



St. Paul Lutheran Preschool Registration Packet

All Forms can be found on our website: <http://www.stpaulpreschoolkodiak.com>

Enrollment Packet Includes:

1. Registration Packet
2. Emergency Card
3. Permission Slips
4. Financial Contract
5. Parent Handbook
6. Parent's Guide to Licensed Child Care
7. School Year Calendar

Please fill out all below forms and return

Registration Check List:

- Registration Packet
- Emergency Card
- Permission Slips
- Financial Contract
- Signed Parent Handbook Form
- Immunization Records
- Registration & Activity Fee

Incomplete packet will NOT be accepted

Return Packets to:

3077 East Rezanof Drive / **Mailing Address PO Box 102**

Kodiak, Alaska 99615

(907) 486-5317 Fax: 486-6840

St. Paul Lutheran Preschool Registration

20__ - 20__

St. Paul Lutheran Preschool mission is to provide care for children 2 years old to 8 years old of age by offering developmentally age appropriate activities that stimulate physical, social, academic, emotional, and spiritual growth of children. While developing such aspects as fine and gross motor skills, problem solving, creative expression, and positive social interactions, in a Christian environment.

Child's Name _____ DOB _____

Physical Address _____ Town _____ Zip _____

Parent/Guardian _____ Phone _____

Parent/Guardian _____ Phone _____

E-mail _____

Select Options that Best Fit Your Family:

Toddler Time Care (24+ Months)

_____ Full Time (7:00 AM – 5:30 PM)

_____ Part Time _____ 8:30 AM – 11:30 AM OR _____ 2:30 PM – 5:30 PM

_____ Hourly (minimum of 2 hours)

Circle Days Needed for Care: M – T – W – TH – F

Busy Bees (2 years old – 3 years old)

_____ Full Time (7:00 AM – 5:30 PM)

_____ Part Time _____ 8:30 AM – 11:30 AM

_____ Hourly (minimum of 2 hours)

Circle Days Needed for Care: M – T – W – TH – F

Little Explorers (3 years old – 4 years old)

_____ Full Time (7:00 AM – 5:30 PM)

_____ Part Time _____ 8:30 AM – 11:30 AM

_____ Hourly (minimum of 2 hours)

Circle Days Needed for Care: M – T – W – TH – F

Discoverers (4 years old – 5 years old)

_____ Full Time (7:00 AM – 5:30 PM)

_____ Part Time _____ 8:30 AM – 11:30 AM

_____ Hourly (minimum of 2 hours)

Circle Days Needed for Care: M – T – W – TH – F

Afternoon Adventures (5 years old – 8 years old)

Choose Bus Pick up

_____ East Elementary (1:50 PM)

_____ North Star (1:50 PM)

_____ East Elementary (2:50 PM)

_____ North Star (2:50 PM)

_____ Kodiak Christian School (3:15 PM)

Circle Days Needed for Care: M – T – W – TH – F

ST. PAUL LUTHERAN PRESCHOOL PERMISSION FORMS

Please carefully read and respond appropriately to the following permission forms:

Photograph Consent

Please initial the following that applies

_____ I give St. Paul Lutheran Preschool my permission to photograph my child to use for public news media such as St. Paul Lutheran Preschool Facebook page and website.

_____ Allow my child's class work to be published on St. Paul Lutheran Preschool web pages and/or news media.

_____ I understand that the school **will not** list student names on any web page.

_____ I do not give St. Paul Lutheran Preschool permission to post videos or pictures of my child on any public news media or social media.

Child Drop-Off and Pick Up Policy

Please initial the following

_____ When enrolling your child at St. Paul Lutheran Preschool, it is understood that the guardian's sign child into the binder located by the office, at drop off and pick up.

_____ I understand I am responsible for walking my child into St. Paul Lutheran Preschool and getting them settled into their classroom(s).

_____ I am aware that St. Paul Lutheran Preschool will not release my child to a person not on the emergency contact card, unless written authorization is provided that includes the person name and relationship. **They will need a photo ID at pick up.**

Permission for Routine Walks

St. Paul Lutheran Preschool will take routinely outdoor walks around and outside of the property. I give _____ permission to accompany his/her group on routine walk throughout the school year.

Parent/Guardian Signature _____ Date _____

Diaper Procedures & Authorization

Please initial the following that applies

St. Paul Lutheran Preschool is a State of Alaska licensed childcare facility that follows mandatory diapering procedures. St. Paul Lutheran Preschool must be provided diapers, baby wipes, and diaper rash cream if necessary. St. Paul Lutheran Preschool staff is required to change your child every two hours even if the diaper is dry. When your child is running low on diaper essentials it is the parent's responsibility to provide the facility with the necessary items.

_____ I give St. Paul Lutheran Preschool permission to administer community diaper cream when a rash is present on my child.

_____ If a diaper rash is present, my child is only allowed to be administered his/her diaper cream that has been provided to the school.

_____ I DO NOT give St. Paul Lutheran Preschool permission to administer any diaper cream on my child.

Evaluating Procedures

Please initial the following that applies

_____ I understand that St. Paul Lutheran Preschool will administer three evaluations to my child that will test his/her developmental skills, along with emotional, gross, and fine motor.

_____ I will allow St. Paul Lutheran Preschool to administer an Ages and Stages Questionnaire otherwise known as an ASQ at the time of enrollment. This will allow St. Paul Lutheran Preschool to appropriately place my child into developmentally appropriate classroom to meet my child's needs.

_____ I give St. Paul Lutheran Preschool permission to pass my child ASQ results to KANA's ILP program or KISBD Developmental Preschool if necessary in order for my child to receive services to better their development needs.

Sunscreen Administration

Please initial the following that applies

_____ I give St. Paul Lutheran Preschool authorization to apply community sunscreen on my child if necessary.

_____ I give St. Paul Lutheran Preschool authorization to apply sunscreen provided from home if necessary.

_____ I do not give St. Paul Lutheran Preschool authorization to apply any sunscreen on my child.

St. Paul Preschool Payment Contract

I _____, understand that when registering my child in programs provided by St. Paul Lutheran Preschool a bill will go out the 15th of the month prior and I have until the first of the month to pay the bill in full. If the bill is not paid by the 5th St. Paul Lutheran Preschool will add a \$50.00 late fee to my bill. St. Paul Lutheran Preschool will also no longer provided care for families that are two months behind on payments until **BOTH** bills are paid in full. I understand that I am responsible in paying my full bill even after my child has left or graduated St. Paul Lutheran Preschool; unpaid bills will be sent to collections. In signing this contract I also agree to give a two weeks notice if I decide to take my child out of St. Paul Lutheran Preschool. If a two weeks notice is not provided I will receive a \$100.00 termination fee.

Lastly I am responsible for any co-payment, if I receive childcare assistance or scholarship form the state of Alaska, KANA, or the government.

Signature: _____ Date _____

Parent Handbook

I, _____ have read the parent handbook for St. Paul Lutheran Preschool and understand the fee schedule, the volunteer hours, and the preschool/extended care offerings. As a parent of a student at the school I will commit to following the program rules for the year 2018 - 2019. All changes to procedures will be e-mailed immediately.

