

Rockmart First United Methodist Preschool

Registration Form

Registration Fee \$50.00 non-refundable

cash/check# _____

How old will your child be by September 1st _____

Date of birth ____/____/____ Gender _____

Child's full name _____

Name preferred _____ Home phone _____

Mailing address _____

E-mail address _____

Father's name _____ Mother's name _____

Employer _____ Employer _____

Work# _____ Work# _____

Parents' marital status (circle one) S M D Child's Religion _____

Please give the name/ages of siblings living in your home

Name	Age

EMERGENCY INFORMATION

Contact if parents cannot be reached _____

Phone# _____

Please list all allergies/health problems that the school should be aware of:

Rockmart First United Methodist Preschool

Pick-up Authorization

Child's name _____

The following people have permission to pick up my child from preschool:

Name _____ Phone _____

Name _____ Phone _____

Name _____ Phone _____

Name _____ Phone _____

Name _____ Phone _____

Name _____ Phone _____

Name _____ Phone _____

If someone not on this list is to pick up your child from preschool, we must have this in writing before we will let your child leave the premises. Thank you for your cooperation.

*We will ask to see an ID

*We will not accept verbal messages from your child.

Signature _____

Rockmart First United Methodist Preschool

Policies and Procedures

Attendance

Regular attendance establishes good habits and is encouraged. Class time is from 8:00 to 12:00 PM on Tuesday, Wednesday, and Thursday each week. Drop off is between 8:00 and 8:15AM. If you are dropping off late, AFTER 8:15 AM, you will be required to park and walk your child in. We will follow the Polk School District schedule.

Discipline

We strongly believe in positive reinforcement to encourage desired behavior from our preschoolers.

If this is not effective, our policy is to use verbal warnings and time-out. If a child continues to misbehave, a note will be sent home to request a parent/teacher conference. **If disruptive behavior continues, your child will be dismissed from the preschool and no refunds will be given.**

Book Bag

Children will need to bring a book bag to school **every day**. Notes from the teachers, daily work, and take-home reading books will be sent in the book bag. Please remember to check your child's book bag daily.

Notes

Teachers will keep you informed regarding items needed and special events that will take place at the Preschool through a monthly newsletter. All special notes will be sent home in your child's book bag. Please put all correspondence in your child's folder. The teachers will check daily for such items.

Reading Incentive Program

Starting the first week of preschool, we will begin our reading incentive program. A folder will be kept in the book bag to log all the books read at home. After reading 25 books, your child will be allowed to choose from the 'treasure box' for a prize for reaching that goal.

Health

Please ensure that all immunizations are up to date. This is for your child's safety as well as the safety of other children and teachers. **Please do not bring your child to school sick.** If your child should develop a contagious infection such as nausea, diarrhea, runny nose, sore throat, rash or skin eruptions, cough or fever, please notify us so that we may advise other parents of possible exposure. Your child **MUST be fever free for 24** hours before returning to school. Children who are unable to participate in the full program, including outside play, should be kept at home.

Medicine

No medicine will be administered by our Preschool staff unless an emergency situation arises and permission to do so is documented in the student's file.

Clothing

Please dress your children in comfortable clothing. Please send your child to school with tennis shoes on. We do take them out to play on the playground when weather permits, and sandals and flip flops can be hazardous as they run and play. Please send a change of clothes with your child - in a Ziploc bag labeled with his/her name. Keep in mind that as the seasons change, the extra clothing will need to be replaced with weather appropriate clothing. Please **mark** all removable clothing with your child's name. If a child has a bathroom accident, we will assist him/her with changing their clothes if necessary. **Children in the 3 and 4-year-old classes must be completely potty trained. Children in the 2-year-old class must be working on potty skills and ideally be trained by Christmas.**

Birthdays

We consider this an incredibly special day for your child. If you would like to bring cupcakes for the class to celebrate your child's birthday, contact his/her teacher to set up a time.

Pictures

Preschool pictures (individual and class) will be taken in the fall and spring. Dates will be announced.

Pick-up

In order to pick up your child, you must have the name tag that was issued to you with your child's name printed on it. If you do not have this name tag, you will be asked for identification. This is for the safety of your child(ren). If someone other than the parents are to pick up the child, we must have this in writing before we will let the child leave. They will be asked for identification if they do not have the name tag that was given to you. You will be asked to fill out a pick up authorization form with a list of people that may pick up your child. Any changes in carpool must come to the teacher in writing. We cannot accept verbal messages from your child. **If an emergency arises, please call the Preschool with the necessary information.**

Carpool Lane

We have a carpool lane that you will use every morning to drop your child off. You will use the same carpool lane every afternoon upon picking your child up. You will need to pull into the allotted space in front of the church (at the curb). A teacher will then come to your car, get your child, then walk him/her to the choir room, where they will remain until it is time to adjourn to the classrooms. In the afternoons, you will pull into the same allotted carpool lane, presenting your child's name card to us. A teacher will bring your child to your car and help them in. When motioned, you will then exit the carpool lane (pulling into the parking spaces to the left) and buckle your child - should they need help.

Preschool Exemption:

Rockmart First United Preschool is not licensed through Bright from the Start. FUMP is

exempt due to our preschool only operates three days a week and three hours a day.

Please sign acknowledging that you have read and understand these policies and procedures.

Parent's signature _____

Child's name _____

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Financial Agreement

Tuition for the Preschool Program is \$145.00 each month. The initial registration fee is \$50.00 The registration fee is used to purchase essential supplies such as crayons, paper, pencils, and art supplies and assures your child's enrollment in the fall. **This is non-refundable. First and last month's tuition is due during open house. May's tuition is collected up front because in the past, parents would not pay the last month's tuition.**

Tuition is due by the 10th of each month. If paid after the 10th, there will be a \$20.00 late fee in addition to your tuition payment. An additional \$40.00 fee will be added if payment is received after the 15th of each month. A \$35.00 late fee will be assessed for any returned checks.

Students are to be picked up on time. We do however offer after-school care until 4:00 PM on Tuesdays, Wednesdays, & Thursdays. The cost is \$20.00 per day and you must send lunch for your child as well as a blanket for rest time.

Thank you for your cooperation, if you have any questions please call the church office at 770-684-6251 or Kristie Hunt at 770-547-4014

First United Methodist Church Preschool

Please sign to acknowledge that you have read and understand these policies.

Parent's signature _____