

Zion Lutheran Church
 Early Childhood Education Center
 Enrollment Application for 2011-2012 School Year
Ages 2 thru 5

Child's Full Name	Name child goes by	Gender	Birth Date
		M/F	

Non-Refundable Registration Fee: \$100 for first child, \$50 for each additional child. Due with Application.
 September Program Fees are Non-Refundable and are due by May 1, 2011.
 Project Fees: \$50 per child per year; \$25 per child due in September and \$25 per child due in January.

*Programs require a minimum of 5 students. The maximum varies from 16 to 20.
 A family with multiple children enrolled will receive a 10% discount for the sibling with the highest program fees.*

Ages 2 thru 5 Reggio Programs

Please Check		Age by Sept 1	Days/ Week	Class Days	Class Time	Program Fee	
1 st Choice	2 nd Choice					\$/Mo	\$/Yr
Without Music Together®							
<input type="checkbox"/>	<input type="checkbox"/>	2 yr	2	Tue & Thu	9:00 -11:15	\$178	\$1,602
<input type="checkbox"/>	<input type="checkbox"/>	2 ½ yr	2	Tue & Thu	9:00 -11:15	\$178	\$1,602
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2 or 2 ½ yr	1	"Add a Friday"	9:00 -11:15	\$89	\$801
Including Music Together®							
<input type="checkbox"/>	<input type="checkbox"/>	2 yr	2	Mon & Wed	9:00 -11:15	\$198	\$1,782
<input type="checkbox"/>	<input type="checkbox"/>	2 ½ yr	2	Mon & Wed	9:00 -11:15	\$198	\$1,782
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2 or 2 ½ yr	1	"Add a Friday"	9:00 -11:15	\$89	\$801
<input type="checkbox"/>	<input type="checkbox"/>	3 yr	3	Mon, Wed & Fri	8:45 -11:15	\$290	\$2,610
<input type="checkbox"/>	<input type="checkbox"/>	3 yr	3	Tue, Wed & Thu	12:15 - 2:45	\$290	\$2,610
<input type="checkbox"/>	<input type="checkbox"/>	3 yr	5	Mon to Fri	8:45 -11:15	\$429	\$3,861
<input type="checkbox"/>	<input type="checkbox"/>	4 yr	3	Mon, Wed & Fri	8:45 -11:15	\$290	\$2,610
<input type="checkbox"/>	<input type="checkbox"/>	4 & 5 yr	5	Mon to Fri	8:45 -11:15	\$429	\$3,861
Add Catered Lunch Before PM Class for 3 yr-olds: (Monthly fee is for each day selected)				<input type="checkbox"/> Tu <input type="checkbox"/> W <input type="checkbox"/> Th	11:30 - 12:15	\$25	\$225

Ages 2 thru 5: Afternoon Enrichment Programs

Indicated fees apply to each program checked. All lunches are catered.

Program	Lunch Time 11:15 - 12:00 \$25/mo (\$225/yr)	Enrichment 12:00 - 1:30 \$70/mo (\$630/yr)	Quiet Time & More 1:30 – 2:45 \$30/mo (\$270/yr)
Measure & Mix Mondays	<input type="checkbox"/> Mon	<input type="checkbox"/> Mon	<input type="checkbox"/> Mon
Tuesday Tunes	<input type="checkbox"/> Tue	<input type="checkbox"/> Tue	<input type="checkbox"/> Tue
Wednesday Wonders	<input type="checkbox"/> Wed	<input type="checkbox"/> Wed	<input type="checkbox"/> Wed
Talented Thursdays	<input type="checkbox"/> Thu	<input type="checkbox"/> Thu	<input type="checkbox"/> Thu
Fly-Away Fridays	<input type="checkbox"/> Fri	<input type="checkbox"/> Fri	<input type="checkbox"/> Fri
Pre K+ (4 & 5 year-olds only)	\$25/mo (\$225/yr)	\$140/mo (\$1,260/yr)	\$30/mo (\$270/yr)
Mon & Wed Class	<input type="checkbox"/> M <input type="checkbox"/> W	<input type="checkbox"/> Mon & Wed	<input type="checkbox"/> M <input type="checkbox"/> W

Ages 2 ½ thru 5: Before- and After-School Programs (Indicated fees apply to each box checked)

