

WELCOME TO FIRST FRIENDS PRESCHOOL!

Thank you for your interest in our Weekday Preschool Ministry at First Baptist Church. Enclosed in this folder is information about FIRST FRIENDS PRESCHOOL **AND** an application for enrolling your child. Attached to this paper is a list of the classes that we offer for children ages 2 - 5 and the fees that you will be required to pay.

Registration will begin on **Wednesday, March 7th** for **Preschool and Church families**. On **Monday, March 12th** registration we will be open to the **public**. I cannot accept applications prior to the dates listed above.

The only paper I need back is the **white application form AND the \$75.00 (purchase Parent Card) or \$65.00 (already has a Parent Card)**. The amount paid is the **Registration Fees/Back to School Supply Fees/Parent Card (which is used to access the building as the doors of the church are locked during Preschool hours.)**

The \$75.00/\$65.00 will secure your child's spot in our Preschool Program.

This payment is non-refundable. Thank you for your understanding and cooperation.

Please take a minute and read the enclosed information. The more informed you are about our Program, the more comfortable you will be sending your child here!

If your child was enrolled in our program last year, I do not need a copy of their birth certificate or their immunization records, unless there has been some changes since last year. I do need a copy of any updates.

Although, we do not need the birth certificate and immunization records to secure your child's spot, we do need that information **by August 1st**. Your child will not be able to start Preschool without these important documents being on file. Thank you for getting those to me "sooner rather than later." Also, please contact your child's doctor now, to ensure that they are **up to date** on their immunizations!!

We follow the CDC guidelines concerning immunizations.

On a side note if you know of any families looking for a loving and nurturing Preschool, please tell them about FIRST FRIENDS and encourage them to give me a call! Your **kind words and confidence** in our Preschool is our best form of advertising!

Thank you for sharing your child with us and we look forward to a great learning experience!

If you have any questions, please give me a call at church @ 812-877-2354 or email me @ gdorsett@thfbc.org

Caring for God's children,



Gina Dorsett, Director



*****After you register your child, an important letter will be given to you about the upcoming school year - be sure to get this from me! **There is no summer mailing!**

FIRST FRIENDS PRESCHOOL CLASSES OFFERED:

BEGINNERS CLASS - age 2 by August 1st - "THE LITTLE GREEN FROGS"

* **M/W/F (3 days)** - 9:00 am - 11:30 am - Tuition \$125.00 per month - 9 equal payments for the school year
\$35.00 snack fee for the entire school year - due by the first day of school.

* **T/TH (2 days)** - 9:00 am - 11:30 am - Tuition \$110.00 per month - 9 equal payments for the school year
\$30.00 snack fee for the entire school year - due by the first day of school

* **T/TH PLUS Parents Time Out (3 days)** - Tuition 160.00 - 9 equal payments for the school year:
PLUS snack fee for Parent Time Out (\$25.00)

Registration Fee/Back to School Supply Fees/Parent Card - \$75.00 or \$65.00 (Non-refundable) - include payment with the Preschool application.

Snack fee - pay directly to your child's teacher at Parent Orientation - Cash only please.

Second semester supply fee - \$55.00 due in January along with tuition

8 children per class/Lead Teacher & Assistant

(Children enrolling in the Beginners class **DO NOT NEED** to be potty trained)



MIDLERS CLASS - age 3 by August 1st - "THE LEARNING LADYBUGS"

* **M/W/F - (3 days a week)** 9:00 am - Noon (extended day on Wednesday until 1:00 pm - bring lunch to school)

Tuition \$145.00 - 9 equal payments for the school year

\$35.00 snack fee for the entire school year - due by the first day of school - pay directly to your child's teacher at Parent Orientation - Cash only please.

Registration Fee/Back to School Supply Fees/Parent Card - \$75.00 or \$65.00 (Non-refundable) - include the payment with the Preschool application.

Second semester supply fee - \$55.00 due in January along with tuition

12 children per class/Lead Teacher & Assistant

(Children enrolling in the Midlers class **NEED** to be potty trained)



MIDLERS CLASS - age 3 by August 1st - "THE LEARNING LADYBUGS"

* **T/TH (2 days)** 9:00 am - Noon - Tuition - \$125.00 per month - 9 equal payments for the school year

\$30.00 snack fee for the entire school year - due by the first day of school - pay directly to your child's teacher at Parent Orientation - Cash only please.

* **T/TH PLUS Parents Time Out (3 days)** - Tuition \$160.00 - 9 equal payments for the school year
PLUS snack fee for Parents Time Out (\$25.00)

Registration Fee/Back to School Supply Fees/Parent Card - \$75.00 or \$65.00 (Non-refundable) - include this payment with the Preschool application.

Second semester supply fee - \$55.00 due in January along with tuition

12 children per class/Lead Teacher & Assistant

(Children enrolling in the Midlers class **NEED** to be potty trained)



PARENTS TIME OUT - for ages 2-4 - "THE FRIENDLY FISH" - (May be combined with other classes)

* **Mondays (1 day)** 9:00 am - 1:00 pm - Tuition - \$85.00 - 9 equal payments for the school year

\$25.00 snack fee for the entire school year - due by the first day of school - pay directly to your child's teacher at Parent Orientation - cash only please

Registration Fee/Back to School Supply Fees/Parent Card - \$75.00 or \$65.00 (Non-refundable) - include this payment with the Preschool application.

