

Vestavia Day School

Registration 2018-2019

Full Time Preschool

Child's Name _____

Date of Birth _____ Gender: M F

Parent/Guardian _____

Parent/Guardian _____

Address _____

Address if different _____

City _____ State ____ Zip _____

City _____ State ____ Zip _____

Home # _____ Cell # _____

Home # _____ Cell # _____

Employer _____ Work # _____

Employer _____ Work # _____

Email _____

Email _____

Are you a member of Vestavia Methodist Church? Y N

If not, where is your church membership? _____

If new to VDS, has your child attended a preschool? If so, where: _____

FULL TIME CARE

7:00 am – 5:45 pm

School Year (Begin Monday, August 13, 2018)

_____	Newborn, Infant & Toddler	\$950.00/mo
_____	2 yr. old	\$900.00/mo.
_____	3 yr. old (must be 3 and potty trained by Sept. 1 st , 2018)	\$810.00/mo.
_____	4 yr. old (must be 4 by Sept. 1 st , 2018)	\$810.00/mo.
_____	5 yr. old Kindergarten	\$810.00/mo.

\$150.00 registration fee per child must be returned with registration form.

Registration fees are not refundable.



Vestavia Day School

ENROLLMENT AGREEMENT

This Enrollment Agreement, effective the ___ day of _____, 2018 is between Vestavia Day School (VDS) and _____ (parent's name). To indicate that you have read and understand all points of the Enrollment Agreement, **please initial each item**. A more detailed explanation of these items can be found in the Parent Handbook.

- _____ 1. There is a non-refundable registration fee of \$100 (part time children) and \$150 (full time children) to be paid annually and at the time of the initial application. There will also be a supply fee (all age groups) and activity fee (3 years and up) paid annually at the beginning of the school year, with the exception of children in the after school program.
- _____ 2. If you pay by check, monthly tuition is due on or before the 1st of each month. Monthly tuition can also be automatically deducted (ACH) on the 5th of each month from your account. If tuition is not received by the 10th of each month, a late fee of \$5 per business day will be applied to your balance. There will be a \$35 charge for all checks/ACH returned. VDS requires a 30 day written notice of withdrawal from our school or tuition and/or fees will still apply.
- _____ 3. September through May tuition will be a full month charge. August tuition will be prorated for part time children. Monthly tuition fees are non-refundable regardless of holidays, illness, vacation, inclement weather days or "Acts of God". VDS will make reasonable efforts to open in inclement weather; however, our staff and families safety is our utmost priority.
- _____ 4. VDS follows the Vestavia Hills City School inclement weather policy. Please note that the days VHCS get out early, we will close early also. On days that we have an emergency closing, a school cast will go out. VDS reserves the right to close at its own discretion should the church administration deem it necessary.
- _____ 5. VDS is opened from 7:00 am to 6:00 pm. A fee of \$25 will be charged for every 15 minutes a child is not picked up by 1:00 pm for part time students and 6:00 pm for full time students. Fees for late pick-up are payable immediately or will added to the next monthly billing cycle. Consistent lateness can cause a child's dismissal from VDS. Be sure to check the calendar of operations for days that VDS is closed.
- _____ 6. VDS reserves the right to deny, cancel, sever or suspend a child's enrollment at any time the school, in its sole discretion, deems such action to be in the best interest of the child or the school. In such event, any unused tuition will be refunded.

