

## PRESCHOOL AND CHILD CARE CENTER RE-ENROLLMENT PACKET

This packet should be completed only if you are **re-enrolling** your child for the Preschool and Child Care Center Program. If you are new to the program, please go back to the website and download the Preschool and Child Care Center Enrollment Packet.

### State Requirements for Re-enrollment

License #376700616

**Check that all forms are completed and signed.**

Completed	Description
	Application
	Identification and Emergency Information (LIC 700)
	Consent for Emergency Medical Treatment (LIC 627)
	Classroom Emergency Information
	Parent's Contract for Admission of Students

Child's Name: \_\_\_\_\_  
Last, First

Date: \_\_\_\_\_



1695 Discovery Falls Drive  
Chula Vista, California 91915

619 656 8100 **tel**  
619 656 8108 **fax**  
[www.concordiachurch.com](http://www.concordiachurch.com)

## APPLICATION

### Student Information

License #376700616

Child's Last Name	Child's First Name	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	Date of Birth (mm/dd/yyyy)	
Child's Address		City	State	Zip
Referred By				

### Parent / Legal Guardian 1

Last Name	First Name	Middle Initial		
Address		City	State	Zip
Cell Phone Number	Home Phone Number	Email Address		
Employer		Work Phone Number		

### Parent / Legal Guardian 2

Last Name	First Name	Middle Initial		
Address		City	State	Zip
Cell Phone Number	Home Phone Number	Email Address		
Employer		Work Phone Number		

**Important** information is sent via email/eblast. Please **mark box** indicating who should receive emails:

Parent/Legal Guardian 1,  Parent/Legal Guardian 2, or  both.

A **\$110.00** nonrefundable, nontransferable application fee **must accompany this form**.

Please make check payable to Concordia Church and School.

After completing the enrollment packet, return it and the fee to the Preschool Office in person.

<b>Preferred Start Date (mm/dd/yyyy):</b>
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**APPLICATION**

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If your child is **not** potty trained, there is an additional fee of \$25.00 per month.

**Preschool Fee Schedule, effective August 1, 2018 (Please check the program you are interested in)**

<b>Extended Day</b> Curriculum 6:30 am – 6:00 pm	<b>Full</b> Curriculum 8:00 am – 1 pm (5 hours or less)
<input type="checkbox"/> 5 \$929.00	<input type="checkbox"/> 5 \$721.00
<input type="checkbox"/> 4 \$782.00	<input type="checkbox"/> 4 \$624.00
<input type="checkbox"/> 3 \$599.00	<input type="checkbox"/> 3 \$487.00
<input type="checkbox"/> 2 \$426.00	<input type="checkbox"/> 2 \$365.00

The following information will help us better serve you and your family.

**Family Information**

Are you a military family? <input type="checkbox"/> Yes <input type="checkbox"/> No		Any immediate deployments pending? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Dad deployment dates		Mom deployment dates	
Number of Siblings	Siblings ages	Potty trained <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Does your child nap regularly? <input type="checkbox"/> Yes <input type="checkbox"/> No
Do you regularly attend a local church? <input type="checkbox"/> Yes <input type="checkbox"/> No		Is your child baptized? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Would you like more information on Concordia's baptism? <input type="checkbox"/> Yes <input type="checkbox"/> No			

# IDENTIFICATION AND EMERGENCY INFORMATION CHILD CARE CENTERS/FAMILY CHILD CARE HOMES

To Be Completed by Parent or Authorized Representative

CHILD'S NAME	LAST	MIDDLE	FIRST	SEX	TELEPHONE ( )
ADDRESS	NUMBER	STREET	CITY	STATE	ZIP
BIRTHDATE					
FATHER'S/GUARDIAN'S/FATHER'S DOMESTIC PARTNER'S NAME	LAST	MIDDLE	FIRST	BUSINESS TELEPHONE ( )	
HOME ADDRESS	NUMBER	STREET	CITY	STATE	ZIP
HOME TELEPHONE ( )					
MOTHER'S/GUARDIAN'S/MOTHER'S DOMESTIC PARTNER'S NAME	LAST	MIDDLE	FIRST	BUSINESS TELEPHONE ( )	
HOME ADDRESS	NUMBER	STREET	CITY	STATE	ZIP
HOME TELEPHONE ( )					
PERSON RESPONSIBLE FOR CHILD	LAST NAME	MIDDLE	FIRST	HOME TELEPHONE ( )	BUSINESS TELEPHONE ( )

### ADDITIONAL PERSONS WHO MAY BE CALLED IN AN EMERGENCY

NAME	ADDRESS	TELEPHONE	RELATIONSHIP

### PHYSICIAN OR DENTIST TO BE CALLED IN AN EMERGENCY

PHYSICIAN	ADDRESS	MEDICAL PLAN AND NUMBER	TELEPHONE ( )
DENTIST	ADDRESS	MEDICAL PLAN AND NUMBER	TELEPHONE ( )

IF PHYSICIAN CANNOT BE REACHED, WHAT ACTION SHOULD BE TAKEN?

