

OFFICE USE ONLY

Date Received _____
 Registration fee pd. _____
 Confirmation letter _____

Class Placement Points

_____ 1 point/yr. this child has attended FLRB preschool
 _____ 1 point if child's family is a member of FLRB
 _____ ½ point for each sibling being registered for upcoming year, family previously attend FLRB, or child of staff or board member

FIRST LUTHERAN PRESCHOOL & KINDERGARTEN
18354 8TH AVE NW SHORELINE WA 98177
206-546-0320 preschool@flrb.org
www.flrb.org

\$150.00 (non-refundable) registration fee and first month's tuition must accompany this application.

Child's Name _____

Name child prefers to be called _____ **Phone** _____

Address _____

Date of Birth ___ / ___ / ___

Gender: Male Female

Preschool Classes

Holidays and vacation correspond with those of the Shoreline &/or Edmonds School districts

Kangaroos (2 by June 30)	Lambs (2 by Feb. 28)	Doves (3 by Aug. 31)	Lions (Pre-K) (4 by Aug. 31)
<input type="checkbox"/> Fridays 9-11 AM	<input type="checkbox"/> M/W 9-11:00 AM	<input type="checkbox"/> M/W/F 9-11:30 AM	3day/4day AM class <input type="checkbox"/> 3 days T/W/TH 9-12:00 AM <input type="checkbox"/> 4 days M-TH 9-12:00 AM
	<input type="checkbox"/> T/TH 9-11:00 AM	<input type="checkbox"/> T/TH 9-11:30 AM	<input type="checkbox"/> 4-day M-TH 9-12:00 AM
			<input type="checkbox"/> 4-day M-TH 1-4:00 PM

Classes	Monthly Tuition	Annual Tuition	Registration Fee (Non Refundable)
Kangaroo	\$70.00	\$700.00	\$75.00
Lambs	\$164.00	\$1,640.00	\$150.00
2-day Doves	\$198.00	\$1,980.00	\$150.00
3-day Doves	\$230.00	\$2,300.00	\$150.00
3-day Lions	\$240.00	\$2,400.00	\$150.00
4-day Lions	\$272.00	\$2,720.00	\$150.00

CLASS DESCRIPTIONS

KANGAROO: This class meets each Friday morning for 2 hours. It is designed for children who are **2 between March 1 – September 1**. Children will be exposed to circle times with songs and stories, dramatic play, outside play, blocks and floor toys, art and sensory experiences. It will be an opportunity for parents to attend preschool with their child. Parents will participate in these activities with their children. The class is planned and facilitated by one of our experienced teaching staff. Class size is 8-10 children along with an adult.

LAMBS: This class meets two days a week for 2 hours. It is designed for children who are **2 by FEBRUARY**. It is primarily a play group - a child's first exposure to a group experience. They will begin to work on their self-help skills, transitioning from one activity to another and following directions given by an adult other than their parents. Children entering this program do not need to be potty trained. Class size is limited to 10 children with two teachers

Realizing age doesn't necessarily mean school readiness, we use the school districts August 31 cut off date for entrance into the Dove and Lion classes.

DOVES: The **2 day or 3-day Dove program** are designed for 3 & 4 year old children who are **3 by August 31**, and are **potty trained****. The emphasis in these classes is on exploring their world and developing communication skills, social skills and self-help skills. Children will learn to make choices regarding activities available and practice appropriate behaviors and skills in a school setting with teacher directed group time and fine motor skills. Class size is limited to 12 children and two teachers

3-DAY LIONS or 4-DAY LIONS: These are our Pre-K classes. 4 & 5 year old children registered in this class need to be **4 by August 31**. This class will build on the skills learned during the Dove year. We will continue to strengthen all of their self-help skills; scissors skills will be strengthened and children will be encouraged to learn to print their names. This class is more structured than Dove classes as the children's attention span is usually longer, and they are beginning to follow more than one direction at a time. Class size is limited to 16 children with two teachers.

All of the classes use developmentally appropriate practices. Activity centers are used at every age level. All classes offer art, science, music, dramatic play, stories, and outdoor play. Special speakers will be invited in for all classes. A whole language approach is used in all classes to enrich and support the child's learning experience. Snacks are provided by the parents on a rotating basis. Birthdays and holidays are celebrated at appropriate times.

Parents are invited and encouraged to observe all of our classes and ask questions of their current teachers as well as the teachers in their child's next educational setting.

Please check with the director about observation times.

