

**Heritage Preschool and Kindergarten  
Student Registration Packet**

**Dear Parent or Guardian,**

**Thank you for your interest in Heritage Preschool and Kindergarten. Registration for new students for the 2022-2023 school year will begin Tuesday, March 1<sup>st</sup>. Attached you will find a brief overview of our 2022-2023 prices. Please call the number listed below or send us an email to set up a tour of our school, and to check class availability. 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 Check List (please be sure you have each of the items listed below. Registration will not be accepted if any of the items are missing)**

- ☐ **Registration Fee paid in full ( payment does not guarantee availability, check with the director to verify available space prior to making a payment)**
- ☐ **Book Fee paid in full**
- ☐ **Registration Packet filled out in its entirety**
- ☐ **Updated and signed copy of your child's Certificate of Immunization Status ( CIS)**
- ☐ **Parent Agreement signed**

## **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 may be refunded. We will also inform you if we feel your child should be advanced to a class to best suit his/her developmental needs.

### **Registration Fee**

**\$150.00 (Non-refundable, due at the time of registration)**

The registration fee is used for curriculum supplies needed throughout the year, special activities, end of the year t-shirts, projects, and field trips.

### **Book Fees** ( Non- refundable, due at the time of registration)

**3/4's Class:** No Book Fee Due

#### **K4 Class:** \$150

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.

#### **Kindergarten Class:** \$210

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

**\*\* Students will not be allowed to register until the following criteria has been met:**

- Registration Fee paid in full
- Book Fee paid in full
- Registration Packet filled out in its entirety
- Updated and signed copy of your child's Certificate of Immunization Status (CIS)
- Parent Agreement signed

## **Explanation of Classes:**

**3/4-year-old class:** Best suited for children who are 3 years old by August 31<sup>st</sup> or turned 4 years old in the months of June, July, and August of 2022. All students must be potty trained. This class is held Monday through Friday. The class begins at 9:00 a.m. and ends at 11:30 a.m. Students can attend 2 to 5 days per week depending on available space.

**K4 class:** Best suited for children who are 4 years old and are going to kindergarten the following year. This class is held Monday through Friday. The class begins at 8:45 a.m. and ends at 11:45 a.m. Students can attend 3 to 5 days per week depending on available space.

**Kindergarten class:** Best suited for students who have reached the age of 5 by August 31<sup>st</sup>. This class is held Monday through Friday. The class begins at 8:45 a.m. and ends at 12:00 noon. Students are required to attend Monday through Friday. The year is broken into four quarters, with grades and attendance being reported each quarter for school records.

**\*\*Each child will be assessed during a meet and greet time prior to the school year starting. Your child's teacher will assist in placing your child in the class that will best suit their needs.**

## **Tuition**

This year classes begin on Wednesday, August 31<sup>st</sup> for Kindergarten, and Tuesday, September 6<sup>th</sup> for Preschool. Classes will end on Wednesday, June 7<sup>th</sup>.

**\*The per-year cost considers 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 made. **A \$35 NSF fee will be charged for any form of payment returned for insufficient funds.**

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

## **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.**

### **3/4-year-old class**

<b>2 days per week</b>	<b>3 days per week</b>	<b>4 days per week</b>	<b>5 days per week</b>
<b>\$170.00 monthly</b>	<b>\$195.00 monthly</b>	<b>\$220.00 monthly</b>	<b>\$245.00 monthly</b>
<b>\$1,530.00 yearly</b>	<b>\$1,755.00 yearly</b>	<b>\$1,980.00 yearly</b>	<b>\$2,205.00 yearly</b>

### **K4-class**

<b>2 days per week</b>	<b>3 days per week</b>	<b>4 days per week</b>	<b>5 days per week</b>
<b>\$195.00 monthly</b>	<b>\$215.00 monthly</b>	<b>\$245.00 monthly</b>	<b>\$275.00 monthly</b>
<b>\$1,755.00 yearly</b>	<b>\$1,935.00 yearly</b>	<b>\$2,205.00 yearly</b>	<b>\$2,475.00 yearly</b>

### **Kindergarten Class**

<b>5 days per week</b>
<b>\$300 monthly</b>
<b>\$2,700 yearly</b>

## **Schedule of Classes**

**We offer morning classes only.**

**3/4-year-old Class:** 9:00 a.m. until 11:30 a.m.

**K4 Class:** 8:45 a.m. until 11:45 a.m.

**Kindergarten Class:** 8:45 am until noon.

## **Parent Involvement**

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 prior to volunteering.**

## **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 based on color, race, national or ethnic origin, or religious affiliation, in administration of its educational or admissions policies.

# Heritage Preschool and Kindergarten Student Packet 2022-2023

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

Circle Class Applying For: 3/4's K4's Kindergarten (5 days/week)

How many days per week: 2 3 4 5

Preferred days to attend: \_\_\_\_\_ (Subject to availability)

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

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

Nickname \_\_\_\_\_

Birth date \_\_\_\_\_ Age by August 31<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: Yes \_\_\_\_\_ No \_\_\_\_\_

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 nor 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. \_\_\_\_\_

**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 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. \_\_\_\_\_

**The following criteria must be met to complete your child's registration:**

- Registration Fee paid in full (payment does not guarantee availability, check with director to verify available space prior to making payment)
- Book Fee paid in full
- Registration Packet filled out in its entirety
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- Parent Agreement signed

Your signature declares your commitment to regular attendance, paying tuition on or before the first of each month, bringing snacks, as well as acknowledging that you understand and will follow the Statement of Faith and Values of Heritage Preschool and Kindergarten, as stated in 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.

Jesse Curtis  
Heritage Director  
(509)582-5608 extension #2  
heritage@sozochurch.com