

School-Age
Registration Packet



Courthouse Christian

PRESCHOOL & AFTERSCHOOL

Courthouse Community United Methodist Church
2708 Princess Anne Road Virginia Beach VA 23456
Michelle Brown, Coordinator of Children's Weekday Ministries
(757) 689-0315
preschool@ccumc.net
www.courthousechristian.com

2017/18 School Age Fees

Non-refundable registration fee..... \$50

| Hours | Monthly Tuition Fee | | |
|------------------------------|---------------------|--|--|
| 11:30-6:00 (Kindergarten) | \$395 | | |
| 2:30-6:00 | \$250 | | |
| | | | |
| | | | |

Virginia Beach Public schools provide transportation to our facility for children from Christopher Farms Elementary.

Registration Instructions

1. Complete all sections of the registration packet.
2. Be prepared to make check payable to Courthouse Christian Preschool and Afterschool (CCPA) for the appropriate registration fee.
3. If we do not have space available in the program you request, we will put you on our waiting list and call you as soon as space becomes available.
4. Bring your child’s shot records, physical form and original birth certificate or other proof of identity (birth registration card, passport, hospital notification of birth) to the school office **on or before** the first day of school. We will not be able to complete your packet until we see your child’s original birth certificate.
5. Emergency and Medical Forms, Code of Conduct, class placement, and the school calendar will be mailed home in August to all students enrolled.

Our first day of school will be the Tuesday after Labor Day.

God Bless,
 Michelle Brown
 Coordinator of Children’s Weekday Ministries
 Courthouse Christian Preschool & Afterschool
 (757) 689-0315
preschool@ccumc.net

Child Registration Form

(Physical, Shot Records and Birth Certificate Must be turned in prior to the 1st day of school.)

| | |
|---|--|
| For Office Use Only: Date of application: Teacher/Program: Registration Paid: | Date of Entry: Last Day attended: |
|---|--|

Please Check program(s) enrolling in:

| | Preschool 9:00-12:30 | | Extend Care Hours for Preschool | | School-Age Programs |
|--|-------------------------|--|--|--|---|
| | 2 year old 2 day | | 2 day full day (7:00-6:00) | | AM Kindergarten (7:00-11:00) |
| | 2 year old 3 day | | 3 day full day (7:00-6:00) | | PM Kindergarten (11:30-6:00) |
| | 3 year old 2 day | | 5 day full day (7:00-6:00) | | K-5 Afternoon Care (2:30-6:00) |
| | 3 year old 3 day | | | | AM & PM Kindergarten Care (7:00-11:00 & 2:30-6:00) |
| | 3 year old 5 day | | 2,3, or 5 day before care (7:00-9:00) | | |
| | 4 year old 2 day | | 2,3, or 5 day lunch bunch (12:30-1:30) | | |
| | 4 year old 3 day | | 2,3, or 5 day aftercare (12:30-6:00) | | |
| | 4 year old 5 day | | | | Summer Camps |
| | Summer Camp | | | | School Year Break Camps |

Student Information

| | | | |
|---|---|---|-------------|
| Student's Name: | Name child prefers to be called: | Age: | Sex: |
| Date of Birth: | | | |
| Home Address: | | | |
| Please list the names of school/daycare centers previously attended: | | If your child will be attending Courthouse Christian Preschool and another school/program, please give the name of the other school/program and grade: | |
| Church Family Attends: | | | |

Parents/Guardians Information

| | | | |
|---|------------------------|------------------------|-----------------------|
| Mother: | Place Employed: | Business Phone: | Email Address: |
| Home Address: (If different) | Home Phone: | Cell Phone: | |
| Father: | Place Employed: | Business Phone: | Email Address: |
| Home Address: (If different) | Home Phone: | Cell Phone: | |

| | | |
|---|------------------------|-----------------------|
| Person(s) or Agency Having Legal Custody of Child if other than parent listed above: | Business Phone: | Email Address: |
| Home Address: | Home Phone: | |
| Business Address: | Cell Phone: | |

Agreements

1. I/We hereby **give** permission for the above named child to participate in field trips with the school. I understand that I will be notified prior to a scheduled field trip, and will be give information regarding transportation, destination, special lunch or food arrangements, arrival and departure time. I hereby release Courthouse Christian Preschool & Afterschool, its employees and agents from any and all liability for injuries sustained by my child while preparing for, going to, participating in, or returning from said field trips.
2. I/We hereby provide my consent for Courthouse Christian Preschool & Afterschool to use photographs and/or interviews with me and/or my child(ren) in connection with publicizing or promoting the school.
3. I/We hereby provide my consent for Courthouse Christian Preschool & Afterschool to print my child’s name, parent’s name, address, and phone number in a class directory. This directory will be given only to children in your child’s classroom and staff members of Courthouse Christian Preschool & Afterschool. It will not in any way be sold or distributed to any company for solicitation purposes.
4. I/We agree to hold Courthouse Christian Preschool & Afterschool harmless for any harm that your child/ren may experience While under the care of any staff you employ as a childcare provider outside of CCPA. We are aware of the program’s No Babysitting Policy and chose to take exception to that policy.

Signature of Parent/Guardian

Date:

Program Information

To ensure an understanding and acknowledgement of program information, please review each item below and initial:

_____ Staff will attempt to notify me whenever my child becomes ill, has behavior issues, or in situations of emergency or inclement weather. I will arrange to have my child picked up within one hour of notification.

_____ If my child or someone in my household comes down with a reportable communicable disease, I/We will notify staff within 24 hours so they can notify the parents of other students and the local health department when necessary (all names will remain confidential).

_____ An emergency operations plan has been developed to help staff and participants be prepared for situations. This is posted in all classrooms and is updated each fall. A copy of the plan is available upon request.

_____ I/We will provide my child’s proof of identity (original birth certificate, passport, hospital record of birth), physical, and immunization record by my child’s first day of attendance.

_____ I/We have reviewed the contents of the Parent Handbook and will comply with all its contents.

_____ I/We understand that the termination/withdrawal policy of CCPA requires a two week written notice. If proper notice is not provided I will be responsible for the tuition fees.

_____ Tuition is due prior to attendance. I/We are aware of the specific tuition fees and deadlines for the registered program. Late payments will be assessed fee and could result in the child being unable to attend programs.

_____ I/We are aware of the schools No Babysitting Policy.

I/We hereby certify that all information noted above is correct and true. I/We understand the financial commitment involved in enrollment at Courthouse Christian Preschool & Afterschool. In addition, I agree to meet the financial commitment to Courthouse Christian Preschool & Afterschool and to abide by the policies and procedures set for in the Parent Handbook.

Signature of Parent/Guardian

Date:

