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New Student Registration

Start Date _____ Paperwork and Payment Due _____ Amount _____

Child Information

Child's Full Name _____

Date of Birth _____ Age _____

Address _____

1. Parent/Guardian _____

Relationship to Child _____ Phone Number _____

Address _____

Email Address _____

Place of Employment _____ Phone Number _____

Employment Address _____

2. Parent/Guardian _____

Relationship to Child _____ Phone Number _____

Address _____

Email Address _____

Place of Employment _____ Phone Number _____

Employment Address _____

Child's Primary Care Physician _____

Phone Number _____ Address _____

Child's Dentist _____

Phone Number _____ Address _____

Hospital _____

Phone Number _____ Address _____

Type of Medical Insurance _____

Does your child have allergies, chronic illness, history of seizures, special diet etc.?
Yes No If yes, please provide detailed information in the following space.

Does your child require the use of regular medications?
Yes No If yes, please provide detailed information in the following space.

Emergency Contact Information

In case of an emergency this person(s) is authorized to pick up your child if you cannot be reached. Those listed must be 18 years of age and show photo identification.

Name _____ Phone Number _____

Relationship to Child _____ Address _____

Name _____ Phone Number _____

Relationship to Child _____ Address _____

*Please use the back of this page for additional space if needed

Child Pick Up Information

List those who are authorized to drop off and pick up your child not included for emergency pick up. Those listed must be 18 years of age and show photo identification.

*Please use the back of this page for additional space if needed

Name _____ Phone Number _____

Relationship to Child _____ Address _____

Name _____ Phone Number _____

Relationship to Child _____ Address _____

Parent/Guardian Authorization

Emergency Medical Authorization

If a parent/guardian or emergency contact is not able to be reached during an emergency, I hereby authorize Sonshine Patch Preschool to seek treatment from the Fire Department Paramedics or the listed physician/dentist for my child. Expense incurred as a result of emergency ambulance use or treatment by physician will not be borne by the school or school personnel. Emergency transportations decisions are made by medical professionals.

Parent/Guardian Signature _____ Date _____

Transportation Authorization

In the event of a field trip requiring child transportation, I hereby authorize Sonshine Patch Preschool to transport my child in accordance with vehicle and driver requirements.

Parent/Guardian Signature _____ Date _____

Non-Transportation Authorization

In the event a field trip not requiring child transportation, I hereby authorize Sonshine Patch Preschool supervise my child during a walking field trip.

Parent/Guardian Signature _____ Date _____

Sun Protection Authorization

I hereby authorize Sonshine Patch Preschool to apply sunscreen to my child.

I will provide labeled sunscreen for my child: Yes OR

I will allow Sonshine Patch Preschool to provide sunscreen for my child: Yes OR

I will not allow my child to have sunscreen applied at school; I will apply it at home:

Parent/Guardian Signature _____ Date _____

Moisturizing Lotion/Cream/Balm

I hereby authorize Sonshine Patch Preschool to apply moisturizing lotion, cream or balm to my child.

I will provide labeled moisturizing lotion, cream or balm for my child as needed: Yes
OR

I do not give permission for lotion, cream or balm to be applied to my child: Yes

Parent/Guardian Signature_____ Date_____

Photo Release

I understand that photos and videos of my child may be taken by staff and/or other authorized photographers.

I hereby authorize Sonshine Patch Preschool to post photos and videos of my child to social media platforms such as the school website, the school Facebook page etc. Yes
AND/OR

I hereby authorize Sonshine Patch Preschool to use photos and videos internally – newsletters, bulletin boards, trainings etc. Yes OR

I do not give permission for photos and videos to be taken of my child (if my child is in a shared group photo etc., my child’s face will not be visible) Yes

Parent/Guardian Signature_____ Date_____

Video Usage

I give permission for my child to watch educational videos, not exceeding 20 minutes per day. Additional video viewing will warrant a separate permission form as needed.
Yes No

Parent/Guardian Signature_____ Date_____

Additional forms

I understand that per licensing rules and regulations, Sonshine Patch Preschool is required to keep and maintain health forms for my child.

