

This section to be completed by the Preschool:

Start Date: _____

Registration Paperwork Received: _____

Registration Paid: _____

Lakewood United Methodist Preschool Registration

Child's Name _____

Last

First

Middle

Preferred Name

Date of Birth _____

Home Phone _____

Child's Primary Address _____ Zip code _____

Legal Custody: Mother _____ Father _____ Both Parents _____ Grandparent(s) _____ Guardian _____

Mother's Name _____ Mother's Cell Phone _____

Mother's Employer _____ Mother's Work # _____

Mother's E-mail _____

Father's Name _____ Father's Cell Phone _____

Father's Employer _____ Father's Work # _____

Father's E-mail _____

Does your child have any siblings? _____ If yes, please list names and ages.

Name _____ Age _____

Name _____ Age _____

Name _____ Age _____

Medical Information

Child's Doctor _____ Phone _____

Child's Dentist _____ Phone _____

Hospital Preference _____ Phone _____

Allergies or Special Needs _____

Severity? _____ Allergy Symptoms _____

Please complete the back as well.



Do you have a church home or other religious preference? Yes / No If yes, which church?

Authorized people to pick up your child from Lakewood United Methodist Preschool):

Name	Cell #	Relationship to child
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Name	Cell #	Relationship to child
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Name	Cell #	Relationship to child
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Emergency Contacts... In case of emergency, list individuals that we should contact (if the parent or guardian cannot be reached).

Name	Cell #	Home #	Work #
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Name	Cell #	Home #	Work #
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Name	Cell #	Home #	Work #
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Personal Information

Child's Favorite Food _____ **Child's Least Favorite Food** _____

List some of your child's favorite activities _____

Describe your child's personality _____

Do you feel that your child's speech is easily understood? _____

What do you and your child like to do together? _____

Does your child play with other children? ___ Yes ___ No ** ___ Same Age ___ Older ___ Younger

Describe anything else you think the teacher or school should know about your child _____

Lakewood United Methodist Preschool - General Consent Form

Circle yes or no.

- Yes No** I hereby grant permission for my child to use all of the play equipment on the playground designated for his/her age group. Generally the one and two year old classes will use the smaller playground. The three and four year old classes will usually use the larger playground.
- Yes No** My child may also participate in activities held in other buildings on the Lakewood United Methodist Church campus. This may include, but is not limited to, the Fellowship Hall & Kitchen, the Chapel, Sanctuary, the Youth Room, the Courtyard Annex, the Fluid Play Alley, and the Gymnasium.
- Yes No** I grant my child permission to participate in field trips which may require a bus ride to and from the designated location. Parents will be notified in advance of each planned field trip.
- Yes No** I grant permission for my child to be photographed or videotaped for purposes of the preschool. Pictures of my child may be displayed in the church newsletter, church website, preschool website, on video presentations during church services, or on videos during preschool programs.
- Yes No** I grant permission for my child's photograph to be posted in the closed preschool Facebook group. Only families of our enrolled students are able to see these pictures.
- Yes No** In order to track growth and development through ongoing assessment, I grant permission for my child's photograph and photographs of his/her work to be taken and saved from both school devices, as well as photos taken with the staffs' personal phones and tablets.
- Yes No** I grant permission for teachers at the school to screen and assess my child regularly: developmental ASQ screenings, progress assessments, school assessments, and for our four year olds – both VPK and Bright start screenings and assessments. *Screenings and Assessments help our staff best learn each child's areas of strength and needs. The knowledge from these tools allows us to develop the best lessons and activities for your child to help them grow.*
- Yes No** I grant permission for my child to work in small groups with the school teachers and school volunteers to help foster individual growth.
- Yes No** I grant permission for the teachers and director to communicate my child's progress over email.
- Yes No** I grant permission for the preschool staff to administer basic first aid: including Benadryl cream, triple antibiotic ointment, witch hazel for swelling, and ice.
- Yes No** I grant permission for teachers at the school to apply both spray and liquid sunscreen to my child, as well as bug spray to my child, when needed.

Child's Name _____

Signature of Parent or Legal Guardian _____ Date _____

Signature of Parent or Legal Guardian _____ Date _____

Lakewood United Methodist Preschool

Admissions & Discipline Policy

Registration takes place each January. It is recommended that families register on the day that they are eligible. Registration will begin at 7am on registration day and the applicants will be numbered in the order the Director receives them. In the event that a class fills up on registration day, a waiting list will be prioritized according to the following manner: Preschool staff members, active church members, presently enrolled, and siblings who are presently enrolled.

