

PRESCHOOL - KINDERGARTEN STUDENT REGISTRATION FORM
(PLEASE FILL IN APPLICATION COMPLETELY AND LEGIBLY)

I. Child's Name: _____
(Last) (First) (Initial)

Child's Address: _____
(house number) (City) (State) (Zip Code)

Date of Birth: ____/____/____ Sex: Male (___) Female (___) Siblings: Yes (___) No (___)

Names of Siblings: _____
Days to Attend: Mon (___) Tues (___) Wed (___) Thurs (___) Fri (___)

Arrival Time: _____ Departure Time: _____

II. PARENT/GUARDIAN _____
(Last) (First) (Initial)

Relationship to Child: _____

Address: _____ Social Security #: _____
(City) (State) (Zip Code)

Home Phone: _____ Cell Phone: _____ Email Address: _____

Employer: _____ Work #/Extension: _____

Employer Address: _____
(City) (State) (Zip Code)

PARENT/GUARDIAN _____
(Last) (First) (Initial)

Relationship to Child: _____

Address: _____ Social Security #: _____
(City) (State) (Zip Code)

Home Phone: _____ Cell Phone: _____ Email Address: _____

Employer: _____ Work #/Extension: _____

Employer Address: _____
(City) (State) (Zip Code)

Parent's Marital Status: Married (___) Divorced (___) Single (___)

Child Lives with: Both (___) Mother (___) Father (___) Guardian (___)

Who Has Custody of Child: _____

May the non-custodial parent pick up the child? Yes (___) No (___)

Curtis Kindergarten must be provided with court issued custody papers that clearly describes the custody arrangements. Any person granted custody in such papers may pick up the child during the times that person has custody and may designate other persons who are authorized to pick up the child at such times, unless court papers state otherwise.

The child will be released only to the people on this application and the following persons:

Name: Address: Phone#:

Name: Address: Phone#:

Emergency Contact: Name of person to contact if parents cannot be reached:

Name: Address: Phone#:

MEDICAL INFORMATION

Immunizations: Please provide a copy of your Child's Immunization Record.

Child's Physician or clinic facility: _____

(Doctor's Name) (Phone) (City) (State) (Zip Code)

Special Needs: Medications: _____ Allergies: _____

Sun Sensitivity: _____ Seizures: _____ Other: _____

I hereby give _____ do not give _____ the Director or staff member permission to give my child acetaminophen. I understand I will be notified that the medication has been administered.

Parent Signature

Date

Special Needs: _____

I do hereby give my consent to the Director of Curtis Kindergarten, or a representative of Curtis Kindergarten, for my child to receive medical aid as may be deemed necessary and expedient by a duly licensed or recognized physician or surgeon in case of any emergency when the parents cannot be reached. Consent is also given for the Director, or a representative, to transport my child for emergency medical treatment, if the parents cannot be reached. In addition, I hereby give the Director of Curtis Kindergarten, or a representative of Curtis Kindergarten, permission to give the following medications to my child (if listed below):

SIGNED: (Last Name)

(First Name)

(Date)

Witness Signature

Date

III. OTHER I understand that as a Parent/Guardian, I may ask for a conference with the director as needed.

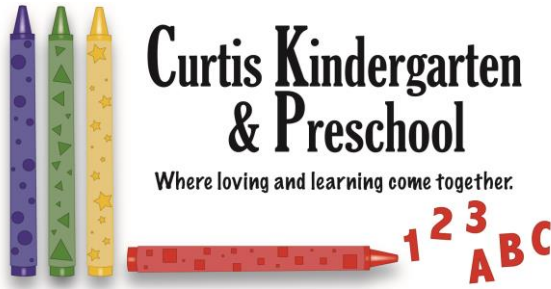
IV. Curtis Kindergarten will be open from 6:15 AM to 6:00PM

- I agree that I am enrolling for _____ days per week at a cost of _____.
- I agree to pay a registration fee at the time of enrollment to be renewed each Fall/Spring school year and Summer school. These enrollment fees are not refundable.
- I agree to pay in advance each week's tuition.
- I am aware that full-time students receive priority enrollment. In the event that a child needing full-time care needs to enroll in a class that is full, the most recently enrolled part-time student will be given the first chance at a full-time spot. If the part-time student chooses not to enroll full-time, he/she will be replaced by the full-time student needing to enroll.
- I am aware that I will be charged **\$5.00 per minute** for late pick-ups.
- I understand that a Curtis Kindergarten Parent Handbook, containing additional policies and procedures is available to at curtiskindergarten.com
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Enrolling Parent Guardian Signature _____

Director Signature: _____

Date: _____



Tuition Policies

Hours of Operation

Curtis Kindergarten and Preschool will be open from 6:15 am to 6:00 pm. A fee of \$5.00 per minute will be charged after 6:00 pm.

