



2022-2023 School Year Registration Checklist

Your child's spot on the roster is not secured until this form and the following are submitted to the preschool office:

Child's Name: _____ Date of Birth: _____

Due At Registration:

____ Registration Form

____ Registration Fee of \$175 & supply fee (equal to one month's tuition) payment made by:

Please circle: check cash ProCare

____ VPK Activity Fee of \$150 (VPK students only) payment made by:

Please circle: check cash ProCare

____ Copy of Child's Birth Certificate

____ Physical Form (DH 3040, from physician)

____ Immunization Form (DH 680, from physician)

____ Student Information Form (enclosed)

____ Disciplinary Form (enclosed)

____ VPK Attendance Policy (enclosed)

____ VPK Eligibility Certificate from Early Learning Coalition

Visit <http://www.elcbigbend.org/Parents/Voluntary-PreKindergarten-VPK> to get started.

____ Parental Agreement (enclosed)

Please Note:

- Preschool hours are from 9:00 am-12:15 pm.
- Lunch Bunch will be offered if we meet the minimum enrollment for each class
- August monthly tuition is due August 15. Please note this payment may be required prior to the first day of school.



Killearn Kids Preschool

Killearn United Methodist Church
2800 Shamrock South
Tallahassee, Florida 32309
(850) 893-1278

2022-2023 Registration Form

Registering for (please circle):	2 year old	2 day (Tu/Th)	3-day (MWF)	5-day (M-F)
	3 year old			
	4 year old	VPK (M-F)	4/5 year old without VPK voucher (M-F)	

Student Information				
Full Name:			Preferred Name:	
Date of Birth:			Age on Sept 1:	Male Female
Address:			City:	Zip:
Home #:		Dad cell #:		Mom cell #:
Please provide cell carrier if you would like to receive text updates from KKP		Carrier:		Carrier:
Primary Email (for classroom, school & billing communication):				
Secondary Email--Optional (for e-news, etc):				
Church/Religious Affiliation:				
Potty Trained? Yes No (MUST be fully potty-trained (in underwear) prior to first day for 3 yr/VPK class)				

Health & Allergy Information	
Allergies/medical concerns/foods your child avoids, etc:	
Signs/Symptoms:	
Physician's Name:	Physician's Phone:

Parent/Guardian Information				
Legal Custody (please circle):	Both Parents	Mother	Father	Other:
Marital Status (please circle):	Single	Married	Divorced	Widowed
Mother's Name:	Address (if different from above):			
Occupation:	Employer:		Work #:	
Father's Name:	Address (if different from above):			
Occupation:	Employer:		Work #:	

Other Children or Adults Living in the Home		
Name	Relationship	Age

Emergency Contact & Authorized Pick-Up Information

In the event of an emergency, please contact any of the following.

(Please include all authorized parents/guardians.)

Name	Phone Number	Relationship	Authorized to Pick Up?	
			Y	N
			Y	N
			Y	N
			Y	N
			Y	N
			Y	N

Photo Consent

☐ Yes, I give KKP permission to use my child's photo for promotional purposes (no names will be listed).

☐ No, I DO NOT want my child's photo used.

Signatures

I acknowledge that the information provided on this form is accurate to the best of my knowledge, and I will provide timely updates/changes to the Killearn Kids Preschool office staff if/when appropriate. If I have provided my cell phone carrier(s), I authorize Killearn Kids Preschool to send text updates regarding my child, school events, emergencies, etc.

Parent: _____ Date: _____

Why did you choose KKP?

Lunch Bunch (12:15PM-3:00PM) Registration

Registering for (please circle):	2's (Napping Room)	2 day (Tu/Th)	3-day (MWF)	5-day (M-F)
	3's			
	VPK/5 Year-old			

Lunch Bunch Fees

	Registration Fee	2-Day (Tu/Th)	3-Day (M/W/F)	5-Day (M-F)
2's (Napping Room)	\$50	\$140	\$195	\$330
3's & VPK	\$50	\$125	\$175	\$295

Lunch Bunch Fees are based on an annual rate divided into 10 monthly payments due August-May. The monthly rate is the same regardless of days attending. Your child can only attend Lunch Bunch on days they are attending school.