Time	Program	Days Desired	\$/month	\$/year
8:00 - 8:45	Early Risers	<input type="checkbox"/> M <input type="checkbox"/> Tu <input type="checkbox"/> W <input type="checkbox"/> Th <input type="checkbox"/> F	\$17	\$153
2:45 - 4:30	A Little More Time	<input type="checkbox"/> M <input type="checkbox"/> Tu <input type="checkbox"/> W <input type="checkbox"/> Th <input type="checkbox"/> F	\$41	\$369

Full-Day Preschool (8:00 am to 4:30 pm)

Cumulative fees will be discounted by 10%. A sibling discount of 5% also will be applied

Parent Signature	Date

Zion Lutheran Church
 Early Childhood Education Center
 Application for Enrollment, 2011-2012 School Year
Ages 5 thru 6

Child's Full Name	Name child goes by	Gender	Birth Date
		M/F	

Non-Refundable Registration Fee: \$100 for first child, \$50 for each additional child. Due with Application.

September Program Fees are Non-Refundable and are due by May 1, 2011.

Registration and Program Fees will be refunded if your child is assigned to a PM Kindergarten by your public school.

Project Fees: \$50 per child per year; \$25 per child due in September and \$25 per child due in January.

**Ages 5 thru 6
 Kindergarten Plus**

Indicated fees apply to each box checked.

Please Check	Days/Week	Class Days	Class Time	Program Fees	
				\$/Mo	\$/Yr
<input type="checkbox"/>	2	Mon & Wed PM with Music Together®	12:15 to 2:45	\$203	\$1,827
<input type="checkbox"/>	2	Tues & Thur AM with Music Together®	9:00 to 11:30	\$203	\$1,827
<input type="checkbox"/>	2	Tues & Thur PM	12:15 to 2:45	\$179	\$1,611
<input type="checkbox"/>	1	"Add a Friday" PM	12:15 to 2:45	\$90	\$810

Add a Lunch to Kindergarten Plus

Indicated fees apply to each box checked.

Program	Days Desired	Lunch Time	\$/month	\$/year
Lunch Before K-Plus	<input type="checkbox"/> M <input type="checkbox"/> Tu <input type="checkbox"/> W <input type="checkbox"/> Th <input type="checkbox"/> F	11:30 to 12:15	\$25	\$225

**Ages 5 thru 6
 After-School Program**

Indicated fees apply to each box checked.

Time	Program	Days Desired	\$/month	\$/year
2:45 - 4:30	A Little More Time	<input type="checkbox"/> M <input type="checkbox"/> Tu <input type="checkbox"/> W <input type="checkbox"/> Th <input type="checkbox"/> F	\$41	\$369

All lunches are catered.

Programs require a minimum of 5 students. The maximum varies from 16 to 20.

A family with multiple children enrolled will receive a 10% discount for the sibling with the highest program fees.

Parent Signature	Date

Parent's Name(s)
Address
City, Zip Code
Home Phone ()
E-mail address

Mother	Father
Occupation	Occupation
Business Address	Business Address
Work Hours	Work Hours
Work Phone	Work Phone
Cell Phone	Cell Phone
Marital Status	Marital Status
Church Affiliation	Church Affiliation

Brothers and/or Sisters	Birthday	In home with child? yes/no

EMERGENCY CONTACTS—(Persons authorized to pick up your child.)

Name	Name
Address	Address
Phone	Phone
Cell Phone	Cell Phone
Relationship	Relationship

Name	Out of state contact in case of natural disaster
Address	Name
Phone	Address
Cell Phone	Phone
Relationship	Relationship

Additional persons authorized to pick up your child: (Name, Address, and Phone Number required.)

1. _____
2. _____
3. _____
4. _____

Doctor's Name	Dentist's Name
Address	Address
Phone	Phone
Child's Allergies	

Please include a copy of your child's birth certificate with this registration form. We are required by law to have a copy on file. Thank you.

Medical Release: I agree that Zion staff may administer limited first aid to my child and may contact me, my child's doctor or local emergency services, if required.

I authorize Zion Lutheran Early Childhood Education Center to seek emergency medical treatment for my child. I give permission to the emergency physician to secure proper emergency treatment and to order injection, anesthesia, or other emergency treatment if I (we) cannot be contacted. It is understood that a conscientious effort will be made to locate me or my spouse before action is taken. But if it is not possible to locate us, I accept the expense. In the event of life-threatening emergency, I understand that "911" will be called to take my child to my preferred hospital _____ if possible, or to the closest available facility.

