

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

Age: \_\_\_\_\_



## St. Paul Lutheran Preschool Registration Packet

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

Enrollment Packet Includes:

1. Financial Contract
2. Registration
3. Parent Agreements
4. Parent Handbook
5. Parent's Guide to Licensed Child Care
6. School Year Calendar

**Please fill out all below forms and return**

Registration Check List:

- \_\_\_ Financial Contract
- \_\_\_ Registration Packet
- \_\_\_ Parent Agreements
- \_\_\_ Signed Parent Handbook Form
- \_\_\_ Immunization Records
- \_\_\_ Emergency Card

**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

## Late Pick-up Charge

St. Paul Lutheran Preschool program ends at 5:30, I \_\_\_\_\_, understand that a fee of \$1 will be added to my account and a \$50 will be charged for the first 5 minutes or any portion thereafter the program ending at 5:30pm. An invoice will be issued and is due within 30 days. **Repeated failure to pick-up on time can result in disenrollment.**

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## Early Drop Off & Late Pick Up

I \_\_\_\_\_, understand that if my child is NOT enrolled in the full-time program I will be charged accordingly. Early drop off and late pickups from the part time program will result in additional charges. I understand if these charges are not paid within 30 days a late fee will be added, and my child(s) could possibly be disenrolled from the program.

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## 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 on the 15<sup>th</sup> of the month prior and I have until the 1st of the month to pay the bill in full. **If the bill is not paid by the 5<sup>th</sup> St. Paul Lutheran Preschool will add a \$50.00 late fee to my bill and my child cannot return to school until my bill is paid in full.** I understand that I am responsible in paying my full bill even after my child has left. **If you decide not to return and haven't paid your bill in full, St Paul Lutheran Preschool will give you a 30 day notice to pay your bill in full before proceeding with Alaska Small Claims Court.**

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

I have read and understand St. Paul Lutheran Preschools Description fee page.

Signature: \_\_\_\_\_ Date \_\_\_\_\_

# St. Paul Lutheran Preschool School Registration

## 20\_\_ - 20\_\_

The start date for the fall school year is September 3<sup>rd</sup> and the last day is May 22<sup>nd</sup>.  
School closures are listed on the attached calendar.

Full time care will be available, August 26<sup>th</sup> – 30<sup>th</sup> and May 26<sup>th</sup> – 29<sup>th</sup>.

St. Paul Lutheran Preschool mission is to provide care for children 2 years old to 8 years old, by offering developmentally age appropriate activities that stimulate physical, social, academic, emotional, and spiritual growth of children by using The Creative Curriculum set by Teaching Strategies. Christian Values will also be integrated into the classroom daily.

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**Child's Name** \_\_\_\_\_ **DOB** \_\_\_\_\_

**Physical Address** \_\_\_\_\_ **Town** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Mailing Address** \_\_\_\_\_ **Town** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Parent/Guardian** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Parent/Guardian** \_\_\_\_\_ **Phone** \_\_\_\_\_

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

**Allergies/Medical Concerns**

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**Select Options that Best Suits Family:**

**Toddler Time Care (24+ Months)**

\_\_\_\_\_ 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

**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)**

**Must be potty trained**

\_\_\_\_\_ Full Time (7:00 AM – 5:30 PM)

\_\_\_\_\_ Part Time      \_\_\_\_\_ 8:45 AM – 11:45 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      \_\_\_\_\_ 8:45 AM – 11:45 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

\_\_\_\_\_ North Star (1:50 PM)

\_\_\_\_\_ North Star (2:50 PM)

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

# ST. PAUL LUTHERAN PRESCHOOL PERMISSION FORMS

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

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## Child Drop-Off and Pick Up Policy

\_\_\_\_ 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 pickup.

\_\_\_\_ 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.**

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## Diaper Procedures

**Please Initial the following that applies**

St. Paul Lutheran Preschool is a State Licensed childcare facility that follows mandatory diapering and health and safety procedures. St. Paul Preschool must be provided diapers, wipes and rash cream if necessary. St. Paul staff is required to change your child every two hours or when necessary. 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.

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## 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 ASQ at the time of enrollment. This will allow St. Paul Lutheran Preschool to appropriately place my child into a developmentally appropriate classroom to meet my child's needs.

\_\_\_\_ I give St. Paul Lutheran Preschool permission to communicate with KANA's Infant Learning Program and/or KIBSD Early Childhood Services regarding my child, to assist the St. Paul Staff in helping my child reach their full potential.

**\*\*Families need to keep in mind that KANA Infant Learning Program and KIBSD Early Childhood Services are St. Paul Lutheran Preschool resource when it comes to child development.**

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## Parent involvement

I understand that St. Paul Preschool is a non-profit facility and volunteer time is encouraged, there will be multiple opportunities to assist the preschool during the school year. Such as fundraising events, school improvement, classroom assistance, or donations. I understand that if I am unable to put in certain hours (find in handbook) in a semester the facility will charge families a \$50 fee per child per semester, this fee will go straight to the classroom to help with any needed materials.

Bringing snack on designated snack days provided by the teacher will result in .25 hours of volunteer time.

I also understand that since St. Paul Lutheran Preschool is licensed by the State of Alaska my child will be going outside at least every 3 hours even during the winter months. With this I understand that I need to provide appropriate outside gear. St. Paul Lutheran Preschool is also **NOT** responsible for providing extra clothes when your child has an accident. Parent's that do not bring extra clothes will be called and required to bring their child clothes.

I understand all of the above expectations: \_\_\_\_\_

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## Permission for Routine Walks

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

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

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## Photograph Consent

Please Initial the following that applies

\_\_\_\_\_ I give St Paul Lutheran Preschool my permission to use my child's photograph for public news media including St Paul Lutheran Preschool web pages such as St. Paul Lutheran Preschool on Facebook.

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

\_\_\_\_\_ I understand that the school **will not** list student names on any web

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## Parent Handbook

As a parent/guardian I have read the parent handbook for St. Paul Lutheran Preschool and understand the fee schedule, volunteer hours, and the preschool/extended care offerings, ect... As a parent of a student at the school I will commit to following the program rules and expectations for the 2019/2020 school year all changes to procedures will be e-mailed immediately.

Signature \_\_\_\_\_ Date \_\_\_\_\_