

Pre-Registration Forms

Please fill out these forms and return completed packet when you come to register your child.

Applicant Information

Date: _____

Name of Child: _____ Date of Birth: _____ Male ___ Female ___

Name of person filling out this form: _____

Relationship to child: _____ Contact Number: _____

Birth Mother's Name: _____ Contact Number: _____

Birth Father's Name: _____ Contact Number: _____

Child's Home Number: _____ Parent/Guardian Email: _____

Address of Child: _____

How did you hear about our preschool? _____

What was most desirable to you about Little School of the West? _____

Child lives with:

___ Both BIRTH parents ___ Mother ___ Father

___ Other, please explain: _____

Important Notice

There is an additional charge for children who are not fully potty trained in our program. Little School of the West considers a child to be fully potty trained when he/she can do the following:

Wear underwear and is not using diapers or pull ups at anytime

- Can initiate going to the restroom on his/her own
- Is self-sufficient when going to the restroom
- Can clean/wipe on his/her own
- Can pull pants up and down on his/her own
- Does not have multiple "potty accidents" (we reserve the right to make that determination)

If a child is initially enrolled as a "non-potty trained" student, once he/she is considered to be "fully potty trained" we will apply the corresponding tuition fee.

I have read and received the policy on "non-potty trained" students and I understand the school's definition of what is considered "potty trained" for a child/student. I understand that there is an additional charge for students who are not potty trained according to the fee schedule. In the event that my child is initially enrolled as "potty trained", but has multiple potty accidents (as determined by the school) he/she will be considered "non-potty trained" and I agree to pay the corresponding tuition price or withdraw my child from the program.



Parent's Signature: _____ Date: _____

Acknowledgement of Parent Handbook

Please initial the following:

- _____ On these registration forms, I have provided the names of BOTH BIRTH parents of the above named child. I understand that it is school policy to allow both BIRTH parents the right to pick up the above named child from Little School of the West preschool, unless I provide copies of court documents that instruct the school to do otherwise. I also understand that failure to provide the appropriate information or documents may result in my child not being accepted to attend Little School of the West.
- _____ I understand that at the time of registration, I am required to provide a copy of my child's original birth certificate or certificate of birth (provided by the hospital) to the school office.
- _____ I understand that I am required to provide the school a copy of my child's up-to-date immunization record prior to their first day at Little School of the West.
- _____ I understand that I am required to notify the school whenever my child has been exposed to a contagious illness.
- _____ I understand and agree to a one month acceptance period for my child entering Little School of the West preschool. If my child displays continual disruptive and/or aggressive behavior or is not adjusting to the preschool program, my child will not be accepted into Little School of the West preschool.
- _____ I understand that Little School of the West preschool has policies concerning aggressiveness, disruptive behavior and biting. Children may be subject to suspension and/or expulsion for violation of these policies.
- _____ I understand that my child needs to be signed in and out each day in attendance and that there will be a \$15.00 fee added to my account for each time my child is not signed in or out. I understand that it will be **very important to explain this policy to all those who have authorization to drop off or pick up my child.**
- _____ I understand that the registration fee is **completely non-refundable** for any reason.

I have received the Parent Handbook for Little School of the West. I agree to read the handbook and to abide by its policies. I acknowledge that Little School of the West reserves the right to amend or change its policies and procedures throughout the school year without notice.

Parent Signature: _____ Date: _____

Enrollment Agreement (1 of 2)

The following information is provided to outline some of the policies of Little School of the West in order to avoid misunderstandings. These policies along with other school standards are published each year in the parent-student handbook. This handbook should be read carefully and discussed with your child.

- **Financial Policies:**

Upon completing the Enrollment packet you will choose one of two payments options for the year:

1. **Monthly:** Tuition is due on or before the 1st of the month. Payments made after the 10th will include a **\$50.00** late fee payment. If the 10th falls on a weekend, tuition is due the Friday before that weekend. Failure to pay by the 15th may result in prompt suspension of the student.
2. **Weekly:** Tuition is due and payable on Friday before the week of enrollment. Payments made after Wednesday of the current week will include a **\$15.00** late fee payment each week (accumulative). Failure to pay by Friday may result in prompt suspension of the student.

If a situation occurs that presents a hardship to you, please notify the Director so that the School Board can give consideration to your particular need. I hereby agree to comply with the above tuition policy. I also agree to notify the preschool office two weeks in advance of a preference in changing payment plans. I agree that I may not change my paying status to avoid paying for extra days. I hereby agree to also give the preschool office 2 weeks advance written notice prior to my child's last day of school, otherwise, I will be charged 2 weeks tuition.

If your account goes past 60 days without payment, you will be charged 1.5% per month finance charge (18% per year) retroactive to the 1st day. A collection fee of up to 50% of the balance owing will be added if the account is assigned to an outside collection agency. In addition, you will be responsible for court cost and attorney's fees.

- **Behavioral Standards:** Students are expected to maintain a high standard of personal behavior. The teachers and administration are authorized to employ such discipline as they deem wise and expedient. Little School of the West reserves the right to suspend or expel students whenever school privileges are abused, infractions are repetitive in nature, or when conduct does not conform to Christian standards set by the policies of Little School of the West.
- **Conciliation Agreement:** As a Christian ministry we believe that the Bible commands believers to make every effort to live at peace and to resolve disputes with each other in private or within the church. Therefore, any dispute arising out of the relationship between the school and the home shall be resolved with assistance of the administration or as last resort, through legally binding arbitration. Should legal action, for any reason be taken against Little School of the West or any employee or agent thereof, and the school or its agent not be found at fault, the parent/guardian agrees to pay attorney fees, court fees, damages or other costs that Little School of the West or its agent should incur to defend itself against such action.
- **Admittance:** Children shall be admitted on a non-discriminatory basis, according equal treatment and access to services without regard to race, color, religious belief, national origin or ancestry.
- **Immunizations:** All children upon entering Little School of the West must be fully immunized as required by the Department of Health Services. Documentation of all current immunizations must be given to the school office before enrollment. As of January 1, 2016, personal beliefs exemptions are no longer accepted.
- **Sign in/out policy:** The Department of Social Services requires that parent(s) or other authorized adults sign their child(ren) in and out each day in attendance. It is also mandated that the signature be legible with at least the first initial and **FULL** last name written. A \$15.00 fee will be charged to your account if your child(ren) are not signed in or out.

_____ Initials here

Enrollment Agreement (2 of 2)

I have received, read and understood the PARENT HANDBOOK AND ENROLLMENT AGREEMENT, and will comply with the policies set forth by Little School of the West. In addition, I understand that school administration reserves the right to amend, suspend, or terminate policies or any part of this program at any time. A **non-refundable** registration fee of \$150.00 is due with this completed pre-registration form.

Any changes by the parent(s) in this contract must be made in writing.

Child's Name (please print): _____

Parent's Signature: _____ Date: _____

NEW STUDENTS: An enrollment packet (approx. 14 pages, including doctor's report and immunizations) will need to be completed and returned to the school office. This packet will be given to you when you come to register your child. Registration is not complete and students may not attend school without the school having received the completed enrollment packet.