

_____ Parent Initial

REGISTRATION FORM FOR THE 2017-2018 SCHOOL



SOAPSTONE PRESCHOOL

12837 Norwood Road – Raleigh, NC 27613 919-870-7727
www.soapstoneumc.org/preschool Helen Hinton, Director – hhinton@soapstoneumc.org

Class Selection (designate 1st & 2nd choice) :

Form with columns for Toddler, 2 Year Olds, 3 Year Olds, 4 Year Olds, and Transition Class, each with scheduling options.

Child's Name _____ Preferred Name _____
(Last) (First, Middle)

Child's Address _____
(Street) (City) (State) (Zip Code) (Subdivision)

Soapstone UMC church member? Y [] N [] Date of Birth _____ Male [] Female []

Table with 3 columns: Mother, Father, and rows for Name, Home phone, E-mail, Address, Mobile phone, Employer, Work Phone.

Siblings (names & date of birth) _____

Other adults living in the household: _____

Permission to Pick-Up: List those persons that have permission to pick your child up from preschool (other than the child's parents). Table with columns: Name, Relationship to child, Daytime phone.

Alternate Emergency Contact Information: List at least 2 persons (not from the same family) that can be contacted if you cannot be reached. Table with columns: Name, Relationship to child, Daytime phone.

Please help us plan for your child's well-being by listing any special needs below (i.e. visual, emotional, physical, developmental, etc.)

List your child's allergies (i.e. food, medicine, etc.)

Has your child had prior preschool experience? Y [] N [] Involved in a playgroup? Y [] N [] Church/Sunday School? Y [] N []

Please list any other information about your child that might help us to make preschool a positive experience for him/her (such as play, eating and sleeping habits, fears, anxieties, special likes or dislikes).

Are your child's immunizations up-to-date? Y [] N [] Religious exemptions are not accepted at Soapstone Preschool. Children new to the Program must include their immunization records with this registration form. A medical form with a yearly physical documented is due August 10. Forms will be available to download on our website April 2017.

Authorization

SOAPSTONE PRESCHOOL REGISTRATION FORM FOR THE 2017-2018 (con't)

Emergency Care

I am the custodial parent having legal custody of _____, a minor child, born _____. I authorize the Director or alternate employee of Soapstone Preschool to provide emergency care for my child in the event that I cannot be contacted immediately, including, but not limited to, the power (i) to provide emergency health care at any hospital or other institution, or the employing of any physician, dentist, nurse, or other person whose services may be needed for emergency health care, and (ii) to consent to and authorize any health care, including administration of anesthesia, x-ray examination, performance of operations, and other procedures by physicians, dentists, and other medical personnel except the withholding or withdrawal of life sustaining procedures. All measures will be made to contact the parents first before action is taken.

By signing here, I indicate that I have the understanding and capacity to communicate health care decisions and that I am fully informed as to the contents of this document and understand the full import of this grant of powers to the Director or alternate employee of Soapstone Preschool.

I, _____, a Notary Public of _____ County, North Carolina, certify that _____ (custodial parent's name), personally appeared before me this day and signed the foregoing instrument. Witness my hand and notarial seal, this _____ day of _____, 20_____.

(PLACE SEAL HERE)

NOTARIZED Signature of Custodial Parent _____ Date _____

Notary Public Signature _____ My commission expires _____

Medical Information

Doctor's Name/Practice _____ Phone _____

Dentist's Name/Practice _____ Phone _____

Hospital Preference _____

Medical Insurance Company _____ Policy Holder _____ Policy # _____

The following fees are due with Registration Form.	
	2 day classes \$190 3 day classes \$270 5 day classes \$340
Registration Fee \$ _____	Due with registration form, non-refundable unless child moves 25 miles or more before August 1, 2016. Proof of relocation (such as a utility bill with the parent's name) must be submitted by August 1 to receive 50% refund of the registration fee. Registration fees are listed above.
Totebag Fee \$ _____	Totebag cost is \$7.00. All preschoolers are required to bring a Soapstone Preschool totebag daily. This is due along with the registration fee. Returning children may use their bag from the previous year or purchase a replacement.
T-shirt \$ _____	Soapstone Preschool T-shirt, <i>optional</i> \$9 Child size: <input type="checkbox"/> Extra Small (2-4) <input type="checkbox"/> Small (6-8) <input type="checkbox"/> Medium (10-12)
\$ _____	Total Amount Due with your Registration Form.

- MAY 2018 tuition is due May 10, 2017 (or at time of registration if a child is registered after May 10, 2017). May 2018 tuition will be refunded in full if a child is withdrawn before preschool begins, August 29, 2017. If a child is withdrawn from the program before March 1, 2018 for any reason and 30 day notice has been given, May 2018 tuition will be refunded if the child's space is filled by a child outside the program within 30 days. No refund will be given if a child is withdrawn after March 1, 2018.
- Monthly tuition is due on or before the 10th of the month for the FOLLOWING month. For instance, September's tuition is due August 10, 2017. *There is a \$1.00/day late fee past the 10th of each month.*
- Lunch Bunch Fees are paid by the semester.
 - First semester (September – December) Lunch Bunch fees are due August 10, 2017.
 - Second semester (January -- May) Lunch Bunch fees will be due December 10, 2017.

Registration Fee Policy

If a child is withdrawn from preschool for any reason, a thirty day written notice is required. Fifty (50%) percent of the registration fee is refunded only if the child's family moves 25 miles or more from Soapstone Preschool before August 1, 2017. Proof of relocation (such as a utility bill with the parent's name) must be submitted by August 1, 2017 to receive 50% refund of the registration fee. There will be no refund of registration fees for withdrawals after August 1, 2017 or for children who remain within 25 miles of Soapstone Preschool.

I certify that all of the information submitted is true, correct, and complete and I understand and accept the terms of the Registration Fee Policy.

Parent Signature _____ Date _____