- CALL EMERGENCY HOSPITAL       OTHER      EXPLAIN: \_\_\_\_\_

### NAMES OF PERSONS AUTHORIZED TO TAKE CHILD FROM THE FACILITY

(CHILD WILL NOT BE ALLOWED TO LEAVE WITH ANY OTHER PERSON WITHOUT WRITTEN AUTHORIZATION FROM PARENT OR AUTHORIZED REPRESENTATIVE)

NAME	RELATIONSHIP

TIME CHILD WILL BE CALLED FOR

SIGNATURE OF PARENT/GUARDIAN OR AUTHORIZED REPRESENTATIVE	DATE
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### TO BE COMPLETED BY FACILITY DIRECTOR/ADMINISTRATOR/FAMILY CHILD CARE HOMES LICENSEE

DATE OF ADMISSION	DATE LEFT
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# CONSENT FOR EMERGENCY MEDICAL TREATMENT- Child Care Centers Or Family Child Care Homes

AS THE PARENT OR AUTHORIZED REPRESENTATIVE, I HEREBY GIVE CONSENT TO

Concordia Preschool and Child Care \_\_\_\_\_ TO OBTAIN ALL EMERGENCY MEDICAL OR DENTAL CARE  
FACILITY NAME

PRESCRIBED BY A DULY LICENSED PHYSICIAN (M.D.) OSTEOPATH (D.O.) OR DENTIST (D.D.S.) FOR

\_\_\_\_\_. THIS CARE MAY BE GIVEN UNDER  
NAME

WHATEVER CONDITIONS ARE NECESSARY TO PRESERVE THE LIFE, LIMB OR WELL BEING OF THE CHILD  
NAMED ABOVE.

CHILD HAS THE FOLLOWING MEDICATION ALLERGIES:

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PARENT OR AUTHORIZED REPRESENTATIVE SIGNATURE

\_\_\_\_\_  
HOME ADDRESS

\_\_\_\_\_  
HOME PHONE

( )

\_\_\_\_\_  
WORK PHONE

( )

## CLASSROOM EMERGENCY INFORMATION

**Student Information**

Today's Date: \_\_\_\_\_

Child's Last Name	Child's First Name	Date of Birth (mm/dd/yyyy)	Age
Does your child take any medication on a regular basis? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, please list medication.			
List any allergies or special needs your child has.			
Is there anything else we should know about child?			

**Father / Legal Guardian 1**

Last Name	First Name	Middle Initial	
Address		City	State    Zip
Cell Phone Number	Home Phone Number	Email Address	
Employer/Occupation		Work Phone Number	

**Mother / Legal Guardian 2**

Last Name	First Name	Middle Initial	
Address		City	State    Zip
Cell Phone Number	Home Phone Number	Email Address	
Employer/Occupation		Work Phone Number	

**All People Who Are Authorized to Pick Up Other than Parents**

Last Name	First Name	Phone	Relationship

**Photo Release (check all that apply)**

I give permission to use my child's photo for the following purpose:		
<input type="checkbox"/> Promotional Materials	<input type="checkbox"/> Classroom Use (art projects, to hang in the classroom and the hall)	<input type="checkbox"/> None at this time

Official use only.

Classroom: \_\_\_\_\_

Half Day / Full Day: M T W Th F

**CONCORDIA PRESCHOOL AND CHILD CARE  
PARENTS' CONTRACT FOR ADMISSION OF STUDENTS**

License #376700616

**Parents/Legal Guardians with whom student lives**

Father/Legal Guardian Last Name	Father/Legal Guardian First Name	Cell Phone		
Mother/Legal Guardian Last Name	Mother/Legal Guardian First Name	Cell Phone		
Address		City	State	Zip

**Student Information**

Child's Last Name	Child's First Name	Middle Initial	Date of Birth
By my signature on this document, I acknowledge that I am the parent or legal guardian of the above student for whom I have requested admission into Preschool.			

**Note:** In addition to this contract, the application fee and tuition for the first week are due one week before your child's first day of school. **These fees are nonrefundable.**

**BY RESOLUTION OF THE BOARD OF EDUCATION FOR THE CONCORDIA PRESCHOOL (Preschool), THE FOLLOWING STATEMENTS ARE DESIGNED TO BE THE CONDITIONS FOR ADMISSION:**

In consideration of such admission, I agree to the conditions governing admission and attendance at the Preschool, as stated below:

1. I agree to pay tuition charges and fees established by the administration for the current year.
2. I understand that only one discount per qualifying family may be applied to my child's tuition rate.
3. I agree to make tuition and fee payments to the Preschool on or before the scheduled dates. I acknowledge that the Preschool may enforce the following penalty: **The Preschool may, at its sole option, terminate the enrollment of any student when payment of fees is in arrears and has not been received by the Preschool within 30 days unless prior arrangements have been made with the Business Administrator. Termination may also be due to parents displaying and demonstrating aggressive behaviors to the staff, and if the safety/health of other children is being threatened by a child.**
4. I also agree to:
  - a. Read and adhere to the rules and regulations set forth in the Parent Handbook. I also understand and agree that bulletins containing new and revised rules and regulations issued to me carry the same weight as the Parent Handbook. **Violations of the stated rules and regulations may result in expulsion from the Preschool.**
  - b. Allow my child to participate in all school functions, including those that are worship related.
  - c. Give TWO (2) WEEKS WRITTEN NOTICE if my child will be leaving. If written notice is not given, I agree to pay for those two weeks.

# PARENTS' CONTRACT FOR ADMISSION OF STUDENTS

Tuition is due and payable on the 3<sup>rd</sup> of the month by automatic electronic withdrawal from a checking or savings account. **A \$25.00 nonsufficient funds fee will be assessed for each payment not honored by the bank.**

**Please note:** Before and after school care is available from 6:30 am to 6 pm. Children picked up after 6 pm will be charged a late fee of \$1.00 per child, per minute or fraction thereof and thereafter. **After three (3) late pick-ups per quarter, the child may be put on probation pending a review of the circumstances. Abuse of this may cause the child to be expelled from the program.**

1. **APPLICATION** – This fee applies to every student enrolled. It is **NONREFUNDABLE** in the event the student does not attend the Preschool or terminates attendance for any reason and does not apply to any portion of the fee.
2. **RATE CHANGE** – The administration reserves the right to adjust the prices of its programs at the beginning of each academic school year (mid-July); families will be informed of this change as students enroll for the upcoming school year.
3. **REFUNDS** – Upon a two-week notice by the parent **“BEYOND THE FIRST MONTH,”** a refund will be pro-rated for the time not used based upon the program the family enrolled under.
4. **RIGHTS OF CHILD CARE LICENSING:**
  - a. The Department has inspection authority to enter and inspect a facility without advance notice.
  - b. The Department has the authority to interview children or staff, and to inspect and audit child or Child Care Center records without prior consent.

**I UNDERSTAND THAT THE DEPARTMENT OF SOCIAL SERVICES OR LICENSING AGENCY HAS THE AUTHORITY TO OBSERVE, INTERVIEW, AND HAVE MY CHILD(REN) PHYSICALLY EXAMINED AT ANY TIME WITHOUT PRIOR CONSENT. AUTHORITY CITED: SECTION 1596.81, HEALTH & SAFETY CODE.**

**THE LICENSEE SHALL MAKE PROVISIONS FOR PRIVATE INTERVIEWS WITH ANY CHILD(REN) OR ANY STAFF MEMBER AND FOR THE EXAMINATION OF ALL RECORDS RELATING TO THE OPERATION OF THE FACILITY.**

**THE DEPARTMENT OF LICENSING AGENCY SHALL HAVE THE AUTHORITY TO OBSERVE THE PHYSICAL CONDITION OF MY CHILD(REN), INCLUDING CONDITIONS WHICH COULD INDICATE ABUSE, NEGLECT OR INAPPROPRIATE PLACEMENT AND TO HAVE A LICENSED MEDICAL PROFESSIONAL PHYSICALLY EXAMINE MY CHILD(REN).**

SUMMARY- I agree to pay the tuition, fees, and charges scheduled herein on or before the due date and to abide by the terms and conditions of the Parent’s Contract for Admission of Students. **I UNDERSTAND THAT I MUST GIVE A TWO-WEEK WRITTEN NOTICE WHEN WITHDRAWING MY CHILD.** In addition, I fully understand and abide by the conditions and terms of this contract.

Parent/Legal Guardian Signature

Sign Full Name	Print Full Name	Date
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Parent/Legal Guardian Signature

Sign Full Name	Print Full Name	Date
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