Registration Fees

A registration fee is due at the time of enrollment to be renewed each school term. This registration fee is not refundable.

Preschool – Pre-K Fall Or Spring Registration Fee: \$50

Kindergarten Registration: \$60.00

Summer Registration Fee: \$50

After School Registration Fee: \$50

Tuition Rates for Preschool Building and Big Building Pre-Kindergarten

Weekly tuition rates include lunch and snacks.

Full Time Weekly Tuition: \$105.00

Three Days Tuition (M-W-F): \$85.00

Two Days Tuition (T-Th): \$75.00

Any family with two children enrolled FULL TIME is eligible for %10 off total tuition.

Tuition Rates for Kindergarten

Weekly Tuition: \$120.00

Rates for the After School Program

(Ages 5-8): \$35 per week includes afternoon snack

Parent/guardian is responsible for providing transportation.

Tuition Payments

Parent/guardian is required to pay by Friday of the upcoming week. If tuition payment is not made by the Monday of the week being attended there will be a \$5.00 weekly fee added to the students account. If tuition is failed to be paid in weeks thereafter there will be a \$5.00 fee accrued for each week that the tuition payment is late. Tuition may also be paid in advance monthly, by semester, or by school year. *Please note that tuition is a weekly fee and cannot be paid by the day.*

Tuition fees are based on the number of days specified in the child's enrollment agreement. (Example: 3 days, M-W-F, \$85 per week). Payment may be made by cash or check. There will be a \$25.00 fee for any returned check.

Priority Enrollment

Full-time students will receive priority enrollment. Please be aware that if your child is enrolled part-time and another child needs to enroll on a full-time basis, you may be asked to either enroll full-time or vacate your spot.

Absentees

There are no deductions made for missed days. The weekly rate remains the same.

Request for Schedule Change or Withdrawal from School

A two-week notice is required to change the number of days agreed upon or to withdraw from the school. In the event that notice is not given, your weekly tuition will be charged and payment expected.

Vacation Time

Curtis Kindergarten and Preschool will be closed the week of Christmas so that our employees may spend the Christmas holidays with their families. There will be no tuition charged for that week. You may choose a vacation week in the spring semester or summer session if your child is enrolled full time and year round. This vacation week option is not available to summer session or school year only or part time students. A vacation week must be taken in five consecutive days. The director should be notified in advance of the week.

Holidays

When the school is closed for National Holidays (Labor Day, Thanksgiving, New Year's Day, Memorial Day, Independence Day, etc.), the weekly tuition rate remains the same.

Inclement Weather (Snow/Ice Days)

If the school is closed due to inclement weather we will follow the same schedule of Searcy Public Schools. Searcy Public Schools will be posted on the following channels: KWCK 99.9, KARK channel 4, or KATV channel 7. In this instance we will also try our best to put Curtis Kindergarten & Preschool on these websites to help you. The tuition will stay the same as if we were still open for any inclement weather days.

Hold Fee

A \$50 per week hold fee will be charged for any student taking an extended time off (summer between school terms) or in order to hold the spot for the next school year.

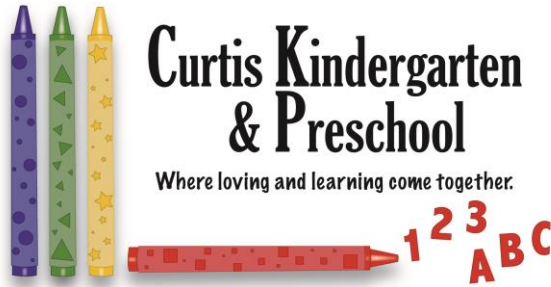
I have read the Curtis Kindergarten and Preschool Tuition Policies and agree to abide by these policies.

_____ **Parent/Guardian Signature**

_____ **Date**

_____ **Directors Initials**

Date _____



Discipline Policy

Our staff will strive to create an atmosphere of love and trust through warm and responsive care. We will use a variety of positive guidance methods such as reinforcing good behavior with sincere praise often. We will model good behavior as we treat the children with kindness, patience and respect.

