

ST. LUKE'S CHILDREN'S CENTER

206 CENTRAL AVE.
SUMMERVILLE, SC 29483
843-871-6666



Enrollment Application Form 2019-2020

DATE: _____

Child's Name: _____
FIRST MIDDLE LAST

Name used (nickname): _____ Gender: FEMALE / MALE

Date of Birth: _____ Age (by September 1st) _____

Address:

_____ STREET CITY STATE ZIP

Home Phone Number: _____

Mother's Name: _____

Place of Employment: _____

Working Hours: _____ Business Phone: _____

Cell Phone: _____ E-Mail: _____

Father's Name: _____

Place of Employment: _____

Working Hours: _____ Business Phone: _____

Cell Phone: _____ E-Mail: _____

----- **FOR OFFICE USE ONLY** -----

Classroom placement is based upon date of birth, developmental needs, and teacher observation.

AGE-CLASS PLACEMENT: _____

REGISTRATION FEE PAID: Yes _____ No _____

IMMUNIZATION FORM SUBMITTED: Yes _____ No _____

DSS FORM 2900 COMPLETED: Yes _____ No _____

FULL DAY _____ EARLY BIRD _____

Age-Group Requirements for Enrollment:

Classroom placement is based upon date of birth, developmental needs, and teacher observation.

- ❖ **Peeps** must be 6 weeks old to enter the program
- ❖ **Cats** must be 7 months old by September 1st
- ❖ **Bunnies** must be 12 months old by September 1st
- ❖ **Tigers and Ducks** must be 18 months old by September 1st
- ❖ **Fish and Turtles** must be 24 months old by September 1st
- ❖ *****Threes classes** must be 3 years old by September 1st
- ❖ *****Fours classes** must be 4 years old by September 1st

**** Three & Four year old classes require students be toilet trained with independence and proficiency*

PROGRAM FOR WHICH YOU ARE APPLYING:

FULL-DAY PROGRAM

- ❖ **Full-Day Program** _____
To include all classes

- **Early Bird Program.** _____

6:30 AM Drop-Off Service (Additional Fee \$30.00/month)

SLCC Confidential Child Information Profile **2019-2020**

We ask our families to provide the following information so we can develop a profile of your child. By providing the information requested, you help us fulfill our mission of promoting the optimal learning and development of your child. We regard this profile as confidential and as one means of gathering information to ensure the safety and well-being of your child. Please let us know of any changes occurring in this information during the school year. Thank you.

Child's Full Name: _____ Date Form Completed: _____

- How did you hear about St. Luke's Children's Center?

- Are there any custody arrangements? _____ If YES please explain: _____

- Names of other members of the household (Please include sibling's ages):

- Names of significant people who care for your child (grandparent, neighbor, nanny, etc.):

Name

Relationship to your child

- Does your child have any chronic medical conditions (asthma, seizures, diabetes, etc.) or any serious medical condition that may affect or limit the child's ability to participate in activities?

_____ Yes _____ No

- Has your child experienced any medical situations (e.g. hospitalizations, seizures, surgeries, fractures, etc.)?

-
- Is your child routinely taking any medications? If yes, please list the names of the medications.

- Please list any notable side effects from medication?

- Does your child have any known allergies or food intolerance? _____ Yes _____ No

Please note and describe all **allergies** (food, medicine, environmental, etc.) or **food intolerance** and describe the child's typical reaction(s) Also, please list any medications they take for allergies.

- What precautions and procedures do we need to be aware of relative to any allergies described above?

- Does your child have any food exceptions based upon dietary preference or religious beliefs?

- Other languages spoken at home:

- Has your child had any previous preschool or group experience? _____ Yes _____ No

If yes, please tell us what school/s your child has attended and how long he/she was there.

- Please describe anything unique to your child or your family that you think will be helpful in caring for your child in the upcoming year?

- Please include anything you wish for the school to understand about your child and your goals for their learning experiences or education?

- Are there any religious, personal, or social issues you would like for the teachers to be aware of or to be sensitive to in the classroom to help better understand your child?

- Please describe any developmental concerns (cognitive, physical, fine and gross motor, etc.) you have about your child that will help us to better meet his or her developmental needs.

- Speech/ Does child have any difficulties?

