

Christ Lutheran Preschool

3810 Meredith Drive
Fairfax, Virginia 22030
703/273/4094

APPLICATION FOR ADMISSION

(2012-2013)

CHILD'S NAME _____

NICKNAME _____

HOME ADDRESS _____ TELEPHONE _____

_____ ZIP _____ CELL PHONE _____

HOUSEHOLD E-MAIL _____

BIRTH DATE _____ SEX M _____ F _____

AGE AS OF SEPTEMBER 30 THIS YEAR _____

CHURCH AFFILIATION _____

PARENTS _____

(FATHER)

(MOTHER)

FATHER'S OCCUPATION _____

BUSINESS _____ TELEPHONE _____

MOTHER'S OCCUPATION _____

BUSINESS _____ TELEPHONE _____

IF PARENTS CANNOT BE REACHED DURING SCHOOL HOURS, PERSON TO BE CALLED
IN AN EMERGENCY:

NAME _____ TELEPHONE _____

RELATIONSHIP TO CHILD _____

CLASS CHILD IS TO BE ENROLLED IN:

_____ TWO-YEAR OLD (TTh a.m.)

_____ TWO-YEAR-OLD (WF a.m.)

_____ THREE-YEAR OLD (TTh a.m.)

_____ THREE-YEAR OLD (MWF a.m.)

_____ FOUR-YEAR OLD (MWFa.m.)

_____ FOUR-YEAR OLD (TWThF a.m.)

NOTE: a SIGNED Participation Agreement and a non-refundable registration fee of \$100.00 must accompany the request for admission. The September 2011 tuition is due by June 1, 2011. The medical forms are due by September 1st.

DATE: _____

(Parents' Signatures)

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CONFIDENTIAL DATA SHEET

(2012-2013)

Are parents divorced? _____ Separated? _____ When? _____

Step-parent? _____ Explain custody _____

Brothers/Ages

Sisters/Ages

_____	_____
_____	_____
_____	_____
_____	_____

Other persons in household besides parent(s) and children: (Names and Relationships)

_____	_____
_____	_____

Who stays with child if both parents work?

_____	_____
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Has there been any recent illness, upset, or change in the usual routine or environment that may have affected your child?

Describe any behavioral or physical difficulties your child may have about which you think the teacher should know (including any known allergies).

Describe your child's previous school or group experiences:

Does your child understand English? _____ Does your child speak English? _____

If your child does not speak English, what language is spoken at home? _____

Do you plan for your child to enter Kindergarten a year from September? _____ Yes _____ No

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PARENT PARTICIPATION AGREEMENT

(2012-2013)

Christ Lutheran Preschool considers regular mother/father participation to be an important component of our educational program.

Parents sign up to volunteer on a rotating basis, depending on class size.

In unusual cases, exceptions may be approved by the director. In such situations, an additional fee will be charged to pay a substitute for the non-participating family. This fee will be \$25 per month.

In view of these requirements, parents are asked to complete the appropriate parts of the following agreement:

I agree to participate in my child's classroom on a rotating basis (depending on class size). It will be my responsibility to provide a "snack" on these days.

(Signature) _____

I would like to discuss the possibility of an exception to the participation requirement. I understand that, if approved, an additional \$25 fee will be charged each month.

Reason for request: _____

(Signature) _____

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PERMISSION FOR THE ADMINISTRATION OF EMERGENCY CARE AND TREATMENT (2012-2013)

We, the undersigned as parents of _____, age _____, do hereby authorize Christ Lutheran Preschool to seek emergency medical care and treatment and/or emergency dental care and treatment as determined to be necessary in the event we cannot be reached.

This care and treatment shall include, but is not limited to, the transportation by ambulance or emergency vehicle, the administration of emergency medical procedures, including surgery; the admission to an authorized place of treatment for the purpose of the administration of said care and treatment; the administration of drugs or other medication, and any other assistance deemed necessary and appropriate to save or sustain the life of, or to prevent possible disfiguration of our child.

Any care and treatment should be attended by a physician, dentist, or other qualified emergency personnel. Prior to the administration of said care and treatment, all reasonable efforts should be made to contact the child's personal physician or dentist, indicated below, but not to the exclusion of the administration of necessary care and treatment as stated above.

PARENTS _____
ADDRESS _____ HOME TELEPHONE _____
CELL PHONE (Father) _____ CELL PHONE (Mother) _____
EMPLOYER (Father) _____ TELEPHONE _____
EMPLOYER (Mother) _____ TELEPHONE _____
MEDICAL INSURANCE _____ NUMBER _____
UNDER WHOSE NAME IS THE INSURANCE _____
CHILD'S DOCTOR _____ TELEPHONE _____
CHILD'S DENTIST _____ TELEPHONE _____
ALLERGIES TO MEDICATION: (Please list) _____

DATE OF LAST TETANUS SHOT: _____

ANY PERTINENT MEDICAL HISTORY OR CHRONIC MEDICAL PROBLEMS _____

Parent/Guardian Signature

Parent/Guardian Signature

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(2012/2013)

Christ Lutheran Preschool is a small nonprofit school. As an extension of Christ Lutheran Church, we seek to provide an atmosphere of Christian love and understanding and quality preschool education. These pages are intended to answer your questions regarding our philosophy, procedures and policies.

