



HARBOR TRINITY PRESCHOOL

Registration Form

APPLICANT INFORMATION

Which session are you registering for? (please check one) September - June July -August

Child's name: _____ Child's date of birth: _____

Child's sex: Male Female Child's home number: _____

Child lives with: Both BIRTH parents Mother Father Other: _____

Child's home address: _____

Name of person filling out this form? _____

What is your relationship to the child? _____ Contact Number: _____

Birth Mother's Name _____ Contact Number _____

Birth Father's Name _____ Contact Number _____

How did you hear of our preschool? _____

What was most desirable to you about Harbor Trinity Preschool? _____

The school publishes a parent directory with the names and phone numbers of all families wanting to be listed. The directory is only released to families of Harbor Trinity Preschool. Please let us know below if you wish to be included.

I *do not* wish to be in the school's directory

I wish to be included in the school directory

Child and parent names will appear first, how do you want the parent(s) name to appear?

* (Example: John and Nancy Wilkens or John Wilkens and Nancy Millhouse)

Parent(s) Name _____

Phone Number _____

Please initial the following:

- ____ On these registration forms, I have provided the names of BOTH BIRTH parents of the above named child. I understand that it is school policy to allow both BIRTH parents the right to pick up the above named child from Harbor Trinity Preschool unless I provide copies of court documents that instruct the school to do otherwise. I also understand that failure to provide the appropriate information or documents may result in my child not being accepted to attend Harbor Trinity Preschool.
- ____ I understand and accept that Harbor Trinity Preschool will only hold my child's spot until August 1st, prior to the applicable school year. If my first tuition payment is not received by August 1st, my child's spot will be given to the next child on the waiting list.
- ____ I understand and accept that at least half of September's tuition is NON-REFUNDABLE after August 1st of the applicable school year.
- ____ I understand that I am required to notify the school whenever my child has been exposed to a contagious illness.
- ____ I understand and agree to a one month acceptance period for my child entering Harbor Trinity Preschool. If my child displays continual disruptive and/or aggressive behavior or is not adjusting to the preschool program, my child will not be accepted into Harbor Trinity Preschool.
- ____ I understand that after the one month acceptance period has passed, Harbor Trinity Preschool has policies concerning aggressive or disruptive behavior and biting and my child will be subject to suspension and/or expulsion according to these policies for the remainder of the school year.
- ____ I understand and accept that a \$25.00 "change of program fee" will be charged for adjustments that I make to my child's days of attendance if he/she is enrolled full time (5 days a week) and I am changing it to part time attendance (M-W-F or T-TH). This policy is effective during the months of March – September.
- ____ I understand that my child needs to be signed in and out each day in attendance and that there will be a \$5 fee added to my account for each time my child is not signed in or out. I understand that it will be **very important to explain this policy to all those who have authorization to drop off or pick up my child.**
- ____ I understand that the registration fee is **completely non-refundable** for any reason.

I have received the Parent Handbook for Harbor Trinity Preschool. I agree to read the handbook and to abide by its policies. I acknowledge that Harbor Trinity Preschool reserves the right to amend or change its policies and procedures throughout the school year without notice.

Parent's Signature

Date

STUDENT INFORMATION

Is your child **FULLY** potty trained? (see definition of "fully potty trained" on page 4)

Yes No

If you answered *no* above, please select which one currently best describes your child:

My child will start school in diapers My child will start school potty-training & in underwear

Does your child have any allergies we need to be aware of? (Please list them below) **BE SURE TO WRITE THE REACTIONS AND BE SPECIFIC!!!**

Allergic to

Type of Reaction & Severity (mild, or heavy etc.):

_____	_____
_____	_____
_____	_____

Has your child ever had asthmatic symptoms that required medication? Yes No

Has your child ever had seizures? Yes No

If yes, please explain: _____

Is your child currently taking regular medication(s)? Yes No

If yes, please explain: _____

Are there any other medical conditions or disabilities we should be aware of, or additional comments?

Has your child ever had problems with behavior, been suspended or asked to leave a preschool? Yes No

If yes, please explain: _____

Are both BIRTH parents (mother and father) authorized to pick the child up from school? Yes No

If *no*, which one is not authorized and why? (Specify if court orders exist and be prepared to provide them if required).

Email address(es) that you would like school newsletters and correspondence sent to (*both parents email would be ideal*).

Email: _____

Email: _____

*** IMPORTANT NOTICE**

There is an additional charge for children who are not fully potty trained in our program (see fee chart).