****Youngsters must be toilet trained. This means children must be able to take clothing off, get on the toilet by themselves, wipe themselves, and pull clothing back up. Children must be wearing underclothes consistent with being potty trained, not diapers, or pull-ups. It is also helpful to have children wearing clothing that is easy for them to remove in the bathroom. We realize that three-year-olds occasionally have accidents. Sending a backpack with extra clothes is necessary, especially at the beginning of the year. We have some extra emergency clothes; however, children are most comfortable in their own clothes. Under rare circumstances it may be necessary for a parent to be called if accidents continue to happen on a regular basis.**

LUNCH BUNCH/ENRICHMENT: To help parents manage very busy schedules, we offer extended day opportunities as an “add on” to their child’s day. These “add-on” opportunities may take the form of 1, or 1 ½ hour lunch or enrichment programs like Music, Movement, art, and science. Parents may sign their child(ren) up for once a week, several days per week or on an occasional drop in basis. A minimal fee will be charged.

In the event of low enrollment, classes may be combined or cancelled. A decision will be made and you will be notified by August 1, 2010.

First Lutheran Church, Mission Statement

To be a gathered people living, loving and serving as Jesus did – so that all may know Him!

Preschool & Kindergarten Mission Statement

To teach, live, love and serve as Jesus did!

Philosophy:

First Lutheran Preschool & Kindergarten seeks to create a Christian atmosphere in which children will be exposed to the person of Jesus Christ.

First Lutheran Preschool & Kindergarten is an outreach ministry of the congregation and is intended to be a service to the community. We provide a safe, nurturing and challenging environment in which each child is an individual. Learning is best taught through discovery and experience.

Our qualified teaching staff provides a developmentally appropriate curriculum based on the "Creative Curriculum" which readies children for their next educational setting using the goals and objectives below.

TEACH:

- Nurture curiosity, imagination, and creativity
- Encourage critical thinking and problem solving
- Stimulate language development and literacy

LIVE:

- Develop large and small motor skills
- Foster an awareness of the five senses
- Encourage good nutrition, physical fitness, personal hygiene and independence

LOVE:

- Develop a positive self-concept and respect for others
- Channel emotions into appropriate and acceptable outlets
- Learn to play, work, and communicate with peers and adults
- Create security and trust thru classroom routines and expectations

SERVE:

- Encounter God through Bible stories, song, prayer, and natural conversations
- Value each child as an individual
- Share God's love through community outreach
- Embrace each child & family as unique creations of God

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Registration and Family Information

Child's Name _____

Name child prefers to be called _____ Phone _____

Address _____

Date of Birth ___/___/___

Gender: Male Female

Father/Stepfather/Guardian _____

Occupation _____

Cell Phone _____ E-Mail _____

Employed by _____ Work Phone _____

Mother/Stepmother/Guardian _____

Occupation _____

Cell Phone _____ E-Mail _____

Employed by _____ Work Phone _____

Child lives with: Both Parents _____ Mother _____ Father _____

If separated or divorced, who has legal custody of child? _____

How did you hear about First Lutheran Preschool & Kindergarten? _____

Present Church Information: _____

**FIRST LUTHERAN PRESCHOOL & KINDERGARTEN
HEALTH AND EMERGENCY INFORMATION**

ACCIDENT RELEASE FORM:

Please print

I, (parent/guardian) _____, permit First Lutheran Church, Preschool & Kindergarten to give emergency treatment for my/our children when they deem necessary. I give authority for my son/daughter to be taken to Northwest Hospital's emergency facility, alternative location (i.e. Group Health) or the nearest emergency facility in the case of an emergency. I allow the above to administer treatment to (child's name) _____ in the event I am unable to be reached/or present when care is needed. **If the doctor or persons responsible for my child cannot be reached;** I accept First Lutheran Church, Preschool & Kindergarten's arrangements for emergency treatment and emergency room admittance, and assume responsibility for any cost involved.

Medical Insurance: Yes _____ No _____ Insurance Name: _____

Insurance ID Number: _____ Child's Birthday _____

SCHOOL HEALTH AND MEDICATION POLICY:

In the event that your child becomes ill or sustains an injury that is of an emergent nature while in the care of First Lutheran Church, Preschool & Kindergarten, the Fire Department or EMT's will be called, and the student will be transported to the nearest hospital for care. If the illness or injury is of a less serious nature, First Lutheran Church and Preschool personnel will evaluate, treat (example: cleansing a wound), and notify the parent or guardian. No medication may be brought to school or will be given without written permission from the parents/guardians. All medication brought to school must be in the original labeled container.

Child's Physician's Name _____ Phone Number: _____

Dentist Name _____ Phone Number _____

Please check and explain any of the following conditions affecting your child which you feel might impact school Performance or require special management at school.

