

Pisgah Child Development Ministry
PRESCHOOL PROGRAM
1350 Pisgah Church Road Lexington, SC 29072
803-358-9577/ Fax 803-359-7667

2021-2022 REGISTRATION FORM

Office Use Only

Date Reg. Received _____ Reg. Fee \$ _____ Cash/ Check/ Credit _____ Expected Enrollment Date _____

CHILD'S FULL NAME _____ Birth Date _____

Name used at home _____ Age on or Before Sep.1, 2021 _____

Address _____

City _____ Zip _____

Home Phone _____

Mother's Name _____ Cell phone _____

Employer's Name _____ Job Title _____

Work Phone _____ Other Phone _____

Email Address _____

Father's Name _____ Cell phone _____

Employer's Name _____ Job Title _____

Work Phone _____ Other Phone _____

Email Address _____

Child Information

Pisgah CDM admits children of any race, color and national or ethnic origin.

Child's Name _____

Are you a member of Pisgah Lutheran? _____

Are parents: Married _____ Separated _____ Divorced _____ Legal Guardian _____
(If court papers exist, please give the office a copy)

Names and Ages of siblings

Previous programs attended _____

Denomination/ Church your family attends _____

Please list any food/other allergies

List any other health concerns/ daily medications

List if your child receives any special services from the school district or any other specialist

Emergency Information

Doctor: _____ Phone # _____
Address _____

Dentist _____ Phone # _____

Persons Authorized to Act for Parents in case of an Emergency (Must have two Contacts/Local Only)

Contact Person _____ Relationship _____
Home _____ Cell _____ Work _____

Contact Person _____ Relationship _____
Home _____ Cell _____ Work _____

In case of emergency, I give my permission for my child _____ to be taken to _____ Hospital for treatment.

I give permission for PCDM to take whatever emergency (i.e. First aid, disaster, evacuation) measures are judged necessary for the care and protection of my child while under the supervision of PCDM. It is understood that the staff may need to contact local emergency resources before contacting the parent or legal guardian. If the local emergency resources deem it necessary to transport my child, it will be to the closest hospital facility.

Parent Signature _____ Date _____

Financial Information

Admission Policy

Pisgah Child Development Ministry admits students of any race, color, national or ethnic origin to the rights and privileges, programs and activities generally accorded or made available to students at the school. All registration forms, financial agreement, immunization records, birth certificate, and handbook must be completed before a child can begin.

Registration/Supply Fees

A non-refundable registration/supply fee is required when a child is enrolled in the PCDM afterschool program. The fees are in the registration packet under the Financial Contract. A two-week notice must be given if a child is to unenroll in the program. Our fees are reviewed annually. You will be notified at least 30 days in advance of any changes.

Late Fees or Returned Check Charges

Monthly tuition is due by the 10th of each month. A \$25.00 late fee will be applied if monthly tuition is not paid by the end of each month. If payments are past due, the payments must be dropped off at the preschool office along with the \$25.00 late fee. If payment is still not received by the end of the month, the child may be dismissed from the program.

A service charge of \$35.00 will be charged for each returned check. Failure to pay fees in a timely manner, will result in your child's dismissal from the program. Three (3) tuition checks returned from the bank will result in cash payments ONLY or your child's dismissal from the program. It is necessary that fees and tuition are paid when due. It is the responsibility of the parent to notify the Director if a payment cannot be made on time.

Church Member and Sibling Discounts

PCDM offers church member and sibling discounts to families. A church member will receive a \$10.00 discount per family per month. Families with multiple children that attend the PCDM program will receive a \$10.00 discount per family per month.

Vacation Policies

Each enrolled student is authorized one (1) week vacation per school year. This week must be taken in five (5) consecutive days. In case a student begins or leaves mid-school year, the vacation week will be prorated.

Early Arrival/ Late Pick-up Fees

Please sign-out your child at your committed pick-up time. Since it is necessary to keep staff overtime when a child is picked-up late, a \$5.00 late fee will be charged the first 5 minutes after the 12:00 pm and 6:00 pm pick-up time. An addition \$1.00 will accrue for every minute thereafter.

