



# **FIRST LUTHERAN PRESCHOOL & KINDERGARTEN**

**18354 8<sup>TH</sup> AVE NW SHORELINE WA 98177**

**206-546-0320 [preschool@flrb.org](mailto:preschool@flrb.org)**

**[www.flrb.org](http://www.flrb.org) <http://school.flrb.org>**

Thank you for inquiring about our programs at **First Lutheran Preschool & Kindergarten**. We are located in the south wing of **First Lutheran Church of Richmond Beach**.

The 2018-2019 school year will mark 46 years of service in our community. Our program is open to every family. The number one priority is the child. Our environment provides for a safe and secure day in a loving Christian atmosphere. The school's objective is to have lots of fun, while learning how to share, cooperate, listen and follow directions and learn about God's love for us all. The self-esteem and safety of each child are of great importance and each class program is developed with the age and abilities of those children in mind.

We have classes for children ages 2  $\frac{1}{2}$  - 5 years of age, in classes which meet 2, 3 or 4 days a week. We also have a one-day **Kangaroo (Parent participation)** class for 20 months - 2 year olds and their Mom, Dad or other adult.

Our logo is NOAH'S ARK and the children are grouped accordingly. Our **LAMBS** need to be **2 years old by February 28, 2018** The classes are T/TH mornings from 9:00 - 11:00 AM.

Our **DOVES** meet 2 or 3 days each week 9:00-11:30 AM. Children in the T/TH class need to be **3 years old by August 31, 2018**, children in the **M/W/F** class need to be **3 years old by June 1, 2018**.

The **LIONS** (Pre-Kindergarten) classes are for children who are **4 years old by August 31, 2018**. You have the choice of either **4-day classes** 9:00 AM-12:00 PM or **3-day or 4 day** 1-4 PM. The **KINDERGARTEN** class is for children who are **5 years old by August 31, 2018** and they meet M-F 9AM - 1:00 PM.

All of our teachers are certified and come to school with great enthusiasm. Each class also has an excellent, experienced assistant.

You are welcome to come in for a tour and to observe any of the classes.

Look for more information on our website <http://school.flrb.org>.

Thank you for your interest in our preschool. If you have any questions, please feel free to call me.

## **REGISTRATION DATES:**

**In-house (current families), returning families, FLRB families January 29-February 9**

**Open Registration for new families begins February 12**

OFFICE USE ONLY

Date Received \_\_\_\_\_ Registration fee pd. \_\_\_\_\_

Confirmation letter \_\_\_\_\_

Recorded in Office Center \_\_\_\_\_

Recorded in Quick Books \_\_\_\_\_



**2018-2019**

**NEW STUDENT REGISTRATION  
OPEN REGISTRATION BEGINS FEB. 12**

First Lutheran Preschool & Kindergarten  
18354 8th Ave NW Shoreline WA 98177  
206-546-0320, preschool@flrb.org <http://school.flrb.org>

Please PRINT ALL INFORMATION clearly:

**Child's Name** \_\_\_\_\_

Please indicate your first (1st) and second (2nd) choice. **Please note** if there is no space available in your first choice, your child will be placed in your second choice (if available) and waitlisted for your first choice. If no second choice is indicated, your child **will not** be placed in another class, but will be waitlisted for your first choice if it's already full.

<u>CLASS</u>	<u>DAYS/TIMES</u>	<u>ANNUAL TUITION</u>	<u>10 MONTHLY PAYMENTS</u>
Kangaroo (2 years - 2 1/2 years)	_____ Fridays: 9 - 11am	\$ 980	\$ 98
Lambs ( 2 years by March 1)	_____ T/TH: 9 - 11am	\$ 2260	\$ 226
Doves (3 by August 31)	_____ T/TH: 9 - 11:30 am	\$ 2700	\$ 270
<b>(3 by June 1)</b>	_____ M/W/F: 9 - 11:30 am	\$ 3100	\$ 310
Lions (4 by August 31)	_____ 4-day (M-TH): 9am - Noon	\$ 3650	\$ 365
	_____ 4-day (M-TH): 1 - 4 pm	\$ 3650	\$ 365
	_____ <b>3 day (T/W/TH): 1-4 pm</b>	<b>\$ 3200</b>	<b>\$ 320</b>
Kindergarten (5 by August 31)	_____ M-F: 9am - 1pm	\$ 4500	\$ 450
Bookworms (T/TH Doves or Lions)	_____ Fridays: 9 - 11:30am	\$ 1080	\$ 108

**REGISTRATION FEES: Kangaroos and Bookworms \$100.00, All other classes \$150.00**

**Registration fee must accompany this form**

This fee is non-refundable if your child is placed in a class. The registration fee will be refunded to those who do not get a placement in a class by the end of August. Confirmation of enrollment will be sent upon placement.

Please make your check out to **First Lutheran Preschool**.

