

Little Sunbeams  
Preschool

A Reggio Emilia Inspired School

2017-2018

## REGISTRATION & ENROLLMENT PACKET

Registration and Enrollment Checklist: Complete Registration and Enrollment packet in its entirety. One packet is required for each child. Incomplete forms will **NOT** be accepted.

- Complete and sign the Registration Form (all questions must be answered)
- Initial and sign the Enrollment Agreement
- Complete the Media Release
- Complete the Family/Child Information form
- Complete the Emergency, Information and Immunization Record Card
- Attach **photocopy** of child's current immunization records
- Attach a **photocopy** of child's birth certificate
- Attach a non-refundable registration fee of \$100.00 payable to *Little Sunbeams Preschool* by check, cashier's check or money order
- Submit your registration and enrollment packet in person or by mail to:

Little Sunbeams Preschool

4850 N. Litchfield Suite 105

Litchfield Park, AZ 85340

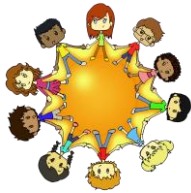
**IMPORTANT:** Registration forms with missing information or documentation will NOT be accepted.

Revised June 2017

Where every child Shines in 100 ways!

4850 N. Litchfield Road, Suite 104 | Litchfield Park, AZ 85340 | (623) 935-0422

[www.mylittlesunbeamspreschool.com](http://www.mylittlesunbeamspreschool.com) | [info@mylittlesunbeamspreschool.com](mailto:info@mylittlesunbeamspreschool.com)



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# 2017-2018 REGISTRATION FORM

Today's date: \_\_\_\_\_

Student First name: \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_

Child prefers to be called: \_\_\_\_\_ Date of Birth \_\_\_\_\_ Age as of 9/01/ \_\_\_\_ Gender \_\_\_\_\_

Mother's name: \_\_\_\_\_ Mother's phone: \_\_\_\_\_

Father's name: \_\_\_\_\_ Father's phone: \_\_\_\_\_

Home address: \_\_\_\_\_  
Street name city/State Zip code

Home address 2: \_\_\_\_\_  
Street name city/State Zip code

Primary contact number: \_\_\_\_\_ Preferred email address for all correspondence \_\_\_\_\_

## ENROLLMENT PLAN OPTIONS *Circle one*

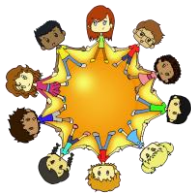
(For 7-10 months contract: monthly tuition is based on a yearly amount divided into 10 equal monthly payments.)

DAYS PER WEEK ENROLLMENT PLAN	MONTHLY TUITION	CUSTOMIZED SCHEDULE AND/OR DAYS & MO-MO	*RED CALENDAR DAYS	EXTENDED HOURS 1 HR
<b>FULL DAYS: 8:00-4:00</b>				
A. <b>MTWTHF</b> (up to 184 days per year)	<b>\$607</b>	add \$50 per month	(A 2-week notice required) <b>\$50 per day</b>	(Before or after enrollment plan) <b>\$50-60 per month B.</b>
B. <b>MWF</b> (108 days per year)	<b>\$475</b>	add \$50 per month	<b>\$50 per day</b>	<b>\$40 per month</b>
C. <b>TTH</b> (78 days per year)	<b>\$390</b>	add \$50 per month	<b>\$50 per day</b>	<b>\$30 per month</b>
<b>HALF DAYS: 8:00-11:30 OR 11:30-3:30</b>				
D. <b>MTWTHF</b> (up to 184 days per year)	<b>\$405</b>	add \$50 per month	<b>\$50 per day</b>	<b>\$50-60 per month</b>
E. <b>MWF</b> (108 days per year)	<b>\$292</b>	add \$50 per month	<b>\$50 per day</b>	<b>\$40 per month</b>
F. <b>TTH</b> (78 days per year)	<b>\$211</b>	add \$50 per month	<b>\$50 per day</b>	<b>\$30 per month</b>

