

# Registration Form 2012-2013

Please attach photo of child

## PERSONAL INFORMATION

Child's Full Name \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

Home Address \_\_\_\_\_ City \_\_\_\_\_, TX Zip \_\_\_\_\_

Home Phone # \_\_\_\_\_ E-mail address \_\_\_\_\_

Gender:  Male  Female

Child's age on **September 1, 2012** \_\_\_\_\_

Mother's Name \_\_\_\_\_

Father's Name \_\_\_\_\_

Employer \_\_\_\_\_

Employer \_\_\_\_\_

Occupation \_\_\_\_\_

Occupation \_\_\_\_\_

Work # \_\_\_\_\_

Work # \_\_\_\_\_

Cell # \_\_\_\_\_

Cell # \_\_\_\_\_

Marital Status :  Married  Divorced  Single  Separated  Widowed

*\*If there are special concerns/directions regarding custody, please notify the director.*

## EMERGENCY INFORMATION

In case of emergency, notify those below if unable to contact parents/guardian  
(State Standard requires 2)

1. \_\_\_\_\_  
Name (& Relationship) Full Address Phone #

2. \_\_\_\_\_  
Name (& Relationship) Full Address Phone #

## PICK UP AUTHORIZATION

The following people may pick up my child *in addition to the parents and emergency contacts* listed above. They must know the four digit security code \_\_\_\_\_ :

Names

Phone Numbers

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

**AUTHORIZATION FOR MEDICAL CARE**

In the event I cannot be reached to make arrangements for emergency medical care at the time of an illness/accident, I hereby authorize the POTC Director or her representative to take my child to:

Pediatrician	Address	Phone #
/		
Name of hospital	A licensed physician	
Insurance Company	Policy #	

**SPECIAL NEEDS STATEMENT**

Allergies \_\_\_\_\_

Existing illness \_\_\_\_\_

Previous serious illness/injury \_\_\_\_\_

Medicine prescribed for long term continuous use \_\_\_\_\_

My child has been examined by \_\_\_\_\_, a licensed physician, within the last 12 months and is able to participate in the program.

**PHOTO/VIDEO RELEASE**

I give my permission for \_\_\_\_\_ to be photographed/video taped in the school setting. These would be used in program slide shows, craft projects or for display around our building. Occasionally a photograph may be turned in to the local paper informing people of a special event that has or will be happening at POTC. There will be no personal information such as addresses or phone numbers given.

**PARENT HANDBOOK**

I understand the policies and procedures in which POTC practices.

I agree to place my child, \_\_\_\_\_, in the care of POTC under the policies and procedures listed in the POTC Parent Handbook. I have read the 2012-2013 Preschool On The Creek Parent Handbook. I will retain this manual for my records, if any further questions arise.

Please read and sign below to acknowledge: I agree to all requirements of the enrollment process and to all releases included in this form with the exception of those I have noted.

\_\_\_\_\_  
Parent Signature (either parent may sign/both signatures not required)      date

\_\_\_\_\_  
Preschool On The Creek Director Signature      date

**MUST BE COMPLETED BY THE PHYSICIAN**

Name of Child: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Please attach a copy of this child's most current shot record or a notarized Affidavit of Exemption.  
The exemption form may be applied for from the Texas State Government website.

Allergies: Yes No

If yes, explain: \_\_\_\_\_

Does this child have any other medical conditions that should be mentioned (such as asthma, hay fever, etc.)?

Yes No

If yes, explain: \_\_\_\_\_

**DOCTOR'S STATEMENT**

I have examined this child within the past year and find he/she is physically able to take part in preschool.