GOALS AND PHILOSOPHY

Our emphasis is on social development in a Christian setting. We feel the total development of the preschooler is far more important than the acquisition of factual knowledge. The child's social development and acquisition of a positive self-concept are most important at this point. Basic to this development is consideration and love for others which cannot be learned with rigid rules and regulations but require a relaxed and loving atmosphere. We also recognize play as the natural mode of learning for the young child.

The following list of basic goals has been derived from the philosophy stated above. During each child's time with us, we hope that he/she will learn to do the following:

- learn to interact with others
- learn to share in work and play
- learn to assume responsibility for one's actions
- learn to take pride in achievements and, by the same token, acknowledge mistakes
- learn to express ideas and feelings
- learn to make choices
- learn to compromise and contribute within their group
- learn to finish started projects

In addition, while our emphasis is on social development, we do recognize that the preschool years are a time for growth and learning in many areas. For this reason, our curriculum will include appropriate experiences with these activities and all students are expected to participate.

- | | |
|-------------------------------|------------------------------------|
| ○ Freeplay and group sharing | ○ Fine and gross motor development |
| ○ Stories, puppets and drama | ○ Outdoor play |
| ○ Alphabet | ○ Field trips |
| ○ Numbers and counting | ○ Midmorning snack |
| ○ Arts and crafts | ○ Bible-based weekly chapel |
| ○ Music and creative movement | ○ Family activities |

TWO-YEAR-OLD CLASS

The two-year-old class is a play-group type program for toddlers who will be two years old by September 30.

THREE-YEAR-OLD CLASS

Three-year-olds have a choice of attending two days a week or three days a week. To be in the three year old class, a child must be three years old by September 30 and must be toilet trained (no diapers or pull-ups).

FOUR-YEAR-OLD CLASS

The four-year-olds have a choice of attending three days a week or four days a week. Children must be four years old by September 30th to register for a four-year-old class. Children must be toilet trained.

WITHDRAWALS AND ABSENCES

A child may be withdrawn from the preschool with a fourteen (14) day written notice. In the event a fourteen day notice is not given, one-half month's tuition will be charged from the date on which the notice is given.

If a child is kept home temporarily because of illness, family vacation, or other reasons, the tuition charge will continue.

If the school is closed temporarily as a health precaution, because of weather, or for any other reasons beyond the control of the school, the tuition will continue to be charged.

SNOW DAYS

Classes will not be held when Fairfax County public schools are closed. When county schools open one (1) hour late, the preschool will also open one (1) hour late. When county schools open two (2) hours late, the preschool will be held from 11:00 am to 12:45 pm. Days missed due to weather conditions or circumstances beyond our control will not be made up.

SCHOOL SCHEDULE

The two-year-old classes meet twice a week -- one class meets on Tuesday and Thursday and the other meets on Wednesday and Friday, from 9:15 am to 11:45 am.

All other preschool classes meet from 9:00 am to 11:45 am.

There are two classes for three-year-olds – Tuesday/Thursday mornings, and Monday/Wednesday/Friday mornings. We recommend that young threes enroll in the Tuesday/Thursday program.

There are two classes for four-year-olds – Monday/Wednesday/Friday mornings and Tuesday/Wednesday/Thursday/Friday mornings. We recommend that the young fours enroll in the Monday/Wednesday/Friday class.

School is in session from September through May. The preschool follows the same general schedule for holidays as the Fairfax County public schools unless a specific exception is scheduled by the director and a notice is given to the parents.

CONFERENCES

For children in the three-year-old and four-year old classes, conferences will be scheduled twice each year to discuss each child's development. Additional conferences may be requested at any time by either the teacher or the parent.

BIRTH CERTIFICATE

As required by Virginia law, "...the person enrolling a child [must] present proof of the child's identity and age." Proof may include a certified copy of the child's birth certificate, notification of birth (hospital, physician or midwife record), or baptismal record.

HEALTH

Each child is required to have a signed statement ("have a signed health form from a physician") from a physician, stating he/she is in good health, able to participate in regular school activities, and that immunizations are up to date. A child may not begin class until the immunization record is on file. If your child has specific allergies, please inform the teacher or indicate this on the health form. Please cooperate by keeping your child home in the following instances:

- The first day of a cold or questionable health (cough, runny nose, sneezing).
- When he/she has a fever.
- During the known incubation of a contagious disease.
- Until your doctor recommends resuming school
- Until he/she is well enough to participate in both indoor and outdoor activities
- An undiagnosed rash that has not been treated by a physician

ARRIVAL AND DEPARTURE

No child should arrive before 9:00 a.m. Parents should make sure the teacher is present before leaving. Children should be picked up promptly at 11 :45 am. The children become quite concerned when their rides are late. At 11:50 a.m. the children will be taken to Lunch Bunch and Lunch Bunch prices will be charged. If at any time your child will be picked up by someone other than yourself, the teacher must be notified upon arrival at school.

