



2011-2012 - Application

a ministry of **Richland Baptist Church**

1632 George Washington Way

Richland, WA 99354

(509) 943-9177 ~ FAX (509)943-6194 ~ jlm@richlandbaptistchurch.org

To be completed and placed on file prior to enrollment, and must be accompanied by registration fee.

Class Request

___ 2-year-old/2 day class (Monday & Wednesday)

___ 2-year-old/2 day class (Tuesday & Thursday)

___ 3-year-old/3 day class (Tuesday, Wednesday, Thursday)

___ 4-year-old/3 day class (Tuesday, Wednesday, Thursday)

___ Pre-K 4 or 5 yr old (Monday, Tuesday, Wednesday, Thursday)

Other _____

Children in 3 and 4 year old classes must be potty-trained and be the appropriate age by August 31st.

Personal Data

Name of Child _____
Last First Middle Goes by

Birth date _____ Male/Female Primary language spoken at home _____
Month / Date / Year

Child's Address _____ City _____

Zip Code _____ Phone _____

Email _____

Family Information

Name(s) of brothers or sisters: _____

Father/ Guardian's Name _____

Home Address _____

Home Phone _____ Mobile Phone: _____

Where Employed _____

Work Phone _____

Mother/ Guardian's Name _____

Home Address _____

Home Phone _____ Mobile Phone: _____

Where Employed _____

Work Phone _____

How did you hear about JLM Preschool?

Do you regularly attend religious services? Y/N If so, where? _____

What religious affiliation do you consider you beliefs closest to? _____

For Office Use: Class Assignment _____ Age of child by August 31st _____

Date of Application _____

___ Registration Fee

___ Security Form

___ Emergency Information

___ Enrollment Agreement

___ Confirmed _____

date

Check Number _____

Amount Paid _____

Medical Alert _____

Jesus Loves Me Preschool

Security Form

2011-2012

Child's Name _____

Persons who are authorized to drop off or pick up your child (Don't forget yourself and your spouse):

_____	Name	_____	Relationship	_____	Phone
_____	Name	_____	Relationship	_____	Phone
_____	Name	_____	Relationship	_____	Phone
_____	Name	_____	Relationship	_____	Phone
_____	Name	_____	Relationship	_____	Phone
_____	Name	_____	Relationship	_____	Phone

To ensure the safety of your child, we will not release your child to anyone that is not on the security card. If you need to make arrangements for someone else to pick up your child, please let the teacher or director know in advance.

I _____ understand and agree to this policy. _____
Printed name Signature

Jesus Loves Me Preschool

FIRST AID PERMISSION AND EMERGENCY INFORMATION 2011-2012

Child's Name _____ Birthdate _____

I give Richland Baptist Church permission to administer first aid to my child. In case of an emergency, I hereby give permission to the physician selected by the Director to transport, hospitalize and secure proper treatment for my child as named above.

Family Doctor and/or Pediatrician _____ Phone _____

Preferred Hospital _____

Parent/Guardian Signature _____ Date _____

Print Name _____

CHILD'S HEALTH RECORD

An up-to-date copy of your child's immunization records must be on file before your child can start the program.

Are all immunizations up-to-date? YES NO

If no, indicate reason: _____

Medication regularly used by child:

Allergies: _____

Asthma: _____

Other Medical Conditions: _____

JESUS LOVES ME PRESCHOOL

ENROLLMENT AGREEMENT

2011-2012

I, _____, understand that the charges and fees for Jesus Loves Me Preschool of Richland Baptist Church are as follows:

- A Registration and Materials fee of \$75.00 is due with the registration form, and are non-refundable. (discounted amount for each additional child)
Monthly Tuition Fee: \$ 100.00/2 days a week
 \$ 125.00/ 3 days a week
 \$ 150.00/ Pre-K 4 days a week
 (discounted amount for each additional child)
- Monthly tuition payments are due by the 1st of each month beginning with October. Tuition for September may be made on the first day of school. The program operates primarily on tuition fees. Therefore, it is essential that your payments be paid promptly and regularly. Non-payment for preschool services and/or lack of adherence to our tuition policies may result in the dismissal of your child(ren) from the program. A \$10.00 late fee will be assessed with any payments made after the 10th of the month. Payments can be mailed to Richland Baptist Church (1632 George Washington Way Richland, WA 99354) or brought to the director. Checks should be made out to Richland Baptist Church (with JLMP, and your child's name written in the memo). There will be a \$25.00 processing fee for any checks returned with insufficient funds. No tuition credit is given for holidays, or absences due to illness, vacation or inclement weather.
- Late Pick-Up Charge: The office will bill parents/guardians \$5.00 when children are picked up after 12:00 and \$5.00 for each additional 5 minutes late.
- Classes start in September and run through May. Please refer to your Jesus Loves Me Preschool Calendar for any holiday information or school breaks. If Richland School District is canceled or has a delay due to inclement weather, Jesus Loves Me Preschool will be canceled. If a cancellation occurs, there will be no make up days or tuition credits.
- Children in the 3 and 4-year-old classes must be potty-trained before the beginning of school.
- We reserve the right, as circumstances may arise, to discharge a child from our program. You will be consulted before such action is taken.

I (parent/guardian) clearly understand the policies of this program and agree to them.

Parent/Guardian

Signature _____ Date _____

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