\_\_\_\_\_  
Physician's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Physician Name

\_\_\_\_\_  
Physician Phone Number

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, Zip

# Financial Agreement 2012-2013



With the enrollment of \_\_\_\_\_(child) in Preschool On The Creek, I agree to comply with the following financial requirements:

1. My preschool account balance must be current for this school year before I can make application for next fall.
2. Pay annual registration fee of \$75 due at registration. This fee is non-refundable.
3. Pay all monthly tuition on the 1st school day of the current month.
4. Pay a \$10.00 late fee for tuition received in the preschool office after the 15th of the month. Any tuition more than 15 days past due may result in the student being withdrawn from class and re-enrollment fees will apply.
5. If you have any reason to withdraw your child from the program, you must give a two week written notice. If you are not able to give a two week written notice, you must still pay the tuition for the next month.
6. Pay an additional charge of \$10.00 for each child picked up after 2:40pm. This fee is to be paid immediately by cash or check.
7. A fee of \$25.00 will be assessed for all returned checks. Two returned checks will necessitate cashiers check or money order payment each month thereafter.
8. In order to hold a child's position for a later start date than September 4, 2012, enrollment/supply fee must be paid in advance. In addition, monthly tuition must be paid until the child is able to start.

\_\_\_\_\_  
Parent Signature (*either parent may sign/both signatures not required*)      date

\_\_\_\_\_  
Preschool On The Creek Director Signature      date

# Preschool

## ON THE CREEK



A weekday ministry of The Church on Rush Creek



# Parent's Handbook





Dear Parent,

What an exciting time in the life of your family – your little gift from God is going to preschool. Preschool on the Creek is prepared to partner with you to raise kids that love Jesus. Thank you for allowing us to walk this path with you. Our staff of fully devoted Christ followers, is guided by biblical principles, and will treat every student as a unique individual created and loved by God. The Church on Rush Creek feels honored and privileged to offer this weekday preschool program.

Psalms 127:3 tells us that “children are a gift from the Lord.” We thank the Lord for the gift of children. We promise to take special care of your little “blessing”!

This handbook will provide you with all the important information you will need for the upcoming school year. Please feel free to contact the preschool staff if you have any questions.



Kim Taylor  
Preschool on the Creek Director

# Vision Statement



We exist to teach preschoolers in a safe, fun and loving environment that they are created and loved by God, so that they may “grow in the grace and knowledge of our Lord and Savior Jesus Christ.” - 2 Peter 3:18a



### Arrival & Departures

Parents are required to sign the Sign In/ Sign Out sheet each day at drop off and pick up. It is important that your child arrive promptly at 9:00am so that they do not miss learning opportunities or disrupt class. Children will not be allowed to leave school with anyone other than the persons listed on the enrollment form in the preschool office. Each parent shall provide the preschool office with a four digit code for the purpose of security in case of an emergency. If a parent needs to notify the preschool office that someone other than those listed on the release form will be picking up your child, that designated person must have the four digit code and a photo ID in order for the child to be released. A picture may be taken of your child and that person and kept on file. The preschool entrance doors will be locked after 9:15am for security reasons. Persons needing to enter the preschool will need to ring the bell. Doors will re-open at 2:15pm.

### Bad Weather Closings and Holidays

In case of snow or ice, parents should check with the local television and radio stations for Arlington ISD school closings. If Arlington ISD closes, we are closed; if they open late, we will be closed. Bad weather days are not made up. Preschool on the Creek observes most of the holidays of the Arlington ISD. Please refer to the monthly newsletter for up-to date information.

### Birthdays

Birthdays are special for children. Parents may provide cookies, drinks and favors for the entire class. Arrangements should be made one week in advance with your child's teacher in order to post food and/or drink information 2 class days before it is served. This is in accordance with the Texas State Minimum Standards. Latex balloons are considered a choking hazard for preschoolers and can be an allergy concern. For this reason they are not allowed, but Mylar balloons are acceptable.

### Clothing

Children's attire should be comfortable, washable and appropriate for the weather. Children should wear tennis shoes or other comfortable closed toe and heel shoes for safety during active play while at P.E. and on the playground. Label all clothing and personal articles. Bring a complete change of clothing for your child in case of accidents.

### Communication

Any questions or concerns about policies and procedures of the preschool should be directed to the Preschool Director. A monthly e-newsletter will be sent to each family who provides us with their e-mail address. The newsletter will keep you informed about upcoming events. Teachers welcome your comments and questions, but first thing in the morning or during pick up time is not the best time to have a lengthy conversation with them. Please write a note to the teacher or set up a conference time through the preschool office. This way the teachers can give you and your children their best attention.