PARENT PARTICIPATION PROGRAM

- Since Christ Lutheran Preschool is a parent participation preschool, we ask parents to help in their child's classroom on a rotating basis. Parents sign up to volunteer, then a schedule will be provided reminding parents of the days on which their assistance is required.
- Although we are a parent participation preschool, the director may approve limited exceptions to this participation policy. In such cases, an additional \$25.00 per month will be charged. This is used to hire a substitute for the non-participating parent.
- If a parent has signed up and cannot help on the scheduled day, **IT IS THE PARENT'S RESPONSIBILITY TO FIND A REPLACEMENT** by trading with another parent listed on the class roster. A copy of the class roster, including telephone numbers, will be provided to each family. If a parent does not help as scheduled and fails to find a replacement, that parent will be charged \$30.00.
- In order for the parent assistant to give full attention to the needs of the students, we request that other children in the family be left with a friend or babysitter.
- The day that a parent is to help in the classroom, we expect the parent to be in attendance and to participate in all activities the entire morning.
- The parent who plans to do most of the participating in the classroom is required by law to obtain proof of a negative PPD test (TB test) within the last three years. The PPD test may be

obtained at the County Health Center located at 3750 Old Lee Highway, Fairfax, or from your family physician. PPD results must be given to the classroom teacher by September 30. After that time, a parent may not participate as a classroom helper until the results are on file. If a parent is scheduled to help after September 30 and the results are not on file, the parent will not be able to help, and \$25.00 will be charged each time the parent is unable to be in the classroom.

- o Parents are responsible for providing the snack and drink in the classroom. The teachers will discuss the snack schedule used in the individual classroom. Some classes request parents provide snack on the day they help in the classroom, while others schedule snacks by the week. We recommend a nutritious snack rather than sweets. Please be aware that foods sold in grocery stores that are labeled "snack" may not be suitable as a healthy good for preschool. Some suggestions include fresh fruits or vegetables, cheese, muffins, popcorn, saltine crackers, granola bars, graham crackers and peanut butter crackers. We encourage milk, water, or fruit juice for the drink. Please avoid sugary drinks such as Kool-Aid or Hi-C type beverages. If a parent would like to prepare something "special" for a birthday or other occasion, that can easily be arranged. Because there is a snack break, we request that you do not send additional food to school with your child.

TUITION AND REGISTRATION FEES

A registration fee of \$100.00 is paid at the time of enrollment. This fee is **not** refundable.

Before June 1, the first month's tuition (i.e., September tuition) must be received. It is not refundable. If the first month's tuition is not received by June 1, the child's position in the class will be forfeited, and another student will be offered entrance to the class.

Monthly tuition is due no later than the fifth (5th) of each month, October through May. An additional fee of \$10.00 will accrue monthly for each month that a payment is late. A \$25.00 fee will be charged for checks returned due to non-sufficient funds. The preschool reserves the right to terminate a child's enrollment if tuition payment is delinquent. There is a \$25.00 charge for any month in which the parents are not able to meet the participation requirement. (This is used to hire a substitute for the nonparticipating parents.) There will be a \$30.00 charge for a parent who has volunteered on a specific day to help and does not help that day or find a substitute to take his or her place.

MONTHLY TUITION FEES

Two-year-olds	\$175.00
Three-year-olds (2 days)	\$175.00
Three-year-olds (3 days)	\$225.00
Four-year-olds (3 days)	\$225.00
Four-year-olds (4 days)	\$275.00

Checks should be made payable to: **Christ Lutheran Preschool**
3810 Meredith Drive
Fairfax, VA 22030

Checks (in envelopes) may be placed in the **PRESCHOOL** mailbox which is located in the upstairs hallway at the beginning of each month. Payments should never be sent to school with a child or handed to the teachers.

DAY CARE CENTER - "LUNCH BUNCH"

The Preschool offers a day care center for preschool families called "Lunch Bunch." Services are

provided for children three years and older, who are potty trained (no diapers or pull-ups). During the school year, Lunch Bunch operates on Tuesday and Wednesday after the preschool day ends, from noon until 3 :00 pm.

Lunch Bunch is cancelled when the preschool is closed for holidays, vacations, and inclement weather.

If the Preschool ends at 12:45 p.m. due to a delayed opening, Lunch Bunch will begin afterward at 1:00 p.m. and close at 3:00 p.m.

The rates are \$10.00/hour until 3:00 p.m. A fee of \$1.00/minute is charged after 3:00 p.m. Due to health regulations, the children should bring their own bag lunches with beverage.