- My child's primary language is: _____

- My child's second language is: _____

- Language: Other comments:

- Is your child receiving developmental, special education, or psychological services outside of school to assist with any developmental issues? If yes, please explain.

- It is a policy of this school to retain a record of an IEP/IFSP for every child receiving public or private services (e.g. for developmental delays in areas such as speech, language, gross and fine motor, etc.) so our teachers may work with the therapists to support the delivery of services to your child. Copies of IFSP, IEP, evaluation, etc. will be kept confidential.

My child is receiving services for the following: _____

Please provide name/s of providers: _____

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Permission Form

Child's Name: _____

Please read the following options very carefully and initial each line ONLY if you give your permission for that item. Then, please sign at the bottom of the page. The omission of your initials on any item will indicate to us that you do not authorize that item.

_____ My child has permission to **participate in all activities** of SLCC during the 2019-2020 school year.

_____ My child has permission to go on **walking field trips** with their class.
 (Twos, Threes, and Fours ONLY)

_____ SLCC has my permission to **administer medication** prescribed by my child's doctor. (Please remember all medications must be logged in at the front office.)

_____ In case of emergency when neither my doctor nor I can be reached, I hereby give permission for SLCC to **arrange any medical care** deemed necessary for my child.

_____ SLCC has my permission to **photograph my child** and to use the photos in displays in our hallways, classrooms, send home projects, and audio visual presentations created by our staff for parents.

_____ SLCC has my permission to **photograph my child** and to use the photos to update the Children's Center Website, the SLCC Facebook page, advertise in brochures, or to be published in the newspaper.

In case of an emergency or illness (other than parent)

Call: _____ Phone: _____ Relationship: _____

Child's Physician: _____ Phone: _____

If SLCC is unable to contact either parent or the Emergency Contact; I understand that SLCC will act on behalf of the health and welfare of my child and notify EMS to administer medical attention and possibly transport my child to the nearest Emergency Medical Facility for treatment.

Parent's Signature _____

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2019-2020 Authorized Pick-up Form

Child's Name: _____

Child's Class: _____

Parent's Name: _____ Daytime Phone: _____

Cell Phone: _____

Parent's Name: _____ Daytime Phone: _____

Cell Phone: _____

You may authorize up to four other people to pick-up your child. If there is a change, please come to the Main Office as soon as possible to complete a new form.

Name

Relationship

1. _____

2. _____

3. _____

4. _____

I, _____ authorize the above designated persons to pick-up my child from SLCC. I understand that any person not on the above list will not be allowed to pick up my child. All persons may be asked to show a photo ID to compare with the authorized pick-up list.

Signature: _____ Date: _____

ST. LUKE'S CHILDREN'S CENTER**Payment Agreement Form**

❖ I am registering my child for the following program:

_____ **Full-Day contract for Infants-Fours:** 12 equal payments beginning August 1st.

• Please check by one of the following options for scheduling tuition payments:

_____ **Monthly.** Equal payments due by the first of the month.

_____ **Bi-Monthly.** Equal payments due by the first and fifteenth of the month.

❖ Please initial by the following statements:

_____ I understand that I have registered my child for a 12 month program and I agree to the terms and will make _____ payments of \$_____ per month for 12 months. *(All policies and terms published in the SLCC Parent Handbook apply.)*

_____ I have read the payment guidelines found in the Enrollment Information and will abide by them.

_____ I understand that if I choose to withdraw my student from SLCC during the 2019-2020 school year that I am responsible for following the Withdrawal Policies; submitting a Withdrawal Form and payment for two weeks advanced notice of the last day of attendance.

_____ I understand that if I choose to withdraw my student from SLCC during the 2018-2019 school year and my child is registered for the 2019-2020 school year that I may forfeit that placement if SLCC is unable to fill it with the enrollment of another student for the remaining time-frame of the 2018-2019 school year.

_____ Full-Day Program (Twos, Threes and Fours Only)- I agree to pay the \$40.00 activity fee on or before June 1st of 2020.

Parent Signature: _____

Date: _____

New SLCC Families Only:

_____ I am interested in my child attending the summer program from June 3, 2019- August 2, 2019 provided a space becomes available.

_____ My child will not need summer programming he/she will begin school on August 8, 2019.