Health, except for life-threatening diseases which must be reported to the school immediately.
7. If it is necessary for you to withdraw your child from school during the year, you must give at least 30 days written notice, as well as one extra month of paid tuition. Release from the contract will be given only at the discretion of the Director. Tuition paid will not be refunded.
8. I give my permission for my child to be included in evaluations and pictures connected with the program.
9. I understand that there is a \$15 late fee for picking up my child after 12:00pm if they are in the 2 & 3 year old class or after 12:10pm if they are in the Pre-K class. If consistently picked up late, additional fees will incur.

_____ **Print Student’s Name**

_____ **Print Parent or Guardian Name**

_____ **Parent or Guardian Signature**

_____ **Date**

_____ **Print Parent or Guardian Name**

_____ **Parent or Guardian Signature**

_____ **Date**

_____ **Administrator of Kids in Discovery Preschool Signature**

_____ **Date**

FOR OFFICE USE ONLY:

Date Child Enrolled: ____/____/____

Date Child Terminated: ____/____/____