



<i>For Office Use Only</i>	
Date:	_____
Check #:	_____
Amount:	_____

# Zion Preschool

## Registration Information

Student's Name: \_\_\_\_\_

Name Child goes by: \_\_\_\_\_ Gender M / F

Birth date \_\_\_/\_\_\_/\_\_\_ Age on September 1, 2023 \_\_\_\_\_ Phone #: \_\_\_\_\_

Children must be three or four years old by September 1 and toilet-trained.

Student's Home Address: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Parent/Guardian Address: \_\_\_\_\_

Parent/Guardian Occupation and Place of Employment: \_\_\_\_\_

Working Hours: \_\_\_\_\_ Parent/Guardian Email Address: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Parent/Guardian Address: \_\_\_\_\_

Parent/Guardian Occupation and Place of Employment: \_\_\_\_\_

Working Hours: \_\_\_\_\_ Parent/Guardian Email Address: \_\_\_\_\_

Parent's Marital Status: \_\_\_\_\_

### Responsible persons to call when parents cannot be reached:

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Relationship to child: \_\_\_\_\_

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Relationship to child: \_\_\_\_\_

## Class Selection

Please mark your class preference

### Three Year Old Class

_____Monday/Wednesday	9-11:30 AM	\$120.00/monthly
_____Tuesday/Thursday	9-11:30 AM	\$120.00/monthly
_____Monday/Tuesday/Wednesday/Thursday	9-11:30 AM	\$200.00/monthly

### Four Year Old Class

_____Tuesday/Wednesday/Thursday	9-11:30 AM	\$150.00/monthly
_____Monday/Tuesday/Wednesday/Thursday	9-11:30 AM	\$200.00/monthly

A non-refundable registration fee of \$75.00 is required at the time of registration.

A one-time snack fee is also due at the time of registration; 2-day program is \$45.00, 3-day program is \$60.00; 4-day program is \$75.00.

## Emergency Information

Physician's Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Hospital: \_\_\_\_\_

## Family Information

Brothers and/or sisters (please indicate ages and whether they live with the child):

Name: \_\_\_\_\_ Age: \_\_\_\_\_

Name: \_\_\_\_\_ Age: \_\_\_\_\_

Name: \_\_\_\_\_ Age: \_\_\_\_\_

Church you attend: \_\_\_\_\_

## Personal Information

Has your child had any experience in preschool or group interaction?

If so, where and when?

Does your child have any allergies? What are they? Are there symptoms we should note?

Are there any past or current medical problems that we need to be aware of? Past surgeries?

List any special food or eating instructions:

## Health Information

Medical Problems \_\_\_\_\_ Physical Handicaps \_\_\_\_\_

Restrictions for play \_\_\_\_\_ Allergies \_\_\_\_\_

Fears \_\_\_\_\_ Medications taken by child \_\_\_\_\_

Date of last tetanus shot \_\_\_\_\_ Other Information \_\_\_\_\_

*This authorizes a representative of ZION PRESCHOOL to secure EMERGENCY medical care for my child when I cannot be immediately reached at the time of the emergency. I will be responsible for the emergency medical charges upon receipt of the statement.*

\_\_\_\_\_ is the preferred doctor/clinic/hospital.

\_\_\_\_\_  
Signature of parent or guardian

\_\_\_\_\_  
Date

## Administer Prescription Medicine

I authorize \_\_\_\_\_ to administer prescribed medicine to my child as specified in the prescription's directions for administration.

\_\_\_\_\_  
Signature of parent or guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Relationship to Child

## Pick Up Authorization

The people listed below are authorized to pick up \_\_\_\_\_  
from Zion Preschool. (Child's Name)

1. Name \_\_\_\_\_ Relationship to child \_\_\_\_\_

2. Name \_\_\_\_\_ Relationship to child \_\_\_\_\_

3. Name \_\_\_\_\_ Relationship to child \_\_\_\_\_

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Relationship to Child

## Zion Preschool - Discipline Policy

I have read and understand the discipline procedures as stated in the Student Handbook and listed below.

