

APPLICANT INFORMATION

Registration for (choose one): School Year 20____ – 20____ OR Summer _____

Name of Child _____

Date of Birth _____ Sex: Male _____ Female _____

Name of person filling out this form: _____

Relationship to child _____ Contact Number _____

Birth Mother's Name _____ Business Number _____

Birth Father's Name _____ Business Number _____

Child's Home Number _____

Address of Child _____

How did you hear of our preschool? _____

What was most desirable to you about Harbor Trinity Preschool? _____

Child lives with:

_____ Both BIRTH parents _____ Mother _____ Father

_____ Other, please explain _____

The school publishes a parent directory with the names and phone numbers of all families wanting to be listed. The directory is only released to families of Harbor Trinity Preschool. Please let us know below if you wish to be included.

_____ *I do not wish to be in the school's directory.*

_____ *I wish to be included in the school directory.*

Child and parent names will appear first, how do you want the parent(s) name to appear? Example: John and Nancy Wilkens or John Wilkens and Nancy Millhouse

Parent(s) Name _____

Phone Number _____

Please initial the following:

- _____ On these registration forms, I have provided the names of BOTH BIRTH parents of the above named child. I understand that it is school policy to allow both BIRTH parents the right to pick up the above named child from Harbor Trinity Preschool unless I provide copies of court documents that instruct the school to do otherwise. I also understand that failure to provide the appropriate information or documents may result in my child not being accepted to attend Harbor Trinity Preschool.
- _____ I understand and accept that Harbor Trinity Preschool will only hold my child's spot until August 1st, prior to the applicable school year. If my first tuition payment is not received by August 1st, my child's spot will be given to the next child on the waiting list.
- _____ I understand and accept that at least half of September's tuition is NON-REFUNDABLE after August 1st of the applicable school year.
- _____ I understand that I am required to notify the school whenever my child has been exposed to a contagious illness.
- _____ I understand and agree to a one month acceptance period for my child entering Harbor Trinity Preschool. If my child displays continual disruptive and/or aggressive behavior or is not adjusting to the preschool program, my child will not be accepted into Harbor Trinity Preschool.
- _____ I understand that after the one month acceptance period has passed, Harbor Trinity Preschool has policies concerning aggressive or disruptive behavior and biting and my child will be subject to suspension and/or expulsion according to these policies for the remainder of the school year.
- _____ I understand and accept that a \$25.00 "change of program fee" will be charged for adjustments that I make to my child's days of attendance if he/she is enrolled full time (5 days a week) and I am changing it to part time attendance (M-W-F or T-TH). This policy is effective during the months of March – September.
- _____ I understand that if my child is enrolled in the "2 year old class" the monthly tuition I pay will fall under the "2 year old" price (this covers the cost of a teacher and an assistant in this classroom). Eligibility to move up to other classes include:
 - Child must be FULLY POTTY TRAINED
 - Child must be 3 years old by November 31st of applicable school year.
 - Space must be available in an age appropriate class.

I have received the Parent Handbook for Harbor Trinity Preschool. I agree to read the handbook and to abide by its policies. I acknowledge that Harbor Trinity Preschool reserves the right to amend or change its policies and procedures throughout the school year without notice.

Parent's Signature

Date

STUDENT INFORMATION

Is your child **FULLY** potty trained? (Child must be wearing underwear – no diapers or pull-ups – and able to request going to the bathroom on his/her own) Yes _____ No _____ If **no**, please choose one:

_____ My child will start school in diapers

_____ My child will start school potty-training & in underwear

Does your child have any allergies we need to be aware of?

Please list them below -- **BE SURE TO WRITE THE REACTIONS AND BE SPECIFIC!!!**

Allergic to

Type of Reaction & Severity (mild, or heavy etc.):

Has your child ever had asthmatic symptoms that required medication? Please Circle: [Yes] [No]

Has your child ever had seizures? Please Circle: [Yes] [No] If yes, please explain

Is your child currently taking regular medication(s)? Please Circle: [Yes] [No] If yes, please explain:

Are there any other medical conditions or disabilities we should be aware of, or additional comments?

Has your child ever had problems with behavior, been suspended or asked to leave a preschool? Please Circle: [Yes] [No] If yes, please explain:

Are both **BIRTH** parents (mother and father) authorized to pick the child up from school? Please Circle: [Yes] [No] If the answer is no, which one is not authorized and why? (Specify if court orders exist and be prepared to provide them if required).

Email address(es) that you would like school newsletters and correspondence sent to (both parents email would be ideal) Harbor Trinity Church and Preschool will not give out the email address to others:

Would you like to receive Harbor Trinity Church's newsletter and events via email? Circle: Yes No

**** IMPORTANT NOTICE ****

In all classes but one at Harbor Trinity Preschool, your child must be **FULLY POTTY TRAINED** in order to attend.