- | | |
|---|---|
| <input type="checkbox"/> Allergies (medication/other) _____ | <input type="checkbox"/> Convulsions _____ |
| <input type="checkbox"/> Medication being taken _____ | <input type="checkbox"/> Blood disease _____ |
| <input type="checkbox"/> Glasses, contact lenses _____ | <input type="checkbox"/> Kidney disease _____ |
| <input type="checkbox"/> Asthma _____ | <input type="checkbox"/> Hearing loss _____ |
| <input type="checkbox"/> Heart disease _____ | <input type="checkbox"/> Diabetes _____ |
| <input type="checkbox"/> Rheumatic fever _____ | <input type="checkbox"/> Nosebleeds _____ |
| <input type="checkbox"/> Epilepsy _____ | <input type="checkbox"/> Other _____ |

Describe the child's asthma symptoms (or other chronic illness)

What happens to the child when he/she has a crisis related to the condition? _____

What procedures would you like our staff to follow in dealing with your child's condition? _____

Are there any side effects of the medication (physical and/or behavioral)? No _____ Yes _____

If yes, explain _____

EMERGENCY AND PICK UP INFORMATION:

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List three to five relative or friends **who are NOT your child's parents or guardians**, who can be reached in case of emergency or may pick your child up from First Lutheran Preschool & Kindergarten. First Lutheran Preschool & Kindergarten will not release your child to anyone with our your written permission. Please inform the following contacts that First Lutheran Preschool & Kindergarten may ask for personal identification before releasing your child.

1. Name _____ Relation to child _____

Address _____

Home Phone _____ Work Phone _____

Cell Number _____ Pager Number _____

2. Name _____ Relation to child _____

Address _____

Home Phone _____ Work Phone _____

Cell Number _____ Pager Number _____

3. Name _____ Relation to child _____

Address _____

Home Phone _____ Work Phone _____

Cell Number _____ Pager Number _____

4. Name _____ Relation to child _____

Address _____

Home Phone _____ Work Phone _____

Cell Number _____ Pager Number _____

5. Name _____ Relation to child _____

Address _____

Home Phone _____ Work Phone _____

Cell Number _____ Pager Number _____

I Volunteer at another Child's school - School Name _____

School Name _____ Days/Time _____

Father/Guardian Signature _____ Date _____

Mother/Guardian Signature _____

Date _____

POLICIES, PROCEDURES AND PAYMENT AGREEMENT

First Lutheran Preschool & Kindergarten 18354 8th Ave NW Shoreline WA 98177 206-546-0320 preschool@flrb.org

Philosophy – First Lutheran Preschool & Kindergarten seeks to create a Christian atmosphere in which children will be exposed to the person of Jesus Christ. That exposure should have a favorable influence on their growth physically, socially, intellectually, and spiritually. First Lutheran Preschool & Kindergarten is part of the ministry of the congregation and is intended to be a service to the community. We provide a safe, nurturing, and challenging environment in which each child is an individual and where learning is best taught through work and play. Our qualified teaching staff provides a curriculum rich in Christian Values. Our purpose is for each child to have the opportunity to experience God in a loving atmosphere.

Activities – We give permission for our child(ren) to take part in all school activities. Advance notice will be given prior to off premises field trips.

School Service – First Lutheran Preschool & Kindergarten provides many opportunities for parents to participate in school activities. A complete list will be provided at the Parent Orientation. Parents will be given an opportunity to participate in our two major fundraisers each year.

- Annual Appeal
- Raffle or silent auction at the time of annual Open House (usually in March)

Liability – We release First Lutheran Church, Preschool & Kindergarten from all liability, except anything caused by the school's negligence, while our child(ren) is under school care and responsibility.

Damages – We will pay for intentional damages caused by our child(ren).

Parent and Student Handbooks – We understand that the Parent and Student Handbooks outlines the school procedures and policies and are subject to change throughout the year. We further understand that the school will attempt to notify us of those changes.

Photographs – We hereby give permission for First Lutheran Church, Preschool & Kindergarten or an authorized studio to photograph our child(ren) for in-house pictures, snapshots of parties and special events, for publicity. (such as brochures, web page, newsletters, and advertisements.)

School or Class Directory – We understand that directory information consists of parent and student names, addresses, and telephone numbers. This information will be printed for First Lutheran Church, Preschool & Kindergarten families only unless otherwise indicated and may not be used for solicitations of business.