I have received a General Health Appraisal Form and understand that this document must be filled out by my child’s primary care physician or other qualified health care professional. I understand that I have 30 days to have this form completed and returned to Sonshine Patch Preschool. I also understand that this form must be completed every year.

I understand that I must provide a copy of current immunization records for my child. I understand that this document must be turned in to Sonshine Patch Preschool by the enrollment start date.

Parent/Guardian Signature_____ Date_____

Terms of Educational and Tuition Agreement

Start Date _____ Child's Name _____

My child will attend Sonshine Patch Preschool according to class placement:

- | | | |
|---------------------------------------|--------------------------------------|------------------|
| <input type="checkbox"/> Apple Class | Tuesday, Wednesday, Thursday | 8:30am – 11:30am |
| <input type="checkbox"/> Willow Class | Monday, Tuesday, Wednesday, Thursday | 8:30am – 11:30am |
| <input type="checkbox"/> Spruce Class | Monday, Tuesday, Wednesday, Thursday | 8:30am – 3:30pm |
| <input type="checkbox"/> Aspen Class | Monday, Tuesday, Wednesday, Thursday | 8:30am – 3:30pm |

I agree to the following tuition rates for my child due on the 1st of every month.

Apple Class \$260 / Willow Class \$330 / Spruce Class \$535 / Aspen Class \$535

Tuition, Payment, Fees, Enrollment and other Understandings

1. Tuition is prorated for the month and all rates are final. There is no discount, refund or other allowances for absences, illness, vacation, holidays, school closures, or any other reason.
2. Sonshine Patch Preschool charges a non-refundable registration and materials fee of \$150 due with the return of this paperwork. This fee applies for **each year** of enrollment.
3. Late child pick-ups that exceed more than 5 minutes from the scheduled class time will result in an Overtime Fee of \$25.
4. Tuition payments paid after the 5th of the month will result in a Late Fee of \$25.
5. Parents/Guardians are to give two weeks of notice when terminating enrollment, submitted in writing to the Director. Tuition must be paid for the month even if the child has unenrolled during the pay period. Less than two weeks' notice will result in a \$75 fee.
6. Tuition, registration fees, late pick-up fees and all other fees are payable directly to Sonshine Patch Preschool.
7. A \$30 fee will be assessed for all NSF checks or other forms of returned payments.
8. Tuition is due the 1st – 5th business day of each month. If tuition is not received by the close of the fifth business day, written explanation must be provided to the Director, indicating the reason for payment delay. If a written notice has not been provided, on the sixth business day the child will not be received for care until tuition is paid in full and the account is current. If payment falls behind 2 weeks (10 business days) the child will be unenrolled at Sonshine Patch Preschool. Requests for a payment plan can be submitted to in writing to the Director for approval by the Board of Directors.
9. Sonshine Patch Preschool reserves the right to exclude any child from attendance, temporarily or permanently, under any circumstances deemed in the sole and exclusive discretion of the School, to be interfering with the health, safety or educational development of the child or any other child(ren) or whose conduct is unsatisfactory. The school further reserves the right to deny continued enrollment, or re-enrollment, to any student if the School reasonably concludes that the actions of a parent/guardian are inconsistent or in nonsupport of the educational environment or counterproductive to a positive working relationship between the School and the parent/guardian.

Parent/Guardian Signature _____ Date _____

All About My Child

This completed page will be given to the child’s teacher.

Child’s Full Name _____

Date of Birth _____ Age _____

Parent/Guardian _____ Phone Number _____

Email Address _____

Parent/Guardian _____ Phone Number _____

Email Address _____

Does your child have any health concerns and/or allergies? Yes No

If yes, please provide detailed information in the space below.

What are your child’s favorite interests and activities?

What are your child’s napping and sleeping routines?

What are your child’s eating preferences, habits, and routines?

What are you child’s toileting practices and routines?

What language(s) are spoken at home? _____

Please share anything else you want us to know about your child. _____
