

**Heritage Preschool and Kindergarten  
New Student Registration Packet**

**Dear Parent or Guardian,**

**Thank you for your interest in Heritage Preschool and Kindergarten. Registration for new students for the 2020-2021 school year will begin February 24<sup>th</sup>. This is an exciting year for us, as it will be our 22nd anniversary! Please call the number listed below or send us an email to set up a tour of our school.**

**Attached you will find a brief overview of our 2020 - 2021 prices.**

**We would love to speak with you in person if you feel our program may suit your needs.**

**Mrs. Jesse Curtis  
Director  
heritage@sozochurch.com  
(509) 582-5608 ext. 2**

## **Registration**

Your child must reach the age of 3, 4, or 5, (depending upon the class chosen), by August 31<sup>st</sup>. We may opt to enroll your child on a trial basis to ascertain whether he or she is developmentally ready to begin the class chosen. If we feel your child would benefit by waiting another year, your money will be refunded. We will also inform you if we feel your child should be advanced a class to best suit his/her developmental needs.

The registration fee is due by August 1<sup>st</sup>. If you enroll your child after August 1<sup>st</sup>, the registration fee will be due upon enrollment. This fee is used for curriculum supplies needed throughout the year, special activities, and field trips. Enrollment is accepted throughout the school year. For children enrolled after January 1<sup>st</sup>, the fee will be prorated. The registration fees are as follows:

Attending 2-3 days per week - \$100.00

Attending 4-5 days per week - \$125.00

A non-refundable portion of your registration fee, in the amount of \$25.00, is due when your enrollment packet is submitted. This will reserve your child's place until August 1<sup>st</sup> when the remaining balance of the registration fee is due.

Book Fee 4-year-old class: \$75 (Non-Refundable)

Your child will receive 3 books from Abeka Book Curriculum and several teacher generated booklets.

Book Fee K4: \$100 (Non-Refundable)

Children enrolled in all K4 classes will purchase a complete book set from Abeka Book Curriculum. Materials not used during the school year will be sent home.

Book Fee for Kindergarten: \$175 (Non-Refundable)

Children enrolled in all K5 classes will purchase a complete book set from Abeka Book Curriculum. Materials not used during the school year will be sent home.

## Tuition

This year classes begin on Wednesday, September 2<sup>nd</sup> for Kindergarten, and Tuesday, September 8<sup>th</sup> for Preschool. Classes will end on June 8th.

\*The per-year cost takes into account the days we have off for Christmas, Spring Break, holidays, and potential closures for church functions.

Payment is expected by the 1<sup>st</sup> of each month. A late fee of \$20 will be added on the 15<sup>th</sup> day of the month, unless other arrangements are made with our bookkeeper. Your child will not be allowed to participate in class after the 25<sup>th</sup> with a delinquent account unless suitable payment arrangements can be reached.

We have an automatic bank withdrawal option available. You may choose to have your tuition automatically deducted each month. If you are interested in this option, please speak with the Director to receive an enrollment form.

An extra 5% payment discount will be taken if the entire school year is paid in advance. If for any reason you choose to withdraw your child before the end of the year, a refund will be given based upon the discounted rate paid and the normal rate that should have been charged.

## Tuition Fees

Your first payment will be due September 1<sup>st</sup> and the final payment will be due May 1st. Any student with an overdue account may not participate in graduation exercises.

Attending 2 days per week		
3 year olds	4 year olds	K4
\$150.00 per month	\$165.00 per month	\$175.00 per month
\$1350.00 per year	\$1485.00 per year	\$1575.00 per year

Attending 3 days per week		
3 year olds	4 year olds	K4
\$175.00 per month	\$180.00 per month	\$195.00 per month
\$1575.00 per year	\$1620.00 per year	\$1755.00 per year

Attending 4 days per week		
3 year olds	4 year olds	K4
\$200.00 per month	\$210.00 per month	\$225.00 per month
\$1800.00 per year	\$1890.00 per year	\$2025.00 per year

Attending 5 days per week			
3 year olds	4 year olds	K4	Kindergarten
\$225.00.00 per month	\$245.00 per month	\$255.00 per month	\$280.00 per month
\$2025.00 per year	\$2205.00 per year	\$2295.00 per year	\$2520.00 per year

A \$10.00 per month tuition discount will be given for each additional sibling.

Our school is a nonprofit but self-supporting organization. Parent involvement is strongly encouraged. **Any family member or person who desires to volunteer in the classrooms must have a background check on file with the school.**

### **Schedule of Classes**

We offer morning classes only.

3-year-olds meet from 9:00 a.m. until 11:30 a.m.

4-year-olds meet from 9:00 a.m. until noon.

K/4 classes meet from 8:45 a.m. until 11:45 a.m.

Kindergarten meets from 8:45 am until noon.

### **Non-Discrimination Statements**

Heritage Preschool and Kindergarten has a non-discrimination policy. Everyone is granted full rights and privileges to programs and activities made available to students at this school. The school does not discriminate on the basis of color, race, national or ethnic origin, or religious affiliation, in administration of its educational or admissions policies.