Harbor Trinity Preschool considers a child to be fully potty trained when he/she can do the following:

- Wear underwear and is not using diapers or pull ups at anytime
- Can initiate going to the bathroom on his/her own
- Is self-sufficient when going to the bathroom
- Can clean/wipe on his/her own
- Can pull pants up and down on his/her own
- Is not on HTP “potty trackers” (see school handbook for description of this)
- Does not have multiple “potty accidents” (we reserve the right to make that determination)

If a child is initially enrolled as a “non-potty trained” student, once he/she is considered to be “fully potty trained” Harbor Trinity Preschool will apply the corresponding tuition fee.

I have read and received the policy on non-potty trained students and I understand the school’s definition of what is considered “potty trained” for a child/student. I understand that there is an additional charge for students who are not potty trained according to the fee schedule. In the event that my child is initially enrolled as a potty trained student, but has multiple potty accidents (as determined by the school) he/she will be considered “non-potty trained” and I agree to pay the corresponding tuition price or withdraw my child from the program.

Parent's Signature

Date

Parent's Signature

Date

ENROLLEMENT AGREEMENT (1 of 2)

The following information is provided to outline some of the policies of Harbor Trinity Preschool in order to avoid misunderstandings. These policies along with other school standards, are published each year in the parent-student handbook. This handbook should be read carefully and discussed with your child.

- **Financial Policies:** Tuition is based on the entire school year (September - June). Payments are accepted on a monthly basis payable August - May. Payments are received one month in advance for the following month. There are no reductions for vacations and holidays.

No deductions will be made for absences during the school year regardless of the cause of such absence. All withdrawals, whether before the school year begins or during the school year, must be made in writing with two weeks notice and shall begin effective when such a notice is delivered to the school office.

Tuition is due on the 1st of each month. A late charge of \$15.00 will be assessed on unpaid balances exceeding \$50.00 after the grace period of 10 days each month. An account that is 30 days late will result in the student being subject to suspension or expulsion from Harbor Trinity Preschool until the account is paid in full. A service charge of \$25.00 will be assessed on all returned checks.

- **Behavioral Standards:** Students are expected to maintain a high standard of personal behavior. The teachers and administration are authorized to employ such discipline as they deem wise and expedient. Harbor Trinity Preschool reserves the right to suspend or expel students whenever school privileges are abused, infractions are repetitive in nature, or when conduct does not conform to Christian standards set by the policies of Harbor Trinity Preschool.
- **Conciliation Agreement:** As a Christian ministry we believe that the Bible commands believers to make every effort to live at peace and to resolve disputes with each other in private or within the church (Matt 5:25 & 1 Cor 6:1-7). Therefore, any dispute arising out of the relationship between the school and the home shall be resolved with assistance of the administration or as last resort, through legally binding arbitration. Should legal action, for any reason be taken against Harbor Trinity Preschool or any employee or agent thereof, and the school or its agent not be found at fault, the parent/guardian agrees to pay attorney fees, court fees, damages or other costs that Harbor Trinity Preschool or its agent should incur to defend itself against such action.
- **Admittance:** Children shall be admitted on a non-discriminatory basis, according equal treatment and access to services without regard to race, color, religious belief, national origin or ancestry. All children upon entering Harbor Trinity Preschool must be fully immunized as required by the Department of Health Services. Documentation of immunizations must be given to the school office before enrollment.
- **Sign in/out policy:** The Department of Social Services requires that parent(s) or other authorized adults sign their child(ren) in and out each day in attendance. It is also mandated that the signature be legible with at least the first initial and **FULL** last name written.

_____ Initial here

ENROLLEMENT AGREEMENT (2 of 2)

My child will attend school at the following hours:

- Full Day: 7:15am - 5:30pm
- Lunch Day: 7:15am - 1pm
- Half Day: 7:15am - 12pm

My child will attend school on the following days:

- 5 Days: Monday - Friday
- 3 Days: Monday, Wednesday, Friday
- 2 Days: Tuesday, Thursday

I have received, read and understood the PARENT HANDBOOK AND ENROLLMENT AGREEMENT, and will comply with the policies set forth by Harbor Trinity Preschool. In addition, I understand that school administration reserves the right to amend, suspend, or terminate policies or any part of this program at any time. Tuition for the above will be \$_____ per month, payable each month beginning **August 1** and ending **May 1**. A **non-refundable** registration fee of \$165.00 is due with this completed form. **Any changes by the parent(s) in this contract must be made in writing.**

Child's Name

Parent's Signature

Date

Administrator's Signature

Date

*** NEW STUDENTS:** An enrollment packet (approx. 15 pages, including doctor's report) will need to be completed and returned to the school office. Registration is not complete and students may not attend school without the school office having received this packet.