Program Release: I understand that my child may be included in observation in a classroom setting and/or interaction with Concordia University students under the supervision of the Director of Early Childhood Education Center (ECEC). Information released to Concordia University is for educational and instructional purposes only.

I agree that photographs and videotapes of my child may be used for publicity of the Zion Lutheran Early Childhood Education Center and/or for teacher training purposes.

I also agree that my child may receive religious instruction at Zion Lutheran's Early Childhood Education Center.

I agree that my child may be taken on neighborhood walks in conjunction with the educational programs of the ECEC. I understand that special notes will be sent home when off-campus trips are planned to notify parent or legal guardian of planned field trips in advance.

Directory Release: ____ Yes, we would like to be included in the ECEC Directory.

____ No, we would prefer to not be included in the ECEC Directory.

I pledge our support of the early childhood education program ministry provided by Zion Lutheran. I also accept our financial responsibility and pledge to pay the fees and tuition set by Zion Lutheran. I have read the foregoing Medical, Program, and Directory Releases and accept these agreements.

Signature of Parent/Guardian

Date

For School Use Only

Application received: _____ Date of enrollment: _____

Enrollment fee received: _____ Date of Discharge: _____

CHILD'S PERSONAL HISTORY

Comment on the health of the mother during pregnancy. _____

Comment on the health of the child during delivery and infancy. _____

When did your child walk? _____ When did your child talk? _____

Does your child have bladder control? _____ Does your child have bowel control? _____

Describe any special needs, handicaps or health problems: _____

What are your child's favorite toys and/or activities?

Inside: _____ Outside? _____

What is your child's favorite TV program? _____

How long does your child watch TV each day? _____

What are your child's favorite books? _____

How many times a week is your child read to? _____

Has your child traveled away from home? _____

What schools or group experiences has your child had previously? _____

Does your child have any special friends? If so, please provide names: _____

How does your child relate to other children? _____

How does your child react to separation?

Languages spoken at home and parent's native country: _____

How did you hear about our school? _____

Zion Lutheran Early Childhood Education Center
Discipline Policy

Guidance procedures - The Bible teaches that God disciplines us out of love. At Zion, an attitude of unconditional love is maintained even if a child needs discipline. The school policy is based on positive guidance techniques. They include:

- Staff who model caring Christian behaviors.
- Simple, understandable rules that set limits for behavior necessary to the well-being of all children.
- A daily routine that is consistent and provides many opportunities for children to make choices.
- "Using words" to express feelings and to problem solve.
- Redirecting or, at times, ignoring inappropriate behavior.
- Removing a child from the group, if a child is disruptive. A teacher will stay near the child and after 2 to 4 minutes (one minute for each year of the child's life) the teacher will discuss the situation with the child.

Parents will be notified when a child repeatedly violates school standards or threatens the safety of others. The goal of all discipline procedures is to help the child develop positive self esteem and self control. Through the example of God's love and forgiveness, children learn to forgive each other and themselves, and make choices based on Christian values.

Disenrollment - When a family chooses to disenroll, we request a two week notice to prepare the child and his classmates for the transition. All tuition must be paid in full. Copies of the child's records will be provided upon request.

Zion Lutheran reserves the right to disenroll any child if:

- Parental responsibilities to the preschool are not met.
- If the staff feels the needs of the child cannot be met with the classroom.
- If the safety of the staff or of the children is in jeopardy.

Before disenrollment takes place, teachers and administration of the preschool, in cooperation with the parents, will make every effort to meet the needs of the family. Observations or disciplinary options may be discussed to resolve problems. Documentation and conferences as well as referrals to other services that could meet the needs of the child will be provided. Dismissal will always be done on an individual basis. On days of very disturbing behavior, the parent may be called to take the child home for the day. In the case of divorce, separation, or child custody, our center follows court orders. We will not try to settle domestic disputes.

Documentation - Teachers must keep written records of children who require more than normal guidance. Descriptions of behavior, discipline and methods implemented should be added to the file and parents must be made aware of the situation. Discussion with parents should be documented and added to the child's file also.

Signature

Date

--A copy of this policy is in our Parent Handbook--