Your monthly tuition due the first of each month, August through May: \_\_\_\_\_

**Non-Refundable Registration Fee (Per Family): \$100.00**

Class Assigned to:
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# 2017-2018 Enrollment Agreement

It is with pleasure that Little Sunbeams Preschool offers this enrollment agreement to:

Parent/Guardian's Name: \_\_\_\_\_

For the enrollment of (Student's Name): \_\_\_\_\_ Child's age as of 09/01/2017: \_\_\_\_\_

**ENROLLMENT PLAN:** FULL DAYS (8:00-4:00): A B C HALF DAYS (8:00-12:00 or 11:30-3:30): D E F AM PM

CUSTOMIZED PLAN: Monday Tuesday Wednesday Thursday Friday TIME \_\_\_\_\_ EXTENDED HOUR before/after

(Choose days desired for your plan)

(Write daily pick up/drop off)

circle one

I, as the undersigned parent or guardian of the Student named above, acknowledge and agree to the following terms and conditions upon which this agreement is offered:

**Tuition Obligation:** \$ \_\_\_\_\_ per month is the tuition rate for the enrollment plan I chose. I understand that enrolling my child in Little Sunbeams Preschool means my child is enrolled for the entire school year, August through May. The yearly tuition is divided evenly into those 10 months so the payments are the SAME EACH MONTH regardless of the specific number of school days each month has. The tuition for each enrollment plan already accounts for any holiday or day the school is closed. If my child is absent on his scheduled day, I am still responsible for a full payment for that month. Missed days are not made up or credited. If I wish to make changes to my enrollment plan, a new contract, and a \$45 fee is necessary or a "month to month" rate is applied. Monthly tuition is due the first school day of each month. Tuition is considered late and is subject to a \$15 late fee if received after the 4<sup>th</sup> day of the month. My child will not be in attendance after the fourth day of the month if tuition has not been paid.

Initials

**Drop-in rates:** When I need to add an extra day outside of my enrollment plan, I will call to reserve 24 hours prior to the day of service. A drop-in rate of \$30 (half day, 4 hours) or \$50 (full day, 8 hours). Services will depend on availability.

Initials

**Early drop-off/Late Pick-Up:** If I, or the person authorized to drop off/pick up my child, go over the permanent schedule below by either dropping off early (10+mins before) or picking up my child late (2+ minutes after), then a fee is due at the time of drop-off/pick-up of \$1 FOR EVERY MINUTE OUTSIDE OF THE SCHEDULED TIME. I will make sure to write EXACT times when I drop off & pick up my child according to the digital clock at Little Sunbeams.

Initials

**MY PERMANENT DROP OFF TIME \_\_\_\_\_ MY PERMANENT PICK UP TIME \_\_\_\_\_** A \$45 fee applies if I want to change these permanent times.

**Withdrawal Policy:** Withdrawals must be in writing addressed to the Director two weeks prior to removal. A withdrawal will also occur when a child is absent 5 days without notifying the school. All monies paid up to the date of withdrawal are non-cancellable and non-refundable. Any unpaid balance is due prior to the child's last day at school. Any unpaid balance is submitted to a collections agency 30 days after a child is withdrawn with or without prior notification. Any child's belonging is discarded or becomes school property 30 days after a child is withdrawn.

Initials

**Sick Policy:** I understand that if my child should become ill during the day, I will pick up my child immediately or make arrangements for an authorized emergency contact person to pick up my child. If my child is sent home with a fever/throw-up/diarrhea or is sick the night before or morning of school, he/she may not return to school for at least 24 hours. I have access to the full school policy on the website listed below.

Initials

**Discounts/Scholarships:** I understand that if I pay tuition for the entire year by August 4<sup>th</sup>, I will receive a 10% discount on tuition. Discounts are not available for partial payment or mid-year payment. A 10% discount is provided to any active military family, family enrolling two or more children, and to children whose immediate family member is employed at Little Sunbeams Preschool. Parents with two children may qualify for a scholarship based on availability. Only one discount can be applied per family.