Additional items that will be needed to complete the admissions process:

- Completed registration form accompanied by the registration fee. This non-refundable fee is due each year.
- A signed parental acknowledgement of the school's admission policies, discipline practices, and verification of receipt of the "Know Your Child Care Center" (below)
- A signed general consent form.
- A signed parental acknowledgement of the school's policies and procedures once they have received the Parent Handbook.
- A completed Health Exam Form (HRS #3040) and a current Health Immunization Form (HRS#680) signed by your physician. **These forms are due before the first day of school.**

Lakewood United Methodist Preschool does not discriminate on the basis of race, color, and / or national or ethnic origin in the admission of students or in the administration of its educational policies and scholarship programs.

Every child care center is required to provide a copy of the Child Care Facility Brochure, "Know Your Child Care Facility" [Section 402.3125(5), F.S.] and the facility disciplinary practices [Section 65C-22.006(4)(c)2., F.A.C.]. We have also provided our Admission Policies for your review. This is a non-smoking campus. We have several preschool pets on campus at various times, consisting of fish, frogs, hamsters, guinea pigs, rabbits, birds, and other small animals. For a current list of preschool pets, please contact the preschool director.

In regards to discipline policies, our loving teachers at Lakewood United Methodist Preschool are well trained to use positive reinforcement in the management of their classrooms.

- We will encourage positive behavior that respects the rights of all of our preschoolers, the class as a whole, and teachers and staff.
- We will have clear rules and consistent reinforcement that will be explained to the children and parents.
- We will be proactive in dealing with behavior challenges before they arise by providing a positive and nurturing classroom environment.
- We will use non-verbal cues such as eye contact, close personal proximity, and redirection as first steps to deter undesirable behavior.
- We will use verbal redirection and private conversations as a second step to achieve appropriate behavior.
- We will use time out to give children an opportunity to think about their behavior and its effect on themselves and others.
- We will seek to find the underlying cause of undesirable behavior and work with the children and parents.
- We will love your little ones and help them to be outstanding individuals, cooperative classmates, and loving friends.

We DO NOT believe in the use of corporal punishment in our program.

After reviewing the provided information, please sign below to verify that you have received the "Know Your Childcare Facility" brochure, Discipline practices, and the Admission Policies. By signing below you also verify that all information on this enrollment form is complete and accurate.

Child's Name _____

Signature of Parent / Guardian _____ Date _____

NOTE: DCF License #: C04DU0812

Lakewood United Methodist Preschool Class Enrollment

A non-refundable registration fee must accompany this application.

Child's Name _____

Your child's class is based on your child's **age by September 1, 2017**. You can choose the Part Time or Full Time hours for the four day, Monday through Thursday, or five day, Monday through Friday. **The four day option NEVER includes Fridays. It applies to Monday through Thursday regardless of closings or absences, and cannot be switched to include Fridays.** When attending on a Friday, the family will be charged the daily drop in fee.

Please select which option you would like for your child by putting an **X** in the appropriate box.

Times	Infants 4 days	Infants 5 days	Ones 4 days	Ones 5 days	Twos 4 days	Twos 5 days	Threes 4 days	Threes 5 days	Fours 4 days	Fours - VPK 5 days
Part Time										
8:45 am – 1pm										
Full Time										
7am – 4pm	Call to check avail- ability									
7am – 6pm										

The MONTHLY prices listed are spread out to cover 171 school days between August 14 and May 17. **August and May will be prorated at 75% the monthly rate** for each child, but the months of September through April will be the same amount each month for each child (including December). Families have the option to pay at the beginning of each month or divide the payment in half and pay on the 1st and 15th. The first payment, due August 1, will include the prorated amount for August and the September payment. September through April payments are due on the first of the month for the following month.

Times	Infants 4 days	Infants 5 days	Ones 4 days	Ones 5 days	Twos 4 days	Twos 5 days	Threes 4 days	Threes 5 days	Fours 4 days	Fours - VPK 5 days
Part Time										
8:45 am – 1pm			375	425	280	320	275	305	FREE	95
Full Time										
7am – 4pm	Rates avail- able	840	635	710	590	660	565	630	285	400
7am – 6pm		940	735	830	690	760	655	730	360	515