I acknowledge that the information provided on this form is accurate to the best of my knowledge, and I will provide timely updates/changes to the Killearn Kids Preschool office staff if/when appropriate. I understand that Lunch Bunch fees are due each month, and I agree to pay regardless of my child's attendance. I understand that my child is to bring a lunch each day and that food will not be provided by Killearn Kids Preschool. To secure my child's enrollment in Killearn Kids Preschool's Lunch Bunch Program, I will pay a non-refundable \$50 Lunch Bunch Registration Fee.

Parent: _____ Date: _____

Director: _____ Date: _____

Office Use Only

RF/AF _____ SF _____ Tuition M S A Lunch Bunch 5 3 2

Killearn Kids Preschool ● 2022-2023 Tuition Rates

Non-VPK Students – 2-Year-Olds* , 3-Year-Olds* and 4/5-Year-Olds* without VPK Voucher

Regular Hours: 9am - 12:15pm

Registration Fee: \$175, a non-refundable fee required at the time of enrollment.

Class	Supply Fee Due at Registration	Monthly Tuition (Aug-May)	Semester Tuition Due Sept 15 & Jan 15	Annual Tuition Due Sept 15
2 year – 2 day	\$265	\$265	\$1250	\$2500
2 year – 3 day	\$295	\$295	\$1390	\$2780
2 year – 5 day	\$395	\$395	\$1875	\$3750
3 year – 2 day	\$235	\$235	\$1165	\$2330
3 year – 3 day	\$285	\$285	\$1350	\$2700
3 year – 5 day	\$385	\$385	\$1825	\$3650
4/5 year old (non-VPK)	\$385	\$385	\$1825	\$3650

- Tuition fees are based on an annual rate divided into equal monthly or semester payments.
- Payment is required each month your child is enrolled and is not adjusted based on individual attendance.
- Monthly tuition will remain the same regardless of school holidays, teacher work days, inclement weather days, or unexpected closures.

VPK Students – 4-Year-Old with VPK Voucher

Regular Hours: 9am - 12:15pm, Monday – Friday

Activity Fee: \$150 for non-instructional hours

The State of Florida funds 540 hours instructional hours for eligible VPK students during the school year. The Activity Fee covers additional instructional hours and activities, as our VPK program exceeds 540 hours.

Monthly Tuition: \$0



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2022-2023 Student Information Form

Child's Name: _____ Birthdate: _____

1. What do you wish for your child to gain from this school experience? _____

2. Has your child attended another preschool/group experience? _____ If yes, where? _____
3. Has your child ever been asked to leave a preschool/group experience? If yes, please explain. _____

4. What are your child's favorite toys, games and activities? _____

5. Does your child have any particular fears or habits? _____

6. Does your child have any special medical/behavioral problems or conditions that we should be aware of? (e.g. allergies, hearing or vision problems, asthma, eczema, etc.) _____

7. If your child has allergies, describe the signs/symptoms of his/her allergic reaction and treatment.

8. Does your child have any special dietary requirements or restrictions that we should be aware of? (e.g., vegetarian, gluten-free, dairy-free) _____

9. Are there any holidays you do not celebrate? _____
10. Is there any other information about your child that you feel would be pertinent for us to know? _____

11. Is your *fully* child potty trained (i.e., wearing underpants)? Please explain any special circumstances as related to toileting. KKP policy states that a child must be fully potty trained *before* entering the 3 year program. _____

12. Does your family regularly attend church/religious services? _____ If so, where? _____

Parent Signature: _____ Date: _____



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2022-2023 Disciplinary Procedure

We use positive verbal guidance and reinforcement to encourage appropriate behavior. For example: "We walk in the hallway"; "We share with our friends"; "I like the way you are walking in the hallway"; and "I like the way you are sharing the blocks with your friend."

1. If a child does not respond to verbal guidance and exhibits behavior which is injurious to himself / herself or to others, we remove the child from the situation for a designated period of time – usually for around 5 minutes.
2. If a child does not respond to this approach and continues to exhibit inappropriate behavior, we will contact the parents.
3. If the child needs to be removed temporarily from school, we will ask the parents to come and get him/her.
4. We will have a conference with the parents and discuss ways that we as parents and teachers can work together to help the child learn how he/she can behave more appropriately at school.
5. Note: We cannot allow a child who is continually causing physical harm to other students or to the teachers to remain in school.

Spanking or any other form of physical punishment is strictly prohibited.

Discipline is not at any time associated with food, rest or toileting.

(Please read, sign, detach and return to the Preschool Office.)