**September 2018 tuition is due by June 15th.**

**Registration and Family Information**

Child's Name \_\_\_\_\_

Name child prefers to be called \_\_\_\_\_ Phone \_\_\_\_\_

Address, City, ST, Zip \_\_\_\_\_

Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Gender: Male Female Ethnicity: American Indian \_\_\_\_\_

Asian American \_\_\_\_\_

Black or African American \_\_\_\_\_

White \_\_\_\_\_

Hispanic or Latino \_\_\_\_\_

Other \_\_\_\_\_

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**Father/Stepfather/Guardian** \_\_\_\_\_

Occupation \_\_\_\_\_

Cell Phone \_\_\_\_\_ E-Mail \_\_\_\_\_

Employed by \_\_\_\_\_ Work Phone \_\_\_\_\_

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**Mother/Stepmother/Guardian** \_\_\_\_\_

Occupation \_\_\_\_\_

Cell Phone \_\_\_\_\_ E-Mail \_\_\_\_\_

Employed by \_\_\_\_\_ Work Phone \_\_\_\_\_

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Child lives with: Both Parents \_\_\_\_\_ Mother \_\_\_\_\_ Father \_\_\_\_\_

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

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How did you hear about First Lutheran Preschool & Kindergarten? \_\_\_\_\_

Present Church Information: \_\_\_\_\_

To Teach, Live, Love and Serve as Jesus did - so that all may know him!

**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:

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

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 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 \_\_\_\_\_

Best Phone Number \_\_\_\_\_

This person has my permission to pick up my child at any time \_\_\_\_\_YES \_\_\_\_\_NO

2. Name \_\_\_\_\_ Relation to child \_\_\_\_\_

Best Phone Number \_\_\_\_\_

This person has my permission to pick up my child at any time \_\_\_\_\_YES \_\_\_\_\_NO

3. Name \_\_\_\_\_ Relation to child \_\_\_\_\_

Best Phone Number \_\_\_\_\_

This person has my permission to pick up my child at any time \_\_\_\_\_YES \_\_\_\_\_NO

4. Name \_\_\_\_\_ Relation to child \_\_\_\_\_

Best Phone Number \_\_\_\_\_

This person has my permission to pick up my child at any time \_\_\_\_\_YES \_\_\_\_\_NO

5. Name \_\_\_\_\_ Relation to child \_\_\_\_\_

Best Phone Number \_\_\_\_\_

This person has my permission to pick up my child at any time \_\_\_\_\_YES \_\_\_\_\_NO

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I volunteer at another Child's school - School Name \_\_\_\_\_

School Name \_\_\_\_\_ Days/Time \_\_\_\_\_

## **POLICIES, PROCEDURES AND PAYMENT AGREEMENT**

First Lutheran Preschool & Kindergarten 18354 8<sup>th</sup> 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. First Lutheran Preschool & Kindergarten is an outreach 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", and "2<sup>nd</sup> Step" curricula, which readies children for their next educational setting.

**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)

**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.

**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.

**Mutual Respect Expectations** - The staff of First Lutheran Preschool & Kindergarten is committed to an environment of mutual respect and safety for our students, parents, and one another. We expect the same level of respect from parents and students in our classes. First Lutheran has a "no tolerance" policy with regards to behaviors which could create an abusive environment for students, parents, or staff. These behaviors may include threats, obscenities, verbal abuse, bullying, stalking, or physical injury or any conduct considered abusive, hostile or offensive. Such behaviors from parents or students are grounds for exclusion from our school and its classes.

**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. (\$100.00 for Kangaroos & Bookworms)
2. Families withdrawing from the program before July 15, 2018 will have the first tuition payment refunded. For families withdrawing after July 15, 2018, 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 **QuickBooks** 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 my 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 QuickBooks or by Credit Card as outlined below. We will continue to accept checks for Lunch Bunch, Spanish, Discover Kids 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 30<sup>th</sup> 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, two and a half or three hours (4 hours for Kindergarten); two, three, four or five 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, Dove or Kindergarten 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 to their room. If at any time I am late at the beginning of class, I will accompany my child to his/her classroom 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. 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.
11. In the event of a cancelled or combined class, due to low enrollment, your first month tuition will be refunded.

**Release Form**

I release First Lutheran Preschool & Kindergarten, its teacher, volunteers, and all other persons connected with the school from liability claims of any kind resulting from accidental injuries that might be sustained by my child (named on first page) while on trips and on the premises. \_\_\_\_\_ (initial) \_\_\_\_\_(date)

**Permission to Participate**

I give permission for my child (named on the first page) to use all of the play equipment and to be included in all activities and evaluations connected with First Lutheran Preschool & Kindergarten. \_\_\_\_\_ (initial) \_\_\_\_\_(date)

**Photo/Video Permission & Release**

I give permission to include my child (named on the first page) in any photographs and/or videotapes taken during First Lutheran Preschool & Kindergarten school year activities. I further understand these photos and/or videos may be shared with staff, parents and First Lutheran Church web page browsers, and others for the purpose of education, training and presenting the school's programs. \_\_\_\_\_ (initial) \_\_\_\_\_(date)

**12. select the following option for tuition payment(s)**

Option 1:

\_\_\_\_\_ Payment in full due by the 1<sup>st</sup> day of school.  
\* \*Checks will be accepted for tuition paid in full\*\*

Option 2:

\_\_\_\_\_ Payment through QuickBooks automatic deductions from **checking or savings** at no cost to my family. Enrollment forms will be on-line or in the information packet sent in July. 9 monthly installments with **first payment due September 15<sup>th</sup> and last payment due May 15<sup>th</sup>**.  
**\*\*NOTE:** First Payment was collected at time of Registration. **\*\***

Option 3:

\_\_\_\_\_. Payment through QuickBooks automatic deductions from my **credit card plus a 3 % fee** (this covers the discount fee charged to us for this option). Enrollment forms will be in the information packet sent in July. 9 monthly installments with **first payment due September 15<sup>th</sup> and last payment due May 15<sup>th</sup>**. **\*\*NOTE** 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, Spanish 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.

To Teach, Live, Love and Serve as Jesus did - so that all may know him!