If you think your child may not be fully potty trained, you may want to consider enrolling your child in the 2 year old class. This will ensure your child a space at Harbor Trinity Preschool. If you choose to enroll your child in another class, please be aware that if your child has repeated "potty accidents" within 1 month the following procedure will be followed: Student will be moved to the non-potty trained class **IF SPACE IS AVAILABLE**. If space is not available the student will not be allowed to attend Harbor Trinity Preschool. If you choose, you may continue to pay tuition to hold your spot in a class until your child is potty trained. Space will not be held unless tuition is continually paid.

I am enrolling my child in the class checked below (place your initials in the blank of your choice):

_____ **2 year old class: Children must be two years old by the first day of school.** (If your child will turn two soon after the first day of school you may pay tuition in order to hold the space in the class.)

_____ **Another age appropriate (potty trained) preschool class: Children must be three years old by February 28th of applicable school year and potty trained to be eligible.**

I have read and received the policy on students who are not potty trained. I understand that if I choose to enroll my child in a potty trained class and he/she is not potty trained my child will not be able to continue attending Harbor Trinity Preschool unless there is an opening in the 2 year old class.

I understand that there is a possibility that my child MAY lose his/her position at Harbor Trinity Preschool in the event he/she has repeated "potty accidents" and is not enrolled in the 2 year old class.

Parent's Signature

Date

Parent's Signature

Date

ENROLLMENT AGREEMENT (1 of 2)

The following information is provided to outline some of the policies of Harbor Trinity Preschool in order to avoid misunderstandings. These policies along with other school standards, are published each year in the parent-student handbook. This handbook should be read carefully and discussed with your child.

- **Financial Policies:** Tuition is based on the entire school year (September - June). Payments are accepted on a monthly basis payable August - May. Payments are received one month in advance for the following month. There are no reductions for vacations and holidays.

No deductions will be made for absences during the school year regardless of the cause of such absence. All withdrawals, whether before the school year begins or during the school year, must be made in writing with two weeks notice and shall begin effective when such a notice is delivered to the school office.

Tuition is due on the 1st of each month. A late charge of \$15.00 will be assessed on unpaid balances exceeding \$50.00 after the grace period of 10 days each month. An account that is 30 days late will result in the student being subject to suspension or expulsion from Harbor Trinity Preschool until the account is paid in full. A service charge of \$25.00 will be assessed on all returned checks.

- **Behavioral Standards:** Students are expected to maintain a high standard of personal behavior. The teachers and administration are authorized to employ such discipline as they deem wise and expedient. Harbor Trinity Preschool reserves the right to suspend or expel students whenever school privileges are abused, infractions are repetitive in nature, or when conduct does not conform to Christian standards set by the policies of Harbor Trinity Preschool.
- **Conciliation Agreement:** As a Christian ministry we believe that the Bible (Matthew 5:25 & First Corinthians 6;1-7) commands believers to make every effort to live at peace and to resolve disputes with each other in private or within the church. Therefore, any dispute arising out of the relationship between the school and the home shall be resolved with assistance of the administration or as last resort, through legally binding arbitration. Should legal action, for any reason be taken against Harbor Trinity Preschool or any employee or agent thereof, and the school or its agent not be found at fault, the parent/guardian agrees to pay attorney fees, court fees, damages or other costs that Harbor Trinity Preschool or its agent should incur to defend itself against such action.
- **Admittance:** Children shall be admitted on a non-discriminatory basis, according equal treatment and access to services without regard to race, color, religious belief, national origin or ancestry.

All children upon entering Harbor Trinity Preschool must be fully immunized as required by the Department of Health Services. Documentation of immunizations must be given to the school office before enrollment.

- **Sign in/out policy:** The Department of Social Services requires that parent(s) or other authorized adults sign their child(ren) in and out each day in attendance. It is also mandated that the signature be legible with at least the first initial and **FULL** last name written.

ENROLLMENT AGREEMENT (2 of 2)

My child will attend school on the following days:

_____ Tuesday, Thursday

_____ Monday, Wednesday, Friday

_____ Monday through Friday

My child will attend school at the following hours:

_____ 8:45am - 12:00pm (drop off time from 7:15 - 8:45)

_____ 8:45am - 1:00pm (drop off time from 7:15 - 8:45)

_____ 8:45am - 5:30pm (drop off time from 7:15 - 8:45)

_____ 12:00pm - 5:30pm

I have received, read and understood the PARENT HANDBOOK AND ENROLLMENT AGREEMENT, and will comply with the policies set forth by Harbor Trinity Preschool. In addition, I understand that school administration reserves the right to amend, suspend, or terminate policies or any part of this program at any time. Tuition for the above will be \$_____ per month, payable each month beginning **August 1** and ending **May 1**. A **non-refundable** registration fee of \$150.00 is due with this completed form.

This contract is entered into on the _____ day of _____.

Any changes by the parent(s) in this contract must be made in writing.

Child's Name (Please Print)

Parent's Signature

Date

Administrator's Signature

Date

NEW STUDENTS: An enrollment packet (approx. 15 pages, including doctor's report) will need to be completed and returned to the school office. Registration is not complete and students may not attend school without the school office having received this packet.