- _____ 7. VDS does not serve breakfast. Children arriving before 8:00 am may bring breakfast to eat in the classroom. All children will be offered a morning snack. A hot lunch and afternoon snack will be provided for all full time and extended care children. If the child has a specific nutritional or dietary need, a note must be provided by the child's pediatrician (for full time children only). Part time children will bring their own lunch. If a part time child wished to add our hot lunch, there will be an additional \$60 fee added to the monthly tuition.
- _____ 8. Children shall be kept home from school if: their illness prevents him/her from participating comfortably in activities, the illness results in greater care than teachers can provide, the illness is known to be contagious. Reasons for exclusion from school include, but are not limited to, the following: fever of 100.4° or higher, unusual lethargy, diarrhea and/or vomiting two or more times in a 24 hour period, persistent crying, difficulty breathing, or unusual rash. **Children shall remain excluded from school until he/she is symptom free for 24 hours.** Parents must notify VDS if your child is absent from school due to a communicable disease or contagious illness. This will allow our school to notify other families regarding the exposure. If a child is sent home from school due to an illness, the child must remain out from school then entire next school day.
- _____ 9. Children should be adequately dressed for our school according to the season and weather. Children typically go outside twice a day, weather permitting. Due to safety reasons, **children must wear close-toed, rubber soled shoes. Open-toed shoes, in addition to crocs and hard soled shoes, such as cowboy boots are not permitted.**
- _____ 10. VDS will administer OTC medicine such as diaper cream and sunscreen with proper authorization. All children that need OTC or prescription medicine while at school, must have the proper Medication Administration Form completed, and the medicine must be in the original container. Prescription medicine must be in the original container, with a pharmacy label that included the name of the child and proper dosage. Medicine, with the exception of diaper cream and sunscreen, should be given to the VDS administration and kept in a locked cabinet.
- _____ 12. **(Part time preschool only)** Stay and Play is an option available for part time children in the event parents need children to stay until 2:00 pm. Stay and Play is a first come, first serve basis and parents should notify the school by 11:00 am if it is needed for the day. Stay and Play payments will be added on to monthly tuition payments.
- _____ 13. **(ASP only)** After school care (ASP) is provided for children in Kindergarten through 5th grade enrolled in East, West and Central. On days when VHCS are closed (such as Veteran's Day), parents may add the full day for their child for an additional fee. We will provide an am and pm snack as well as a hot lunch. This must be requested prior to the day the VHCS are closed.
- _____ 14. We acknowledge that we have read and understood VDS expectations as specified in the VDS/Parent Covenant Agreement

Parent Signature: _____

Date: _____

H. Child's preadmission record

DHR-CDC-739
Revised 1/06

CHILD' S PREADMISSION RECORD

This section is to be completed by the child's parent or guardian. This form must be kept in the child's file in the Child Care Facility (home/center).

Child's Name:	Name child is known by:
Child's birthdate:	Child's home address:
Name(s) of parent(s)/guardian(s):	Home telephone number: ()
Address of parent(s)/guardian(s):	
Mother's employer:	Father's employer:
Employer's address:	Employer's address:
Employer's telephone number: ()	Employer's telephone number: ()
List telephone numbers such as beeper, cellular phone, etc.	Instructions regarding how parent/guardian may be reached in an emergency:

Person(s) to be contacted in an emergency if parent(s)/guardian(s) cannot be reached:

Name	Relationship to child	Address	Telephone number

Name of child's doctor:	Address:	Telephone number: ()
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Emergency Authorization:

I give permission for the child care facility to obtain emergency medical treatment, including emergency transportation, for my child if I cannot be reached immediately. I agree to be responsible for any emergency medical expenses incurred. *(If parent/guardian refuses to sign, instructions must be attached stating what procedure the facility is to follow in an emergency.)*

_____ / _____
Signature Date

Form not valid without signature of child's parent/guardian
Page one of two-form not valid without second page

Describe any special needs or instructions below:

Person(s) the child may be released to:

Name	Relationship to child	Address	Telephone number

I understand that the Department of Human Resources does not inspect activities away from the child care facility (home or center). The licensee of the child care facility assumes full responsibility for such activities.

_____ / _____
Signature of parent/guardian Date

I give permission for my child to participate in:

(Circle yes or no and sign each line)

	yes	no	Signature of parent/guardian	Date
Activities away from the facility:				
Transportation provided by the facility:				
Swimming/wading activities provided by the facility:				

Form not valid without signature of child's parent/guardian in each space indicated above.

This section is to be completed by the facility's staff.