### Discipline

Children will be redirected by the classroom teacher when their behavior is unacceptable. If this does not work, then a supervised time out will be used. If the unacceptable behavior persists, the child may be sent to the office to miss an activity. In the event of a time out or a visit to the office, the parent will be notified in writing. If the discipline problems continue, the child hurts others, or destroys preschool property, the parent will be called immediately and the child will be sent home for the remainder of the day. Our staff will not use any corporal correction for the children enrolled at preschool as stated by Texas State Minimum Standards. If serious or consistent behavior problems continue, it may be necessary to withdraw the child from the program. If withdrawal is necessary, no refunds will be given.





### Enrollment and Registration

We will begin enrolling Tuesday, February

28. Preschool on the Creek is currently accepting applications for children two through four years of age by September 1, 2012. A completed enrollment form and a non-refundable \$75 registration/supply fee will be due before the child is enrolled. To comply with Texas State Minimum Standard regulations, your child will need a physician-signed medical form complete with immunization records. The medical form is not due until the first day of class. If you choose not to immunize, we will need a notarized affidavit of exemption. You must provide this information before your child can attend preschool. As your child requires immunizations, you must bring proof to be added to your child's records.

Throughout the school year, your child's academic and social progress will be evaluated by their teacher. If at any time the preschool determines it is incapable of meeting the child's individual needs, a parent conference will be held and it may be necessary for the child to leave the program in order to find a more suitable learning environment.

### Hours of Operation

The hours of instruction are 9:00am to 2:30pm, Tuesday and Thursday from September through May. Children may begin arriving at 8:55am. Our school day begins promptly at 9:00am and ends at 2:30pm. There will be a \$10 late fee for any child picked up after 2:40pm. This fee will need to be paid immediately by cash or check. Any child not picked up by 2:40pm will be taken to the preschool office and we will first call the parents and then begin to call the emergency contacts from your enrollment card papers.

## Illnesses

Children who have a contagious illness or exhibit signs of illness may not attend class. This is for the child's own well being as well as the protection of other children.

A child should not be in school with any of the following symptoms:

- Diarrhea/vomiting (must be free of for 24 hours before returning)
- Fever (must be fever free for 24 hours without the aid of medicine)
- Lethargy or abnormal breathing
- Any symptom of usual childhood diseases (Scarlet Fever, German Measles, Mumps, Chicken Pox, Whooping Cough)
- Thick colored mucus discharge from nose or mouth
- Sore throat or severe cough
- Any unexplained rash or skin infections (ringworm, impetigo)
- Pink Eye or other eye infections or head lice



If a child becomes ill at preschool, a parent will be notified to pick up their child immediately. If the parent cannot be reached we will contact the emergency numbers on the child's enrollment papers.

## Medical Emergencies

In the event of an emergency, a parent will be notified and an ambulance will be called immediately if necessary. Our staff has CPR and First Aid Training

## Medications

A parent must sign an authorization form including a description of symptoms to watch for before medication can be given by preschool personnel. The form will only be good for six months, at which time a new form needs to be filled out. No medicine may be kept in backpacks or classrooms. All medication will be locked up and kept in the administrative office. This meets the Texas State Minimum Standards. Only prescription medication will be administered. Medication will not be kept, given or applied to a child unless it is within expiration date and in the original prescription bottle with the child's name, date, directions, dosage and doctor's name on the label.

### Outdoor Play

Children may go outside on days when weather permits.

### Parties & Special Events

There will be several events during the school year celebrated by a class party. You will have an opportunity at “Meet the Teacher” in August to sign up to help. Please keep in mind that we are a faith based preschool and we do not use ghosts, goblins, witches, etc. when decorating. No latex balloons are allowed but you may bring Mylar balloons. Due to limited space in our classrooms, please do not bring siblings to class parties. No foods are to be brought to the preschool as a “surprise” for teachers or children due to possible food allergies.