Second semester supply fee - \$55.00 due in January along with tuition

12 children per class/Lead Teacher & Assistant

(Children enrolling in PTO need to bring their lunch to school/**DO NOT NEED** to be potty trained)



PRE-KINDERGARTEN CLASS - age 4 by August 1st - "THE BUSY BUMBLEBEES"

* **Monday - Friday (Everyday)** 9:00 am - Noon with extended days on Monday & Wednesday until 2:00 pm
Tuition - \$175.00 per month - 9 equal payments for the school year
\$45.00 snack fee for the entire school year - due by the first day of school - pay directly to your child's teacher at Parent Orientation - Cash only please.

Registration Fee/Back to School Fall Supply Fees/Parent Card - \$75.00 or \$65.00 (Non-refundable) - include this payment with the Preschool application.

Second semester supply fee - \$55.00 due in January along with tuition

15 children per class/Lead Teacher & Assistant

(Children need to bring their lunch to school on Monday and Wednesday)



PRE-KINDERGARTEN CLASS - age 4 by August 1st - "THE BUSY BUMBLEBEES"

* **M/W/F (3 days/extended days)** - 9:00 am - 2:00 pm (Children need to bring their lunch to school)

Tuition - \$165.00 per month - 9 equal payments for the school year

\$40.00 snack fee for the entire school year - due by the first day of school - pay directly to your child's teacher at Parent Orientation - Cash only please.

Registration Fee/Back to School Supply Fees/Parent Card - \$75.00 or \$65.00 (Non-refundable) - include this payment with the Preschool application.

Second semester supply fee - \$55.00 due in January along with tuition

15 children per class/Lead Teacher & Assistant



PRE-KINDERGARTEN CLASS - age 4 by August 1st - "THE BUSY BUMBLEBEES"

* **M/W/F (3 days - 2 half/1 extended)** - 9:00 am - Noon (extended day on Wednesday until 2:00 - bring lunch)

Tuition - \$155.00 per month - 9 equal payments for the school year

\$40.00 snack fee for the entire school year - due by the first day of school - pay directly to your child's teacher at Parent Orientation - Cash only please.

Registration Fee/Back to School Supply Fees/Parent Card - \$75.00 or \$65.00 (Non-refundable) - include this payment with the Preschool application.

Second semester supply fee - \$55.00 due in January along with tuition

15 children per class/Lead Teacher & Assistant



***ALL CLASSES ARE SUBJECT TO CHANGE IN THE EVENT ENROLLMENT BECOMES AN ISSUE*
YOU WILL BE NOTIFIED IF ANY CHANGES NEED TO OCCUR**

SUMMER OPPORTUNITIES AT FIRST FRIENDS PRESCHOOL

SUMMER AT THE SCHOOLHOUSE - PRESCHOOL SUMMER DAY CAMP - one week from 9:00 am -noon

Held in July for children going into **Middlers, going into Pre-K or Kindergarten. Children who just completed Kindergarten are welcome to attend this Camp!** Children need to be potty trained. For more information, please see the BLUE paper in the Registration Packet.

Sign up today - classes fill quickly!! Pay in full with application.



SUMMER PARENTS TIME OUT PROGRAM - 8 week session that is held on Thursdays from

9:00 am - 1:00 pm. For more information, please see the ORANGE paper in your Registration Packet.

Sign up is on a "first come first serve basis." Pay \$30.00 supply/snack fee due at the time you turn in your child's application. Full tuition for the Summer PTO is due by the middle of May.

FIRST FRIENDS PRESCHOOL APPLICATION – PLEASE PRINT CLEARLY



Age of child on August 1ST _____ (Aug. 1st is the cut off for Vigo Schools)

Child's Birthday _____ Boy _____ Girl _____

Date of Registration _____

Do you have a Parent Card? Yes _____ No _____

All Parents must have a **Parent Card** to enter the building. The church doors are locked during Preschool hours. The Parent Card allows you to access your child. The Parent Card will be given to you in your Parent Packet. Please return the card in May to the Director - \$5.00 will be given back to you.

Registration Fees/Supply Fees/Back to School Fees - \$75.00 without a card/\$65.00 with a card. Check _____ Cash _____ Amount Paid - \$75.00 _____ \$65.00 _____

The fee at the time of registration is Non-refundable

*****Second Semester Supply Fee is due in January - \$55.00 with your tuition payment*****

Do you vaccinate your child? YES NO - (Circle one)

(We follow the CDC guidelines for immunizations – all shots must be up to date.)

