

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 **Monday, March 4th, Tuesday, March 6th and Wednesday, March 7th for Preschool and Church families beginning at 8:30 am.** Past Preschool families may register after 10:30 am on the first day. On **Thursday, March 7th** 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 \$100.00 - purchase Parent Card or \$75.00 - already has a Parent Card.** The amount paid is the **Registration Fees/Back to School Supply Fees/Security/Parent Card (which is used to access the building as the doors of the church are locked during Preschool hours.)** The \$100.00/\$75.00 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 2 weeks after the date you registered your child.** 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!

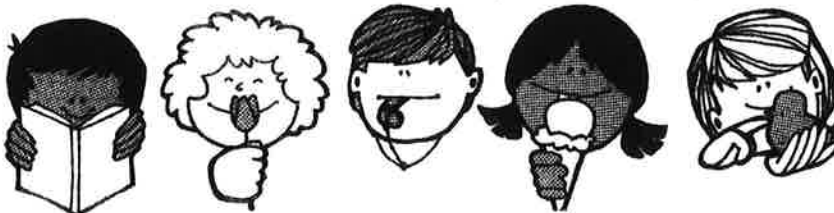
Thank you for sharing your child with us and we look forward to a great learning experience!

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



The **BACK TO SCHOOL LETTER** is included in this informative packet. Please remember - There is no summer mailing about the upcoming school year.

FIRST FRIENDS PRESCHOOL CLASSES OFFERED

BEGINNERS CLASS - age 2 by August 1st - "THE LITTLE GREEN FROGS" - Does Not need to be potty trained

* **Monday/Wednesday/Friday** 9:00 am - 11:30 am

Tuition \$135.00 per month - 9 equal payments for the school year (September - May)

\$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 in an envelope.



* **Tuesday/Thursday** 9:00 am - 11:30 am (Can add Monday Parents Time Out Class)

Tuition \$120.00 per month - 9 equal payments for the school year (September - May)

\$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 in an envelope.

* **Tuesday/Thursday Beginners Class PLUS Monday Parents Time Out**

PTO tuition \$100.00 plus \$120.00 (\$25.00 discount) = \$195 - 9 equal payments for the school year (September-May)

Snack fee for Parent Time Out - \$25.00

Registration Fee/Back to School Supply Fees/Parent Card/Security- \$100.00 (purchase Parent Card) or \$75.00 (if you already have a Parent Card)
Second Semester Supply Fee - \$75.00 due in January along with tuition

MIDLERS CLASS - age 3 by August 1st - "THE LEARNING LADYBUGS" - Needs to be potty trained

* **Monday/Wednesday/Friday** 9:00 am - 1:00 pm - Children bring their lunch to school - you can pick your child up at noon if you prefer, but no adjustment with tuition.

Tuition \$155.00 - 9 equal payments for the school year (September - May)

\$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 in an envelope.

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

* **Tuesday/Thursday** 9:00 am - Noon (Can add Monday Parents Time Out Class)

Tuition - \$130.00 per month - 9 equal payments for the school year (September - May)

\$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 in an envelope.



* **Tuesday/Thursday Midlars Class PLUS Monday Parents Time Out**

PTO Tuition \$100.00 plus \$130.00 (\$25.00 discount) = \$205 - 9 equal payments for the school year (September - May)

Snack fee for Parents Time Out - \$25.00

Registration Fee/Back to School Supply Fees/Parent Card/Security - \$100 (Purchase Parent Card) or \$75.00 (if you already have a Parent Card) - **Payment must be included** with application - Payment is Non-refundable.

Second Semester Supply Fee - \$75.00 due in January along with tuition

PARENTS TIME OUT (PTO) - "THE FRIENDLY FISH" for children ages 2-4 - Does Not need to be potty trained

* **Mondays** 9:00 am - 1:00 pm - Children bring their lunch to school

Tuition - \$100.00 - 9 equal payments for the school year (September - May)

\$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 in an envelope.

Registration Fee/Back to School Supply Fees/Parent Card/Security - \$100.00 (Purchase Parent Card) or \$75.00 (if you already have a Parent Card). **Payment must be included** with application - Payment is Non-refundable.

Second Semester Supply Fee - \$75.00 due in January along with tuition



(Parents Time Out Class can be combined with a Tuesday/Thursday Beginners or Midlars Class)

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

* **Monday THROUGH Friday** 9:00 am - Noon (**Extended days** on Monday & Wednesday until 2:00 pm - children bring lunch)
Tuition - \$185.00 per month - 9 equal payments for the school year (September - May)
\$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 in an envelope.



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

* **Monday/Wednesday/Friday** 9:00 am - 2:00 pm - Children bring their lunch to school
Tuition - \$170.00 per month - 9 equal payments for the school year (September - May)
\$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 in an envelope.

Registration Fee/Back to School Supply Fees/Parent Card/Security - \$100.00 (Purchase Parent Card) or \$75.00 (if you already have a Parent Card. **Payment must be included** with application - Payment is Non-refundable
Second Semester Supply Fee - \$75.00 due in January along with tuition.

***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 Programs are for Preschool and Church families - children must be potty trained. Children who are entering Kindergarten or just completed Kindergarten are also welcome to attend also! Come join all the summer fun!

SUMMER AT THE SCHOOLHOUSE - PRESCHOOL SUMMER MORNING CAMP - 9:00 am - Noon.

Held in the summer for one week - Monday - Friday. Snack provided.

For more information, please see the BLUE paper in the Registration Packet. Total cost is due at the time of registration and is non-refundable.

SUMMER PARENTS TIME OUT PROGRAM - 8 week session held on Tuesdays or Thursdays from 9:00 am - 1:00 pm.

Children bring their lunch to school to eat with their friends. Snack provided.