Methods of discipline will not be humiliating, frightening or physically harmful to the children. Discipline will be consistent and individualized for each child. It shall be appropriate for the child's level of understanding and be directed toward teaching the child acceptable behavior and self-control. It will not be associated with food or rest. Children will not be labeled "bad" or "mean" but encouraged to be kind, sharing, and helpful.

When a problem arises, the staff will talk through the problem. They will explain to the child why he/she will not be allowed to act in a manner that would harm him/her, other people, or destroy property. The teacher will firmly but calmly stop the action.

When a child continually disturbs the group, will not pay attention, or bothers his/her neighbor, he/she will be removed to a chair where he/she can be observed by the teacher but not allowed to participate in the activities until he/she can return to the group with good behavior. On the playground, there is a designated area where the child will take "time out" until he can regain self-control, play safely, obey playground rules, and deal kindly with his/her friends. The length of time out will be one minute per age of the child.

Good supervision and a concern for the well-being of the children are usually sufficient to maintain order in an early learning center. This is not to say that some children will not have adjustment problems. Usually time, patience, and help from parents and teachers can correct this. There may be a rare instance when a child will not adjust to or obey the center's guidelines and policies. In such a case, the director will request that the parents place their child in another arrangement.

Original document by Mrs. Evelyn Curtis Revised and Reprinted September 2010

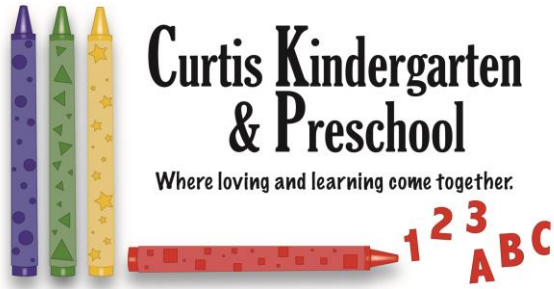
Curtis Kindergarten and Preschool Discipline Policy is in accordance with the *Behavior Guidance* practices stated in the Arkansas Department of Health and Human Services *Minimum Licensing Requirements for Child Care Centers*. (arkansas.gov/dhhs)

Parent/Guardian Signature

Date

Director Signature

Date



Open Door Policy and Investigative Procedures

Curtis Kindergarten has an open door policy. Parents are invited and welcome to visit the facility at anytime without notice when their child is present. They may come during class time, outside play, rest time or whenever they choose. They are encouraged to talk with us about any questions or concerns they may have.

If they need to visit the school when their child is not present they must first call and set up an appointment with the Director or Assistant Director. The Director or Assistant Director will then escort the parent wherever they want or need to go. This information is given to them when they enroll their child and at various times during the year in news letters that are sent home.

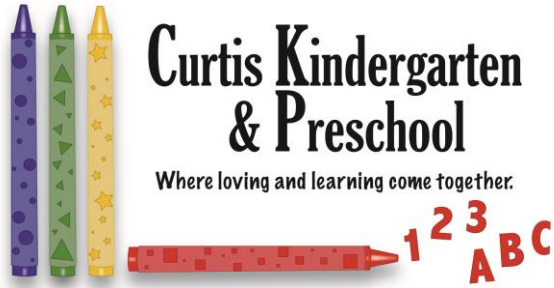
We have many parents visit the school throughout the day and they are always welcome when their child is present. They are also welcome when their child is not present provided they have set up an appointment with the Director or Assistant Director.

As childcare providers, we are ethically and morally obligated to report signs of abuse, in which case children are subject to be interviewed by: Child Care Licensing, Division of Child and Family Services Special Investigation, and Law Enforcement for investigative purposes and/or for determining compliance with licensing requirements. These meetings will be kept private and will not be harmful or intimidating to the children involved with such investigations. Because we are a childcare facility, any necessary reports are required by state law.

Child's Name

Parent/Guardian Signature

Date



Picture Release Form

At Curtis Kindergarten and Preschool, we strive to meet parent's wishes when providing care to their children. On occasion, we will have a class do a project and the newspaper or news may want to interview the school or class and take their picture. On a regular basis, we also like to post pictures on our school website of classes going about their daily activities. We ask that you mark the appropriate place below so we can follow your wishes in this manner.

_____ **I do give my permission for my child's picture to be published in the newspaper, on the news, or on the Curtis Kindergarten and Preschool website.**

_____ **I do not give my permission for my child's picture to be published in the newspaper or on the Curtis Kindergarten and Preschool website.**

Child's Name

Parent/Guardian Signature

Date