Initials

**Language Program:** I understand my child will receive a Spanish class each day. I would also like my child to be spoken in \_\_\_\_\_ during non-instructional time (snack, recess, lunch) to ensure my child develops more everyday language.

Initials

**Additional parent agreements:** I agree to read, and respond to school communications: flyers, notes, texts, emails, newsletters, journals, and homework. I will also visit the website below for a *Parent Manual* on more school information. I will participate by: coming to two parent conferences per year, assisting child with homework assignments, attending at least two special school activities, volunteering ten hours each year, taking turns in bringing snacks, and providing field trip transportation for your child if needed.

Initials

I have read this agreement in its entirety and agree to follow the written policies and procedures of Little Sunbeams Preschool. Once signed, this agreement will constitute a binding contract.

Parent/Guardian Printed Name

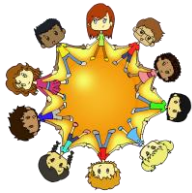
Parent/Guardian Signature

Date

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## Media Release

### Photos

We want to ensure the privacy and safety of all students and as we participate in various school and/or community activities, we have opportunities to provide photos of our students. Photos may appear in the local newspaper school promotions, website\*, and/or preschool brochures or fliers.

Conditions of use:

- We will not include personal e-mail, postal addresses, telephone or fax numbers on our website or in our Preschool's printed publications.
- We may use group or class photographs.

May we use your child's photograph in publications that we produce for promotional purposes, on our website, or in the local/community newspaper?  Yes  No

### Text Messaging

In the event of an emergency or to provide instant reminders to our parents, we have a text messaging system available. We are required to obtain written approval in order to add your number to our text messaging system.

Conditions of use:

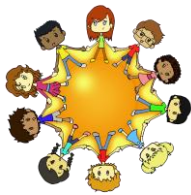
- Texting may be the main tool for communication on a daily basis.
- Types of texts you will receive include:
  - Information on where to pick up your child in the event of a school closure or emergency.
  - Reminders of school events.
- Phone numbers will never be released to another third party.
- Your text number will be kept until disenrollment or graduation from Little Sunbeams Preschool.

May we add your mobile number to our text messaging system?  Yes  No

Mobile Number to Text to: \_\_\_\_\_

I hereby consent to receive autodialed text messages from Little Sunbeams Preschool at the mobile telephone number provided above. I understand that consent is not a condition of enrollment.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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# Family / Child Information Form

Child's Name \_\_\_\_\_ Date \_\_\_\_\_

Other persons who live within your household (name, age, and relationship to child)

_____	_____
_____	_____
_____	_____
_____	_____

Has your child attended preschool or daycare before? \_\_\_\_\_ Yes \_\_\_\_\_ No

Does your child separate from you easily? \_\_\_\_\_ Yes \_\_\_\_\_ No

Does your child have the opportunity to play with other children? \_\_\_\_\_ Yes \_\_\_\_\_ No

Which hand does your child prefer to use? \_\_\_\_\_ Right \_\_\_\_\_ Left \_\_\_\_\_ No preference yet

Please check the following adjective which best describe your child:

_____ Shy	_____ Friendly	_____ Sympathetic	_____ Leader
_____ Cautious	_____ Aggressive	_____ Cheerful	_____ Moody
_____ Follower	_____ Curious	_____ Independent	_____ Rough
_____ Sensitive	_____ Easy-going	_____ Sharing	

What does your child enjoy doing at home? \_\_\_\_\_

What type of activities does your child enjoy?

_____ Music	_____ Drawing/Art	_____ Singing	_____ Dancing
_____ Books/Stories	_____ Fantasy Play	_____ Sports	_____ Building

What pleases you most about your child's development?

What if anything concerns you about your child's development?

What do you hope that your child will gain attending Little Sunbeams Preschool?