### Potty Training

Children enrolled in the 3 year old and 4 year old classes, must be completely potty trained before attending preschool. A potty trained child no longer needs to wear diapers or pull-ups. The child can tell the teacher when he or she needs to go to the restroom and can attend to his or her own hygiene. However, we realize that occasional accidents will happen. A teacher will assist when needed.

### Rest Time

Children need to bring a nap mat and light blanket. They may bring one soft item to sleep with if desired (no toys that may disturb sleeping children). Please label all items. Children are not required to sleep, but they must rest quietly during rest time.



## Snacks & Lunches

Each child needs to bring a nutritious snack and a well-balanced lunch. Texas State Minimum Standards say that children need well-balanced meals to grow, think, fight infection and fuel their growing bodies. Meals should include one serving from the fruit or vegetable group, one serving from the milk group, one serving from the grain group or one serving from the meat or meat alternative group. We strive to be a peanut free school so please keep that in mind when preparing snacks and lunches. Please do not send red or purple drinks due to spills and stains. Light colored drinks such as apple juice, lemonade, water or milk are better. We do not have the ability to refrigerate or heat food, so please send foods that may be kept at room temperature. If food or drinks need to be kept cool, try using a freezer pack in your child's lunch box. Your child's lunch box and all reusable containers (such as cups, spoons, plastic bowls) used for snack and lunch need to be labeled with the child's name. Leftover food, except yogurt or similar food, will be returned to their lunch box so you may see what they did or did not eat.

## Toys

Children are not allowed to bring toys to preschool except on days designated by the teacher or specifically to sleep with at rest time. Please clearly label all items. Preschool on the Creek is not responsible for lost, stolen or damaged items.

## Things To Bring Each Day

1) A complete change of clothing, including underwear and socks, in a gallon size plastic baggie in case of an accident or spill. This should be in your child's backpack every day they attend school. Please label the baggie with your child's name. 2) If your child is in diapers, please provide at least two diapers for each school day along with wipes. The diapers should be labeled with your child's name. 3) All children in the preschool will have a rest time and will need a nap mat, pillow and small blanket. They may bring a rest time buddy (small stuffed animal). Label all rest time items with your child's name and remember to wash these items weekly. 4) Your child's lunch kit should be labeled with their name and set in their backpack. 5) A jacket for outdoor time (when weather permits).

## Tuition & Fees

Full tuition is due on the 1st school day of each month September through May. Please drop your tuition (check or cash) in the box at the Information Center. If paying with cash, place in an envelope marked with your child's name. Tuition is considered late on the 15th of each month. Please pay your tuition in a timely manner to avoid a late charge of \$10. There is a \$25 charge for all returned checks in addition to any applicable late fees. Two returned checks will necessitate payment by cashier's check or money order for each month thereafter. Any tuition more than 15 days past due can result in the student being withdrawn from class and re-enrollment fees will apply. There is no reduction in fees for holidays, vacations, illnesses or temporary absences. Please give a 2 week written notice of withdrawal

so that a replacement can be enrolled. If a written notice is not received you will be required to pay the next month's tuition. A completed and signed Financial Agreement must be returned with the enrollment packet.



## Updating Records

It is the responsibility of the parent to provide Preschool on the Creek with updated information on phone numbers, immunization/health concerns, changes in who can pick up your child and emergency contacts. Such changes must be made in writing and given to the preschool office so that your child's records can be updated appropriately. If there is a change in parental custody or visitation rights of the child, the parent MUST submit a copy of the written court order so that the preschool can comply.

## Volunteers

Parents may volunteer to help by making copies, cutting out laminated items, reading to children, or creating a scrapbook page. Volunteers need to have a clear background check completed prior to their designated volunteer time. Stop by the preschool office to schedule a time to help. Your help makes it possible for the teachers to do their best for the students.

Preschool on the Creek is a weekday ministry of The Church on Rush Creek.



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Questions?  
Call the church office at (817) 468-7729