

GREENWICH PRESBYTERIAN PRESCHOOL

15305 Vint Hill Road
Nokesville, Virginia 20181
(703) 754-7933
www.greenwichpres.org

Registration Form

Mon-Wed-Fri (AM) _____ Tue-Thurs (AM) _____ Mon-Wed-Fri (PM) _____

Mon-Tues-Wed-Fri (AM) _____

Child's Name _____
(Last) (First) (Middle)

Male Female Nickname (if any) _____

Name you wish your child to learn to write _____

Date of birth _____ Age as of Sept. 30, 2012 _____ Years _____ Months

Home Phone _____ Cell Phone _____

Email address _____

Home Address _____
(Street)

(City) (State) (Zip)

Father's name _____ Home Phone _____

Father's Address _____

Place of employment _____ Work Phone _____

Mother's name _____ Home Phone _____

Mother's Address _____

Place of employment _____ Work Phone _____

If parents are separated, please list the name(s) of person(s) that have legal custody of the child: _____

Name(s) of person(s) specifically **NOT** permitted to pick up the child:

Continued on back

Other children in the family (names and ages):

Child's Physician _____ Phone _____

Known allergies or disabilities _____

Person(s) to be contacted in an emergency

_____ Phone _____

_____ Phone _____

Church Affiliation _____

Other Preschools your child has attended (if any) _____

Do you feel your child is right or left-handed? _____

Elementary school that your child will attend _____

Three year olds – approximate date that your child was potty trained _____
(If this has not been done please let us know when it is)

Please comment on any personal traits, special problems, or special interests of your child that may be helpful to the teachers and school

How did you hear about our Preschool?

_____ Sign in front of church

_____ Friend or family member

_____ I attend Greenwich Presbyterian Church

_____ Other (explain) _____

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Release Form

Child's full name _____

Greenwich Presbyterian Preschool agrees to notify the parent/guardian whenever a child becomes ill, and the parent/guardian agrees to pick up the child as soon as feasible thereafter.

The parent/guardian authorizes Greenwich Presbyterian Preschool to obtain immediate medical care if an emergency occurs when he/she cannot be located immediately. This will be at the parent's expense.

In all emergencies, the Preschool has permission to take such reasonable measures as are, in the judgement of the teacher or director, necessary for the welfare and safety of the child.

Parents will provide the Preschool with the following documents:

- Birth Certificate or Adoption Papers
- State Medical Form completed and signed by the child's physician
- Immunization Records

The parent or guardian agrees to abide by all Greenwich Presbyterian Preschool policies as stated in the policies form.

Signature of parent(s)/

Guardian _____ Date _____

GREENWICH PRESBYTERIAN PRESCHOOL

Policies

The registration fee of \$100.00 per school year is due when the application is filed. The registration fee is refundable only when the Preschool deems that it is unable to enroll a child. Please make checks payable to **Greenwich Presbyterian Preschool**.

The Preschool shall be notified immediately if a child is unable to attend the Preschool. If during the school year, a child is withdrawn, the parent must give the Preschool 30 days written notice to avoid payment of the next month's tuition.

The Preschool operates on a yearly budget. The yearly tuition for the two-day program is \$1440.00, the three-day program is \$1800.00 and the four day program is \$2385.00. Tuition payments have been divided into equal monthly payments, September through May. Therefore, monthly payments will remain the same regardless of holidays, absences, and snow days (up to two weeks).

Payment of \$160.00 per child for the two day program, \$200.00 per child for the three day program and \$265.00 for the four day program will be due the first day of preschool each month. **A late fee of \$10.00 will be due if the payment is not received by the tenth day past the due date.**

Your child should be picked up at 12:00 P.M. for the morning program or 4:00 P.M. for the afternoon program each day. If your child is not picked up by 12:10 or 4:10, you will be responsible for a \$10.00 late fee due at the time the late pick up occurs. The late fee will apply if late pick up of the child results from lack of the proper permission to release the child. You are responsible for giving written or verbal permission for the teachers or director to release the child to someone other than yourself if you are unable to pick the child up yourself.

Any child with a contagious illness or fever may not attend Preschool until free of the illness or until the illness is no longer contagious and the fever has been absent for 24 hours. We will isolate any child found to have symptoms of a contagious condition and parents will be called to pick up their child as soon as possible. Please contact us if you feel that your child has exposed other children to conjunctivitis, head lice, or chicken pox.

The Preschool reserves the privilege of dismissing any child if, after entering, the child seems unable to participate in group experiences.

Liability for a child's action while under care of the Preschool is the parents' responsibility.

The Preschool and Greenwich Presbyterian Church are not liable for accidents or illness occurring to the child while the child is in its care, unless proof is presented that the accident or illness was the direct result of the caretaker's negligence.

Parents must read and abide by the Greenwich Presbyterian Preschool Handbook, which will be provided upon entrance to the preschool.

Parent or Guardian _____ Date _____

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Elaine Arbus
Director of Operations/
Teacher

Chasity Spittle
Teacher Aide

Marian Rood
Director of
Administration/
Teacher

Registration Fee (non-refundable): \$100.00

Note: If two children are registering from one family, only one registration fee is required.

Tuition for 2012 – 2013 School Year:

Two days: \$1440.00 per year/ \$160.00 per month
Three days: \$1800.00 per year/ \$200.00 per month
Four days: \$2385.00 per year/ \$265.00 per month

Classes offered: 3 year olds:

Mon-Wed-Fri Morning: 9:00 -12:00
Tues-Thurs Morning: 9:00-12:00

4 year olds:

Mon-Tues-Wed-Fri Morning: 9:00-12:00
Mon-Wed-Fri Afternoon: 1:00-4:00

School Year Starts:

Thursday, September 6, 2012

Required Documents:

Immunization Record
Physical
Birth Certificate

Ages Accepted: Three and Four Year Olds

Student number is limited to 18 per day