We have read and agree to the Disciplinary Procedure of Killearn Kids Preschool.

Parent's Signature

Date

Print Child's Name



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2022-2023 Parental Agreement

The Killearn United Methodist Preschool, known also as Killearn Kids Preschool, agrees to furnish an educational enrichment program for _____ (child's name).

Please initial each statement after reading and sign/date at the bottom

As the parent/guardian:

- _____ I agree to pay an annual / semester / monthly tuition of \$_____ and acknowledge that Killearn Kids Preschool reserves the right to suspend my child's enrollment (including participation in Optional Care) should his/her account become delinquent.
- _____ I will give at least two weeks' notice prior to withdrawing my child during the academic school year and agree to pay any outstanding balance.
- _____ I understand that Florida's Voluntary Prekindergarten (VPK) program is state-funded and reimburses the school for up to 540 instructional hours. There is no monthly tuition for eligible VPK students. The Activity Fee of \$150 covers additional non-instructional days/times throughout the school year. Students who do not pay the Activity fee will not be eligible to participate in the VPK non-instructional days which will be established when the VPK calendar is approved.
- _____ I understand the following forms must be completed and returned to the office to secure my child's registration. All forms must be current and remain on file in the preschool office:
- Health Information Sheet (DH 3040)
 - Immunization Record (DH 680)
 - Copy of my child's birth certificate
 - Registration Form
 - Distracted Adult (Sept and April)
 - Student Information Form
 - Disciplinary Procedure Form
 - Parental Agreement
 - VPK Attendance Policy (if applicable)
 - Flu Guide
- _____ I will review "Know Your Child Care Facility" and "The Flu: A Parent's Guide" brochures available on the Killearn Kids website and will also read and adhere to the policies in the preschool handbook which will be provided to me prior to the start of school.
- _____ I give permission for my child to participate in events at Killearn Kids Preschool, including but not limited to special snacks, class parties, nature walks, water play, and special events (hayrides, bounce houses, bus rides, petting zoos, etc).
- _____ I understand that my child will only be released to authorized individuals listed on the registration form and Emergency Contact Card. Authorization changes to pick-up must be submitted in writing.

Waiver of Liability

In case of accident or illness: Should my child become ill during the time he/she is in care of the Killearn Kids Preschool, or suffer an accident of any character, the school shall attempt to reach me immediately. In the event the school is unable to reach me immediately, Killearn Kids Preschool shall be authorized to secure medical attention and care. Should the noted physician not be available, the school may secure medical attention from the Tallahassee Memorial Regional Medical Center or any duly licensed physician selected by the school. The parent shall assume responsibility for payment.

Parent Signature: _____ Date: _____

Director Signature: _____ Date: _____



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2022-2023 VPK Attendance Policy

Killearn United Methodist Preschool, known also as Killearn Kids Preschool, is a licensed Voluntary Pre-Kindergarten (VPK) program. Our VPK program is open to any child residing in the State of Florida who is or will be 4 years of age on or before September 1, 2022. To enroll in the VPK program, parents must enroll their child through the Early Learning Coalition's VPK Parent Portal, provide proof of age and proof of residency, and secure the child's VPK certificate. Certificates must be signed by the parent or guardian and remitted to the KKP office prior to the child's enrollment in KKP's VPK program.

The state of Florida will reimburse the VPK program for up to 540 instructional hours including up to one day's worth of absences for every four days a child attends school. KKP's VPK hours are Monday-Friday from 9:00AM-12:15PM. The attendance policy is as follows:

1. A parent or guardian must sign the child in each day the child is in attendance. Sign-in forms are in each VPK classroom and are available at morning drop-off.
2. Additionally, a parent or guardian must sign the monthly attendance form verifying their child's enrollment and attendance for that month. These forms will be available at the end of each month with the child's VPK daily sign-in.
3. In the event of an absence where the child seeks medical attention, a note from the physician is required prior to the child's return to school.
4. Parents will not be charged for a student's absence, however if the student misses more than the allotted excused absences through the state, he or she may be dismissed from the VPK program.
5. Participation in our Lunch Bunch program is optional. These programs are an extension of our regular VPK program and therefore payment is required if utilizing these additional services. Extended day options may be suspended to COVID.

(Please read, sign, detach and return to the Preschool Office.)

We have read and agree to the VPK Attendance Policy of Killearn Kids Preschool.

Parent's Signature

Date

Print Child's Name