For more information, please see the BLUE paper in your Registration Packet. Total cost is due at the time of registration and is non-refundable.



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 _____ (Immunization/Birth Certificate due 2 weeks from this date)

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 - \$100.00 without a card/\$75.00 with a card. Check _____ Cash _____ Amount paid _____

The fee at the time of registration is Non-refundable

*****Second Semester Supply Fee is due in January - \$75.00 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: Prices listed are per month.

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

M/W/F 9:00 am – 11:30 am _____ \$135.00

T/TH 9:00 am – 11:30 am _____ \$120.00

T/TH PLUS Parents Time Out _____ Tuesday/Thursday tuition PLUS \$75.00 – slight adjustment

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

M/W/F – 9:00 am – 1:00 pm _____ \$155.00 – bring lunch

T/TH 9:00 am – Noon _____ \$130.00

T/TH PLUS Parents Time Out _____ Tuesday/Thursday tuition PLUS \$75.00 – slight adjustment

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

Mon – Fri. - 9:00 am - Noon (extended days on M/W until 2 pm) _____ \$185.00 – M/W bring lunch

M/W/F – 9:00 am – 2:00 pm _____ \$170.00 – bring lunch

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

Mondays – 9:00 am-1:00 pm _____ \$100.00

***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

	<i>Name</i>	<i>Age</i>	<i>Relationship to child</i>
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 **2 weeks following the date of registration**. 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 \$100.00 or \$75.00 Registration/Fall Supply Fees/Back to School Fees including the Parent Card which must accompany this registration form. This payment is non-refundable. Second semester supply fee of \$75.00 is due in January along with the tuition payment.

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: _____

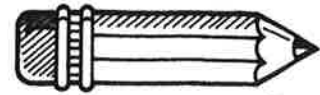
- Favorite place to go: _____
- Tends to be right/left handed: _____
- My child is afraid of: _____

- 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!



Highlights about First Friends Preschool At First Baptist Church



*August 1st is the cut off for Vigo County Schools, therefore, this is the cutoff for First Friends Preschool. This gives the child a natural progression into Kindergarten.

*We follow the VCSC calendar for holidays and vacations. Our start date in the fall and our end date in the spring is **not** the same as the VCSC.

***Immunizations are required** to attend First Friends Preschool. We follow the CDC guidelines concerning immunizations. A copy of your child's birth certificate and immunization records must be on file 2 weeks following the date of your child's registration.

*Classes offered at First Friends Preschool:

Beginner's - "The Little Green Frogs" (age 2 by Aug. 1st) - **does not** need to be potty trained

Middler's - "The Learning Ladybugs" (age 3 by August 1st) - needs to be potty trained

Pre-Kindergarten - "The Busy Bumblebees" (age 4 by August 1st) - needs to be potty trained

Parents Time Out Program - "The Friendly Fish" (children ages 2-4) - **does not** need to be potty trained

*During the Preschool hours the church doors are **locked**. You must use your Parent Card to access the building. We ask that you have this card with you whenever you come to Preschool. This card will be given to you at Parent Orientation. \$5.00 is given back to you when the card is returned at the end of the school year. The safety of your children is our number 1 priority!!

* **Kids in the Kitchen** is offered once a month with Miss Gina. The children learn about the kitchen, utensils and of course, cooking. We make their snack for them to eat that morning.

*We have a **Lead Teacher and an Assistant** in each class.

Our teachers have degrees in education OR experience working with young children. Our assistants have a love for children and experience working with them.

*We have an **early bird** morning drop off beginning at 8:30 am.

The cost is \$1.00. You must walk your child in. No need to sign up, just walk them in and you will be notified at the beginning of the school year, where to go. If there is a delay due to weather or other circumstances we **do not** offer the "early bird" drop off.

*Our "arrival time" daily is conveniently called: "**Kiss & Go**".

A car pool line is formed and a staff member carefully gets your child out of the car. They guide them into the building. A Preschool Staff Member/Director is there to greet them and guide them back to their classroom. This is very convenient especially if you have younger siblings in the car. We start getting the children out of the car beginning around 8:55 am. If there is a Delay, we do not offer Kiss and Go, you must walk your child into the building using the front doors of the church. A Preschool Staff member will be there to meet and greet you.

****Chapel Time**" is held once a week for 10-15 minutes in the Sanctuary. This includes a bible story and maybe a song or two. We also go over our monthly prayers and scriptures.

*We respect the religion of all of our students and families. **Christian values** are an important part of our classes such as sharing, forgiving and loving one another. Prayer time/devotion is a part of our day too, before snack time, and maybe for a classmate who is sick.

*A one time "**snack fee**" is collected in the fall at Parent Orientation. This money should be given directly to your child's teacher. If possible, please pay in cash with the correct amount and put it in a sealed envelope with your child's name. The teacher is responsible for buying the snacks for your child.

*Each day your child is in Preschool they have the opportunity to improve their gross motor skills by playing outside or in Esken Hall (Fellowship Hall). Our playground is a favorite activity for the children, as well as riding bikes, scooters, playing with balls, bubbles, and sidewalk chalk and other large motor activities.

****LEARNING IS IN THE BAG**" is offered to our Preschool children and their families. These are educational games/toys that can be checked out for you to use at home with your child. Parent guidance and supervision is needed to insure that "all the pieces" make it back into the bag for others to enjoy. This is a great way to reinforce at home what your children are learning at Preschool. Just look for the colorful cart outside the Preschool office.

***Summer opportunities for enrolled Preschool children** - Preschool Summer Day Camp - one week held in the summer (Summer at the Schoolhouse) and Summer Parents Time Out Program (8 week session held one day a week from 9:00 am - 1:00 pm) More information is available in the Registration Packet.