Child's first day of attendance: _____ Child's withdrawal date: _____

Additional information may be attached.

VESTAVIA DAY SCHOOL / PARENT COVENANT

A Covenant is traditionally a promise between two groups about how they will work together. It is not exactly policy, but instead is a practical, and spiritual document, in which two parties agree how to help each other. This Covenant reflects our desire for a smooth and clear working relationship that is helpful to everyone, especially the children in our program. It is signed by everyone who is partnering in giving care to a child.

Day School

- We will work diligently to provide a class-specific curriculum designed to educate our children daily toward a level of intellectual, physical, social, emotional, and spiritual maturity. Our goal is that each student would be well prepared to transition from our program into local schools for Kindergarten.
- We will work daily to implement the curriculum and note how each child is responding and progressing.
- We will report to parents how each child is progressing and where additional home parenting assistance and/or discipline is needed to help their child progress in our curriculum and contribute to the overall health of their class.
- We will have one of the teachers of your child's age group welcome your child with a smile each day and talk with parents about any concerns coming up that day. At the end of the day, a teacher will communicate any concerns to parents and say goodbye with a smile.
- We will work together with you to set goals to help your child learn developmental and discipline skills that translate to both the school and home settings.
- If your child is or becomes sick, VDS will call you and let you know as soon as possible. We will monitor your child's well-being and work with you to address concerns.
- The teachers will communicate daily through your child's folder or daily sheet and will look for any communications that you send as well.
- We will seek to provide enjoyable and helpful activities for all students during school sessions and time spent at VDS before or after class.
- We will work diligently to provide a safe, clean environment for your child.

Parent

- I recognize that all new children are given a 4 to 6-week transition period during which either the parent or the Day School may decide that the Day School is not the best fit for their child. If either party decides it is not a good fit, payment will only be expected for the duration of the transition period.
- I recognize that our home is the primary environment for teaching appropriate discipline and social skills needed by all children for the Day School to be successful.
- I recognize that Vestavia Day School was founded as a school for young children, supplemented by care before and after school sessions. VDS Teachers are educators and not simply child care providers. As such, the calendar and expectations are different from many child care facilities. For the most part, VDS follows the calendar and closing policies of the Vestavia School System, which means that Spring Break and Christmas Break are times when the Day School will be closed.
- I agree that I will bring my child to school on time unless there is an extreme emergency. When children arrive at different times, it disrupts the educational process for all of the children in the room.
- I agree to drop my child at class, and then leave. Though my child may display separation anxiety, I recognize that this is typical for most children and usually diminishes once the child's attention can move elsewhere.

- I realize it is my responsibility to have my child potty-trained before they enter a three-year-old class. I understand that if my child is not potty-trained, my child will be temporarily removed from that class and the Day School (unless space is available in a younger class for children who are not potty-trained).
- I realize VDS teachers will work with my child to help prepare him/her for independent potty training, but it is important that we as parents are primarily responsible for potty-training.
- I will share with teachers any health or behavioral issues from home or other settings that will impact their care plan, caregivers, or other children. (i.e. febrile seizures, sensory processing, ADHD, speech delays, major life transitions)
- I will check my child's folder or daily sheet and respond promptly to any notes or messages.
- I will enter important dates on my calendar from the school calendar within the first week of school.
- I recognize that children pass illnesses easily to each other and germs are inevitable in a group environment. However, VDS will enforce the sick policy for the protection of all children and care givers.
- I recognize that Vestavia Day School staff are not specialists for children who exhibit heightened learning or behavioral challenges. The Vestavia Hills School System does have specialists for children who need specialized care. In the best interest of my child and the classroom, I recognize that if my child's needs are beyond the skill level of the program, the teacher and school leadership will work with me to transition to a better environment for my child.
- I recognize that those who teach my child are educational professionals and I will treat them respectfully, acknowledging their years of experience in helping children in their development. I recognize that if the staff and I are unable to respectfully cooperate, my child may be removed from the program at the sole discretion of the Day School.