Our Savior’s Lutheran Church and Preschool

REGISTRATION PROCEDURES

Fill out the 2020-2021 preschool registration form.

(Please return the whole packet at registration – do not take apart.)

**A registration fee for $125.00 is due (per family) with the registration form.**

The registration fee is nonrefundable – no exceptions.

Please note: If the class you prefer is full, your options are:

Register for another class and be on the waiting list for the preferred class or just be on a waiting list. Youmay request a teacher and we will try to honor requests but it is not always possible! We try to find the very best placement for your child.

(Teacher assignments may change during summer)

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**Savior’s Lutheran Church and Preschool
2020- 2021 Tuition Policy**

Upon enrolling your child at Our Savior’s Lutheran Church and Preschool, please read that you understand and agree to the following Tuition Policy.

* **A non-refundable registration fee of $125.00 is required upon enrollment. An additional $25 supply fee is due for the Friday Outdoor Class and Friday Enrichment Class upon registration.**
* **Automatic Tuition Withdrawal**
	+ All families are encouraged to sign up for automatic tuition withdrawal via **brightwheel.** An invitation to **brightwheel** will be sent to you after we confirm your registration.
	+ Withdrawals will occur on the 15th day of each month (Sept – June)
	+ There is a $25.00 fee for any Non-Sufficient Funds.
* **Cash or Check Tuition Payments**
	+ If you are paying by cash or check, tuition is due on the 15 of every month. Sept. through June. **Exception: June payment must be paid on June 1st, 2021**
	+ Payments are not to be given to your child’s teacher. Please put the tuition check in the drop box by the Preschool Director’s office in the Learning Center.
* A tuition payment record is on the last page of the Parent Handbook that is on brightwheel, our new communication tool with families. Tuition takes into consideration start/finish days, holidays, in-service days, and school closures due to inclement weather and emergencies.

**I have read and agree to follow the tuition and immunization policy at OSLCP.**

Paid Registration Fee \_\_\_\_\_\_\_\_\_\_\_\_ ck# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Class enrolled: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**New! All families need to fill out an immunization form. OSLCP needs to have proof of your child’s MMR vaccine before allowing your child to come to preschool. This form is due upon registration.**

As soon as OSLCP receives your registration form, an invitation will be sent to you via brightwheel, our new communication tool of keeping families informed about preschool. Please sign up promptly.

2020-2021 School Year Registration Form

$125.00 Non-refundable Registration Fee: Check # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date received: \_\_\_/\_\_\_/\_\_\_

 For office use only: Class\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Child’s first and last name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you prefer your child to go by a nickname? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sex\_\_\_\_ Birthdate (M/D/Y) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Age of child on August 31, 2020\_\_\_\_\_\_

Phone number that you prefer to put on the class list\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip Code \_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Please print e-mail address nicely.**

Mother’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Cell # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employer\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Father’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Cell # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employer\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Custody: If one parent has custody, please designate\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name and ages of other children in the family: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent’s address if different: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Primary language(s) spoken at home: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Does your child have previous preschool experience? Yes\_\_\_\_ No\_\_\_

**Please share some information that will help us understand your child’s needs:**

(Births, deaths, family changes, child’s personality, new situations, etc.)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Day Care Provider: Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Emergency Contact Numbers (in case we cannot contact the above names)

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

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

The undersigned, being the parents/custodians of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Child’s name

is hereby enrolled in the Preschool activities of Our Savior’s Lutheran Church of Everett, Washington, and in consideration for such enrollment do hereby release said Church and all officers, agents and employees thereof and all staff persons working with the Preschool activity, from all liability for damages or personal injury occurring as a result of the Preschool activity.

The undersigned further authorize the agent of the Church and /or staff of the Preschool activity to consent to any and all emergency medical, surgical, hospital or dental care treatment for our said child which, in our absence, is deemed necessary by health care professionals.

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

Doctor’s name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Doctor’s Phone Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Medical Insurance Company\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Special medical conditions or requirements of the child, food allergies, medications, etc.?

**Consent for Photos**

OSLC Preschool periodically takes photos of our students and staff throughout the course of the school year for documentation, promotional and/or fund-raising purposes and for the website.

Please check one: \_\_\_\_\_I **do** authorize my child to appear in pictures.

 \_\_\_\_\_ I **do not** authorize my child to appear in pictures.

Parent’s signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_

Our Savior’s Lutheran Church Preschool admits students of any race, color, gender and national or ethnic origin.

Do you have a personal faith based home/background and or worship location?

 Name of Worship Center\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(optional)

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

Please let us know how you heard about OSLCP (circle as appropriate)

Referral Facebook Church Signs Website Newspaper Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of referral\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_