**Heritage Preschool and Kindergarten  
Student Packet 2020-2021**

Today's Date \_\_\_\_\_ Please List any Allergies \_\_\_\_\_

Circle Class Applying For: 3's 4's K4's Kindergarten

Specific Teacher Requested \_\_\_\_\_ (May be subject to change)

How many days per week: 2 3 4 5

Child's First and Last Name \_\_\_\_\_

Nickname \_\_\_\_\_

Birth date \_\_\_\_\_ Age by September 1<sup>st</sup> \_\_\_\_\_ Male/Female

Home Telephone Number \_\_\_\_\_

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

Email Address \_\_\_\_\_

Mother's Name \_\_\_\_\_

Mother's Employer \_\_\_\_\_

Work Phone Number \_\_\_\_\_ Work Hours \_\_\_\_\_

Cell Phone Number \_\_\_\_\_

Father's Name \_\_\_\_\_

Father's Employer \_\_\_\_\_

Work Phone Number \_\_\_\_\_ Work Hours \_\_\_\_\_

Cell Phone Number \_\_\_\_\_

Child is living with: Mother and Father \_\_\_ Custodial Parent \_\_\_

Guardian \_\_\_ Single Parent \_\_\_ Parent and Stepparent \_\_\_

Other \_\_\_\_\_

If different than the parents, who are the legal guardians of this child?  
\_\_\_\_\_

Who has the authority to make any changes to this document?  
\_\_\_\_\_

I give permission for my child to be photographed during normal  
classroom activities and field trips: \_\_\_\_\_

I give permission for those photos to be posted on Class DoJo: Yes \_\_\_ No \_\_\_

**WHO IS AUTHORIZED TO PICK UP THIS CHILD? (Please Include Parent Names)**

Person's Name	Relationship	Telephone #

**Please note: Children must be signed in daily. Changes in persons allowed to pick up your child must be made in writing and given to the staff in person. If we do not know the person picking up your child, they will be asked for photo I.D. The person's information will then be checked against your enrollment information. These policies are in place for the safety of all the children in our care.**

<b>In case of Emergency</b>		
<b><u>If Neither Father Or Mother Can Be Reached Call:</u></b>		
Name _____	Phone _____	
Address _____	Relationship _____	
Name _____	Phone _____	
Address _____	Relationship _____	

Child's Doctor \_\_\_\_\_ Phone \_\_\_\_\_

Preferred Hospital \_\_\_\_\_ Phone \_\_\_\_\_

**PLEASE READ AND SIGN THE FOLLOWING:**

\_\_\_\_\_ In an emergency, I give my permission to call an ambulance to take my child to an available physician/hospital at my expense. I further understand that common injuries or infections that occur as a part of the normal school experience that require medical attention will be my full responsibility whether or not I have insurance coverage.

Insurance \_\_\_\_\_ Group # \_\_\_\_\_ ID# \_\_\_\_\_

Other Directions \_\_\_\_\_

**AUTHORIZING SIGNATURE** \_\_\_\_\_

1. List ANY health information we should know to best meet your child's individual needs. \_\_\_\_\_
2. Has your child had Chicken Pox \_\_\_\_ Measles \_\_\_\_ Mumps \_\_\_\_  
Chronic ear infections \_\_\_\_ More than three colds in a year \_\_\_\_
3. Immunizations: Attach a copy of current immunization records provided by your medical practitioner.
4. Has your child had previous preschool/daycare experience or participated in other group activities?  
List \_\_\_\_\_  
Where \_\_\_\_\_  
Teacher's Name \_\_\_\_\_
5. How did you hear about Heritage Preschool and Kindergarten?  
Facebook \_\_\_\_ Web Page \_\_\_\_ Sign at Church \_\_\_\_  
Personal Referral (name) \_\_\_\_\_
6. Briefly describe what you expect from the Heritage Preschool and Kindergarten program. \_\_\_\_\_

This completed form, your attached records, and the non-refundable \$25.00 portion of your registration fee, will enroll your child in the appropriate class for his/her age level. Your signature declares your commitment to regular attendance, paying tuition on or before the first of each month, bringing snacks, as well as following the Parent Handbook Guidelines.

Signature of Parent or Guardian \_\_\_\_\_ Date \_\_\_\_\_

Thank you for choosing Heritage Preschool and Kindergarten. We look forward to working with both you and your child during the coming months. It is our belief that you will not be disappointed. We welcome your feedback and suggestions.

**We would like to get to know your child.**

1. Is your child right or left-handed? \_\_\_\_\_
2. Please check next to the items with which your child has had some experience: Play dough \_\_\_\_\_ Pencils \_\_\_\_\_ Puzzles \_\_\_\_\_ Scissors \_\_\_\_\_  
Glue \_\_\_ Chalk \_\_\_ Paint \_\_\_ Crayons \_\_\_\_\_
3. Has your child been cared for by anyone other than parents? \_\_\_\_\_
4. Has your child previously attended a daycare center? \_\_\_\_\_
5. What groups has your child participated in? \_\_\_\_\_  
\_\_\_\_\_
6. Does your child use the restroom independently? \_\_\_\_\_
7. Does your child need help dressing, undressing, snaps, etc.? \_\_\_\_\_
8. Does your child take naps? \_\_\_\_\_
9. Does your child have any special fears? \_\_\_\_\_
10. Does your child dislike any particular foods? \_\_\_\_\_
11. Does your child require any special care? \_\_\_\_\_
12. Does your child have any allergies? \_\_\_\_\_
13. Does your child exhibit severe separation anxiety? \_\_\_\_\_
14. Does your child know what the "Time Out Chair" is? \_\_\_\_\_
15. Briefly describe your child's personality and activity level.

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