### Discipline procedures for children:

#### Discipline

The teacher will verbally reprimand your child individually. Firm positive statements about behaviors or redirection of behavior will also be used. If this is not effective, your child will be removed from the group setting. Removal from the group will not exceed one minute per year of the child's age. If there is still a problem, the teacher will confer with the parents.

#### Discharge

In the event that your child is not adjusting to the preschool environment, a parent/teacher conference will be held. If the situation cannot be resolved, a meeting will be held with the parents, the teacher, the director and the Board of Christian Education at which time the board will make the final determination. Suggestions of more appropriate centers will be given to the parents at this time.

\_\_\_\_\_  
Name of Preschool Student

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Date

## Maple Park and Field Trip Permission

When the weather is cooperative, we will take nature walks around the neighborhood. We might also take your child on mini-field trips to Maple Park, across the street from our school. Since the park is a public park, not part of our school, and is not regulated by the State of Illinois standards for day care centers, we need your permission to do this. Children will be supervised by the classroom teacher and aide while at the park.

\_\_\_\_\_ has permission to go to Maple Park with his/her class for the current school year.

\_\_\_\_\_ has permission to leave the premises of Zion Preschool under supervised care for field trips. I understand my child will be returned to Zion Preschool at the conclusion of the field trip in order to go home at his/her regular time unless I am otherwise notified.

\_\_\_\_\_  
Signature of parent or guardian

\_\_\_\_\_  
Date

## Driver Information

I am willing to chaperone field trips that require transportation throughout the school year when I am available. I hereby state that my car is in good working order and my driver's license is current

\_\_\_\_\_  
Driver's license number

\_\_\_\_\_  
Expiration date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Photo Print Permission

We periodically take pictures of our students participating in the fun activities we plan for them. They love to see themselves in print! We occasionally print pictures in the Preschool portion of Zion's monthly newsletter (which you will receive) and/or the Mascoutah Herald and would like to make sure parents are agreeable to having their child included. Zion's newsletter is not published on social media. We will also post student's photos in private Facebook classroom pages.

Please fill out the bottom portion of this form to indicate your preference.

\_\_\_\_\_ Yes you may include my child's photos in publications and social media platforms.

\_\_\_\_\_ I prefer you not include my child's photos in any publications or social media platforms.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# ZION PRESCHOOL - POLICY FOR LATE PICK-UP

In order to comply with State of Illinois regulations for day care centers that govern our preschool, it is necessary for us to have on file a signed written agreement regarding our policies that affect children who are not picked up at our dismissal time of 11:30 AM.

We have had very few parents who have not been conscientious about picking up their child on time or making arrangements for their child to be picked up on time, and do not anticipate it to be a problem in the future. However, since we are licensed by the state, we must comply with their regulations.

Please read the state regulation from Licensing Standards for Day Care Centers on the reverse of this form, our policies listed below, and complete the information required.

If parents or caregivers are five minutes late in picking up their child, the parent or caregiver will be called at the number indicated in the child's file.

If the parent or caregiver can not be reached at the provided number, or numbers listed, the child's emergency contact person will be contacted at the number indicated in the child's file. If your telephone number or that of your emergency pick up person changes, please let the preschool office know immediately so we will always be able to contact someone in case of an emergency.

If parents or caregivers are more than 15 minutes late in picking up their child, and they have not contacted the school, they will be charged a \$3.00 late fee. Late fees will accrue at an additional \$3.00 for each additional 15 minutes until the child is picked up, or the school has been called and other arrangements have been made.

We have not had a need to contact authorities due to children being left at our facility and do not foresee such circumstances. Every effort will be made to contact parents, caregivers, emergency contact people, and all others listed on the child's pick-up authorization form. Your child will remain with his/her teacher or the preschool director until someone from your child's pick-up authorization can be located. The Mascoutah Police Department will only be contacted if we cannot reach anyone on your child's contact list within an hour of the end of the school day.

At no time will your child be made to feel uncomfortable if he/she needs to wait for a parent or caregiver to arrive. Your child will not be held responsible for the situation and discussion of the issue will only be with the parent or guardian, not the child. Any child waiting for a parent will be supervised by the classroom teacher or director until he/she is picked up. Every effort will be made to occupy the child and make sure the child is not concerned about the late pick up.