Is your child potty trained? Yes _____ No _____ Should be by fall? Yes _____ No _____

CLASSED OFFERED AT FIRST FRIENDS PRESCHOOL:

***Beginner's Class- age 2 by Aug.1st**

M/W/F 9:00 am – 11:30 am _____ \$125.00

T/TH 9:00 am – 11:30 am _____ \$110.00

T/TH PLUS Parents Time Out _____ \$160.00

***Middler's Class - age 3 by Aug. 1st**

M/W/F – 9:00 am – Noon (extended day on Wednesday until 1 pm - bring lunch) _____ \$145.00

T/TH 9:00 am – Noon _____ \$125.00

T/TH PLUS Parents Time Out _____ \$160.00

***Pre-Kindergarten Class– age 4 by Aug. 1st**

Mon – Fri. - 9:00 am - Noon (extended days on M/W until 2 pm) _____ \$175.00

M/W/F – 9:00 am – 2:00 pm _____ \$165.00

M/W/F – 9:00 am – Noon (extended day on Wed until 2 pm) _____ \$155.00

***Parents Time Out Program – ages 2-4 (by August 1st)**

Mondays – 9:00 am-1:00 pm _____ \$85.00

***WAITING LIST FOR WHICH CLASS? _____**

Child's Full Name: _____

Parents/Guardian Address: _____

Place of Birth: _____



Father's Name: _____ Home/Cell Phone: _____

Employer: _____ Work Phone: _____

Mother's Name: _____ Home/Cell Phone: _____

Employer: _____ Work Phone: _____

Parents Email address _____

Members of your household - Please list adults first, then children, in order of age

Name	Age	Relationship to child
1. _____		
2. _____		
3. _____		
4. _____		
5. _____		

Has your child been in a Preschool/Day Care before? If so, where? Yes _____ No _____

Church Affiliation - _____

How did you hear about First Friends Preschool?

MEDICAL INFORMATION

EMERGENCY CONTACT - This should be a close friend or relative who can be reached in the event that neither parent can be reached:

*Name: _____
Phone Number _____
Relationship to your child _____

*Name: _____
Phone Number _____
Relationship to your child _____

If necessary, 911 will be called to assist your child.

Which hospital do you prefer? Union _____ Regional _____
Does your insurance require that you use a particular one? Yes _____ NO _____
Physicians Name and Phone Number _____



ALLERGIES (Medicine and Food): _____

MEDICATIONS TAKEN REGULARLY: _____

Does your child have any physical disabilities or restrictions that we should be aware of

Is there anything else you would like us to know about your child?

Please note, there is no coverage for your child in the event they would be injured while at Preschool. Please sign indicating you understand our policy:

Parent Signature/Date _____

PERMISSION FOR FIELD TRIPS/ OUTSIDE ACTIVITIES:

My child, _____, has permission to join in any field trips. (The only field trip would be a nature walk to Dobbs Park) – You must go to supervise your own child. I allow my child to participate in **outside** activities which may be part of the preschool experience at First Friends Preschool.

Parent Signature/Date _____



IMMUNIZATION REQUIREMENTS:

I hereby state, my child, _____, is **UP TO DATE** on their immunizations and a record of their immunizations AND my child's birth certificate will be submitted to the Preschool Director by **August 1ST**. Please note, these important documents must be on file before your child can attend First Friends Preschool. We follow the **Center of Disease Control (CDC)** guidelines regarding immunizations. Thank you for your understanding and cooperation. We do not accept waivers.

Parent Signature/Date _____

PLEASE CHECK WITH YOUR CHILD'S DOCTOR, AT THE TIME OF REGISTRATION, TO INSURE THAT HE/SHE IS UP TO DATE ON THEIR IMMUNIZATIONS BY THE TIME SCHOOL STARTS NEXT FALL!

I agree to pay a \$75.00 or \$65.00 Registration/Fall Supply Fees/Back to School Fees including the Parent Card which must accompany this registration form. This payment is non-refundable. I agree to pay the monthly tuition from September – May (9 equal payments). After, the 5th of the month, I will incur a late fee of \$15.00. I agree to pay the snack fee to my child's teacher by the first day of school. I understand that no refund will be made for non-attendance for illness or bad weather. If I decide to withdraw from the program, I will notify the Director in order to protect my "good standing" in the event I wish to participate in the future.

I will be certain my child is in good health when I send him/her to Preschool. I understand that a child with diarrhea, fever, vomit, excessive running nose or excessive cough or any communicable disease is considered unhealthy and I will keep my child home from Preschool. I understand that school personnel cannot administer medicine.

Parent/Guardian Signature/Date _____

*Please initial if you are in agreement with your child's photo being used at First Friends Preschool/First Baptist Church _____



Help us get to know your child:

- Full Name _____

- Nick Name _____

- Favorite snacks/food: _____

- Foods my child dislikes: _____

- Does your family have a pet? _____

- Favorite book: _____

- Favorite toy: _____

- Favorite tv show: _____

- Favorite movie: _____

- Favorite restaurant/fast food: _____

- Favorite place to go: _____

- Tends to be right/left handed: _____

- My child is afraid of: _____

- Does your child go to Day Care? If so, where? _____

- What else would you like us to know about your child? _____

Thank you for sharing your child with us!

