



First Steps Christian Preschool

A Ministry of First Baptist Church
Manchester, Tennessee

Thank you for your interest in First Steps Christian Preschool. Included is the application for enrollment into FSCP.

Please review all information and ensure that EVERYTHING is included prior to submitting your application. A spot for your child will not be held until the complete application is completed and/or arrangements have been made.

Below is a checklist to ensure you have everything you need.

- Completed Application**
 - General Information**
 - Emergency Care Information with Notary Signature**
 - Photo Consent Form**
 - Security Form**
- Copy of Update to Date Shot Records**
- \$125 Registration Fee**

Please feel free to let me know if you have any questions or concerns we look forward to a wonderful year with your child.

Melissa Todd
FSCP Director

Application for Admission - First Steps Christian Preschool

Date of application _____

Desired date of enrollment _____

New enrollment or Re-enrollment? _____

Child's Name _____

Age (as of August 2012) _____ Birth date _____ Gender _____

Parent's Relationship to Each Other:

Married Divorced Single Separated

(If Divorced - A copy of the Divorce Decree noting guardianship, days of visitation, etc. may be requested.)

Child lives with: Mother and Father Mother Father Other

Father's name _____

Home Address _____

Phone _____ Cellular _____ Do you Text? _____

Occupation _____ Employer _____

WorkPhone _____

e-mail Address _____

Mother's name _____

Home Address _____

Phone _____ Cellular _____ Do you Text? _____

Occupation _____ Employer _____

Work Phone _____

e-mail Address _____

Application for Admission - First Steps Christian Preschool (Page 2)

Previous Preschool experience _____

How did you find out about our program? _____

Number of children you plan to enroll in our program _____

Religious affiliation _____

Church Membership/Where _____

Additional information that would be helpful to your child's teacher or the director (including allergies)

For Office Use Only

Date of enrollment _____

Class assignment _____

Application for Admission - First Steps Christian Preschool (Page 3)
Emergency Care Information

Primary Information

Child's name _____

Age _____ Birthday _____ Social Security # _____

Home phone number _____

Mother's work number _____

Father's work number _____

Cellular phone number/name _____

Name, Address and phone number of person who would assume responsibility for your child in an emergency if First Steps Christian Preschool is unable to contact parents:

Name _____ Relation _____

Phone _____ Cellular phone number _____

Address _____

Medical Information

Doctor's name _____ Doctor's number _____

Insurance company _____ Policy number _____

I understand that should a medical emergency arise, I will be notified. If I cannot be reached by phone, First Steps Christian Preschool will attempt to reach the above mentioned person. If that person cannot be reached by phone, the undersigned hereby grants any employee of First Steps Christian Preschool the power of attorney to consent to any medical treatment deemed necessary by competent medical personnel.

REQUIRED: Please submit an up to date copy of your Health/Immunization Records with this application.

Legal Guardian Date Notary

Date

NOTE: Please Sign in front of a Notary

Application for Admission - First Steps Christian Preschool (Page 4)
Photo Consent Form

PHOTO CONSENT

During this school term we will be having many fun and exciting learning activities. We would like to document these activities by photographing and/or filming the students. We need your support and agreement to allow us to do this. The pictures/filming will be done during classroom activities, field trips, etc. The pictures may be posted at school, used in our newsletter, slide shows, and school web community or for school projects.

Please fill out the form and return it to school.

- Yes, you may photograph/film my child as stated above.

- No, I do not want my child photographed or filmed.

Child's Name _____

Parent/Guardian Signature _____

Date _____

Application for Admission - First Steps Christian Preschool (Page 5)
Security Form

The safety and security of your child is **very** important to us and to you. For this reason we have devised a system to be used for pick up. Please list on the provided space on the front of the card the names of the people whom you wish to give permission to pick up your child (no one under the age of 18). Parents also need a card since it is possible that a substitute may be there instead of your child's regular teacher. You may enter spouses on the same line. If you have more than four, please see the director and we will set-up an additional card for your family.

Pick-Up Instructions:

- You or another person you have designated should personally pick up your child.
- You or the designated person should stop at the desk and obtain the SECURITY FORM
- You or the designated person should come to the classroom and slide the security card under the door.
- A teacher will then help your child gather his/her things and walk them to the door.
- The Teacher will return the SECURITY FORM to the file system.

Thank you for attention – it is important for the safety and security of our children.

Security Pick-Up Cards

Child's Name

My child may be picked up by:

Name and Relationship

Name and Relationship

Name and Relationship

Name and Relationship

Parent/Guardian Signature

DATE