In applying to reserve program space for my child, I agree to abide by the financial information with Pisgah Child Development Ministry. In the event I should desire to withdraw my child from the program, I agree to give two (2) weeks' notice and I will be responsible for the tuition for those two weeks whether my child attends or not.

Child's Name _____

Parent Signature _____ **Date** _____

2021-2022 School Year Financial Contract for Preschool

Child's Name _____

Fee Schedule (please initial below)

A non-refundable fee is due when the registration form is submitted to hold your child's spot in the 2021-2022 preschool program. *(There are no discounts on Registration Fees for additional children)*

_____ Registration/Supply Fee.... \$150.00

Application to Enter (please check appropriate class)

- _____ Toddler Class (must be 18 months to enter)
_____ Two-Year-Old Class (must be two by 9/1/21)
_____ Three-Year-Old Class (must be three by 9/1/21)
_____ Four-Year-Old Class (must be four by 9/1/21)

Toddler Class Programs (please initial next to appropriate program)

- _____ Preschool Application for 2021-2022 School Year \$260/Month (7:30am-12:00pm)
_____ Full-Day Preschool Application for 2021-2022 School Year \$600/Month (7:30am-6:00pm)

Two-Year to Four-Year Class Programs (please initial next to appropriate program)

- _____ Preschool Application for 2021-2022 School Year \$235/Month (7:30am-12:00pm)
_____ Full-Day Preschool Application for 2021-2022 School Year \$575/Month (7:30am-6:00pm)

Tuition Fees

Tuition for the month of August will be prorated to Half of the monthly full-tuition for August 16, 2021-August 31, 2021. Tuition Fees will be paid in full monthly from September 1, 2021 until May 31, 2022. Tuition is due on the first day of each month, as specified in the current rate schedule.

I understand that \$150.00 registration/supply fee is non-refundable. I agree to pay \$_____ per month on the first school day of each month. I understand that my child will not be allowed to attend if payments are not made according to these policies. A two-week written notice must be given if your child were to withdraw from the program.

Parent Signature: _____ Date _____

Authorization for Child Pick-up

Child's Name _____

The following individuals listed have permission to pick up my child from Pisgah Child Development Ministry. If one of the authorized individuals picks up a child, they must provide proper identification.

Family Code Word _____

Name _____ Relationship _____

Home # _____ Business # _____ Cell # _____

Name _____ Relationship _____

Home # _____ Business # _____ Cell # _____

Name _____ Relationship _____

Home # _____ Business # _____ Cell # _____

Name _____ Relationship _____

Home # _____ Business # _____ Cell # _____

I have read and understand the Pisgah CDM policy on pick-up authorization.

Parent Signature _____ Date _____

Checklist for Admission

Registration Packet and Payment _____

Updated Immunization Record _____

DSS Form 2900 (attached blue form) _____

Emergency Data Card (attached yellow card) _____

Birth Certificate (for new students) _____

Court/Custody Documentation (if applicable) _____

Photo Permission Form _____

PHOTO PERMISSION SLIP

From time to time we take pictures during Preschool & Afterschool activities. We would like your permission to use these pictures for Pisgah church/school websites, Pisgah Church and parent Facebook pages, employee training, and our bulletin boards. Pictures would be selected to highlight activities during Preschool & Afterschool events. We will never reference your child by name or provide any specific information regarding your child. The pictures will only be used by Pisgah Child Development Ministry/Church to show the many ways our children can have fun while participating in Preschool & Afterschool activities!

Please take a moment to let us know your preferences regarding our use of photos of your children:

_____ YES, I grant permission for Pisgah Child Development Ministry/Church to use photos of my child for CDM's Parent Facebook Page and Website, Pisgah Church's Facebook Page and Website, employee training and our bulletin boards.

- OR -

_____ NO, please do NOT take or use any photos of my child.

Child(ren)'s Name(s) (PLEASE PRINT):

Parent/Guardian's Name (PLEASE PRINT):

Parent/Guardian's Signature:

Date: _____

For questions or concerns about this form, please feel free to contact Deborah Poole at (803) 358-9577.