I understand that dismissal time is at 11:30 AM and agree to pick up or have my child picked up at that time. I have read and understand the policies listed above and the attached regulation from Licensing Standards for Day Care Centers, and agree to the policies as stated.

Child's Name (print) \_\_\_\_\_

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

## Birth Certificate Requirement Form

Licensing Standards of Day Care Centers, April 1, 2010 - P.T. 2010.04, Section 407.250, 4). A), B), C) and D) which is printed below requires parents to provide a *certified copy* of their child's birth certificate within thirty (30) calendar days of their child's first day at our preschool. Additionally, the law requires that the Illinois State Police or our local law enforcement agency be informed if the required document is not produced within the indicted time frame.

Parents will need to:

- Sign and date this form indicating that you have been informed of this regulation and will comply within the time specified.
- Return the form on your child's next school day.

or

- Bring or send to school your child's *certified birth certificate* which I will copy, verify that I have seen it and return it to you the same day.

Remember that failure to provide the appropriate document will result in notification of the local or state authorities thirty days from the date of your child's first day of school.

Child's Name \_\_\_\_\_ Date \_\_\_\_\_

Parent or Guardian Signature \_\_\_\_\_

- A) Provide a written notice to the parent or guardian of any child to be *enrolled for the first time that within 30 days* of enrollment the parent or guardian must *provide a certified copy of the child's birth certificate or other reliable proof of identity and age of the child*. The center shall make a duplicate and return the original certified copy to the parent or guardian no later than the end of the next business day after receipt. If a certified copy of the birth certificate is not available, the parent or guardian must submit a *passport, visa or other governmental documentation as proof of the child's identity and age and an affidavit* or notarized letter *explaining the inability to produce a certified copy of the birth certificate*. The center's notice to parent or guardian shall also indicate that the center is required by law to notify the Illinois State Police or local law enforcement agency if the parent or guardian fails to submit proof of the child's identity within the 30 day time frame;
- B) Notify the Illinois State Police or local law enforcement agency of the parent's failure to submit a certified copy of the child's birth certificate or other reliable proof of identity. The center shall also *notify the parent or guardian in writing that the Illinois State Police or local law enforcement* has been notified as required by law, advising the parent or guardian that he or she *has 10 additional days to comply* by submitting the required documentation;
- C) *Report to the Illinois State Police or local law enforcement agency any affidavit received which appears inaccurate or suspicious in form or content;*
- D) *Flag the record of a child enrolled at the day care who is reported by the Illinois State Police as a missing person, and shall immediately report to the Illinois State Police any request concerning flagged records or knowledge as to the whereabouts of any missing child. [325 ILCS 50/5]*

**LICENSING STANDARDS FOR DAY CARE CENTERS June 24, 2020 – P.T.**  
**2020.10 Illinois Department of Children and Family Services**  
**Rules 407 – (58)**

f) All day care centers shall have a written policy that explains to parents and staff the actions the center will take if a parent or guardian does not pick up, or arrange to have someone pick up, his or her child at the designated, agreed upon time. The policy shall consist of the provider's expectations clearly presented to the parent or guardian in the form of a written agreement that shall be signed by the parent or guardian and shall include at least the following elements:

- 1) The consequences of not picking up children on time shall be precisely communicated to parents, for example:
  - A) Amount of late fee, if any, and when those fees begin to accrue.
  - B) The degree of diligence the provider will use to reach emergency contacts, e.g., number of attempted phone calls to parents and emergency contacts, requests for police assistance in finding emergency contacts, and so forth.
  - C) Length of time the facility will keep the child beyond the pick-up time before contacting outside authorities, such as, the child abuse hotline, police, and so forth.
- 2) Emphasis on the importance of having up-to-date emergency contact numbers on file.
- 3) Acknowledgement of the provider's responsibility for the child's protection and well-being until the parent or outside authorities arrive.
- 4) A policy that staff shall not hold the child responsible for the situation and that discussion of this issue will only be with the parent or guardian and never with the child.

(Source: Amended at 28 Ill. Reg. 3011, effective February 15, 2004)