Payment Agreement – To complete enrollment of my child(ren) in First Lutheran Preschool & Kindergarten, I am in agreement with and understand the following statements:

1. A non-refundable registration & material fee of \$150.00 must accompany this application, along with one month's tuition. (\$75.00 for Kangaroos)
2. Families withdrawing from the program before July 15, 2010 will have the first tuition payment refunded. For families withdrawing after July 15, 2010, **the first tuition payment will not be refunded.**

3. For returning families, I understand I will not be eligible to enroll my child (ren) until all past due monies have been paid in full.
4. Tuition information will be distributed to me. Payments may be made by automatic deduction through *Thrivent Financial for Lutherans* via *Vanco Services* at no expense to me. Payment is due on the first class day of each month. If other payment dates need to be made, arrangements will be done through the preschool office. A late fee of **\$25.00** along with bank fees will be assessed on the tenth day after the due date. Failure to keep your account current results in the removal of my child(ren) from First Lutheran Preschool & Kindergarten. Two NSF checks or late payments in a row require a cash payment. **First Lutheran Preschool & Kindergarten will no longer accept checks for tuition. Tuition must be paid through automatic withdrawal through Thrivent or by Credit Card as outlined below. We will continue to accept checks for Lunch Bunch, Kidsong and Kidmoves.**
5. I understand First Lutheran Preschool & Kindergarten requires a 30 day notice before withdrawing my child(ren) from preschool. Tuition will be prorated for the last month of attendance. Annual tuition will be due in full for withdrawal after the 30th of April. I understand that there isn't any tuition refund or adjustment for days missed due to illness or family vacations taken at times different than the holidays and vacations on the school calendar.
6. I understand that my child's preschool class is for two or two and a half hours or three hours; two, three or four days per week. The tuition is a yearly tuition that is broken into ten monthly payments. I understand that First Lutheran Preschool & Kindergarten does not have before or after school care, so it is extremely important that I am here to pick up my child at the end of his/her class time. If I am not here, my child may become upset and the teachers are taking personal time to watch my child. If I am going to be late, I will call the school if possible. I understand that First Lutheran Preschool & Kindergarten has a "Late Child Pick-Up Policy" that will give me a ten minute grace period and then I will be charged \$1.00 per minute afterwards, which is to be paid directly to the teacher staying late.
7. I also understand that it is important to accompany my child into the building at the start of his/her school day. As a Lamb or Dove parent, I need to accompany my child to his/her classroom and leave them with one of his/her teachers. As a Lion parent I need to make sure my child gets to the class line and is ready to accompany the class upstairs. If at any time I am late at the beginning of class, I will accompany my child to his/her classroom downstairs or upstairs to avoid a child becoming lost getting to his/her classroom.
8. I agree to keep my child home when he/she has a fever, unidentified rash, vomiting, diarrhea, or other communicable illness, including active upper-respiratory infection. If my child becomes ill while at preschool, I agree to arrange for her/him to be picked up immediately. Children must be symptom free and/or on medication for 24 hours before returning to school when the medication has been prescribed by a physician. **Children who are too sick to go outside are too sick to come to preschool.**
9. I agree to become familiar with the guidelines listed in the Parent and Student Handbooks and to support them. I will also make these guidelines clear to my child, as appropriate, and help him/her to follow them. I agree to support the preschool through cooperation, communication, and participation in preschool activities, fundraisers, open house, and parent/teacher conferences.
10. I grant permission for my child to be included in observations and evaluations for assessment purposes.

11. Parent, the guardian, or I am solely responsible for the tuition and any other charges. In the event I cannot meet my obligations as set forth above, I agree to contact the school and arrange to settle my account.

12. In the event of a cancelled or combined class, due to low enrollment, your first month tuition will be refunded.

13. I select the following option for tuition payment(s)

Option 1:

_____ Payment in full due by the 1st day of school. * *Checks will be accepted for tuition paid in full**

Option 2:

_____ Payment through *Thrivent Financial for Lutherans* automatic deductions from checking or savings at no cost to my family. This option is available to ALL families whether they are Lutheran or not. Enrollment forms will be in the information packet sent in July. 9 monthly installments with first payment due September 1st and last payment due May 1st. First Payment was collected at time of Registration.

Option 3:

_____. Payment through *Thrivent Financial for Lutherans* automatic deductions from my credit card plus a 3 % fee (this covers the discount fee charged to us for this option) This option is available to ALL families whether they are Lutheran or not. Enrollment forms will be in the information packet sent in July. 9 monthly installments with first payment due September 1st and last payment due May 1st. First Payment was collected at time of Registration.

***** We will no longer accept checks for tuition. Tuition must be paid by one of the above options. We will continue to accept checks for Lunch Bunch, Kidsong and Kidmoves classes.**

I/we have read the above statement of Policies, Procedures, and Payment Agreement and, in the event our child(ren) should attend **First Lutheran Preschool & Kindergarten**, we do pledge to support the school in its efforts as stated. In addition, we/I pledge to pay our financial obligations on the dates required. In signing this application, we also acknowledge, as parents, that we assume the responsibility for all financial obligations made.

Signature of Father or Guardian

Date

Signature of Mother or Guardian

Date

First Lutheran Church, Preschool & Kindergarten admits students of any race, gender, color, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admissions policies, and financial aid programs.

