



Student Enrollment Packet

2016-2017

Striving to provide the best foundational education with God at the center and His Word as the foundation.

Thy word is a lamp unto my feet, and a light unto my path Psalm 119:105

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Welcome to Pilgrim Lutheran Preschool

Welcome to the Pilgrim Family! It is our hope and prayer that you and your child will have a wonderful experience during your time spent here with us. In the following pages, you will find important information that is essential to your child's success during his/her time spent at Pilgrim.

Pilgrim Lutheran Church's Mission Statement:

Pilgrim Lutheran Church is a port, preparing us, as Christ's vessels, to carry God's love to all.

Purpose Statement:

At Pilgrim Lutheran Preschool, we help children and their families know Jesus as the Savior, serve God and one another in their daily living, and develop and use the abilities and gifts God has given them.

Preschool Philosophy

The staff of Pilgrim Lutheran Preschool helps children learn to follow God's word in their daily life. "Thy word is a lamp unto my feet, and a light unto my path" Psalm 119:105. Through developmentally appropriate learning in the form of play, art, story time and music, children learn of God's promises and word. This is demonstrated through a balanced schedule to encourage a child's spiritual, cognitive, creative, physical and emotional development.

Enrollment Eligibility:

Pilgrim Lutheran Preschool accepts students of any race, nationality, creed, sex, religion, or ancestry to all the rights, privileges, programs, and activities generally accorded or made available to students of the preschool. Children must be 2 years old upon admittance. Children are accepted through age 5. Children entering the programs for ages 3-5 must be fully potty-trained to be eligible for enrollment, children must also be up to date on all immunizations. All forms of this packet must be completed before a child will be enrolled into the preschool.

Supply List: _____ Parent Initials

- 1 pack of construction paper
- 1 pocket folder with 3 prongs (not a binder)
- 2 boxes of Crayola crayons (24 count)
- 1 full change of clothes in a labeled Ziploc Bag

Contact Information: _____ Parent Initials

All parents are required to fill out 2 red Emergency Contact Cards. One card will be kept in the child's classroom and the other will be kept in the Director's Office. When phone numbers, email addresses, or mailing addresses change, please notify the director and classroom teacher immediately. If we need to reach you in the case of an emergency, current, accurate information is a necessity.

Tuition Payments: _____ Parent Initials

All tuition payments are due on the 1st of the month. Any payment not received by the 5th of the month will be charged a \$25 late fee. If no payment is received in a month's time period, the child will not be eligible to attend the preschool until full payment is made.

Arrivals and Departures: _____ Parent Initials

Children must be signed in and signed out by an adult over the age of 18 each day. Children are to arrive no later than 9:00am, unless the school has given prior notice of tardiness. Children who are tardy more than 3 times in a month without prior notice and approval, may be sent home for one day. Unfortunately, children who arrive late interrupt current learning and miss valuable instruction. Please be sure to let your child's teacher know if he/she had a late night or rough morning so the teacher can help make it the best day possible.

Refunds: _____ Parent Initials

At the time of enrollment, each student is charged a non-refundable registration fee. Children are charged a registration fee each year they attend the preschool. Refund requests for special circumstances can be submitted to the Board of Education for review and consideration.

Chapel: _____ Parent Initials

Along with daily classroom devotionals and Bible Stories, the preschool attends a weekly chapel service on Wednesday mornings. Chapel is geared towards the preschooler to include simple songs, prayers, and Bible messages. All families are invited to attend chapel with their child.

Dress: _____ Parent Initials

During the school year, children are required to wear uniform t-shirts every day. Free dress days will be announced in advance for special events. All children will receive 2 uniform t-shirts with their registration. Additional shirts may be purchased from the school. If a child does not wear a uniform shirt to school, a uniform shirt will be loaned to the child and a \$2 charge will be added to the child's account. Closed-toe shoes are also requested daily.

Curriculum: _____ Parent Initials

Our developmentally appropriate curriculum includes activities in the areas of art, science, music, cooking, math, and reading readiness through integrated play and an early phonics curriculum. Children are assessed throughout the year, both formally and informally. Parents Conferences are scheduled each October and March. Parents are welcomed to request additional conferences anytime throughout the year with the classroom teacher and director.

If a child is not meeting typical benchmarks for his/her age group, the Director will provide the parent with resources available through the County or the child's local school district to better determine the most appropriate course of action. The child may be suspended from the preschool until evaluations have been performed by the County or local school district.

If at any time the teacher and Director determine that we are unable to meet the needs of a child in the preschool setting, or that a child is unable to perform within the normal limits of his/her class, the child will be withdrawn from the preschool.

Potty Training: _____ Parent Initials

Teachers will assist with potty training when a schedule is first established at home. When a child is potty training at the preschool, teachers will track a child's bathroom usage that will be sent home daily. Children must wear pull-ups or plastic training pants until the child is verbalizing when he/she needs to use the restroom. Teachers will bring the child to the restroom on an hourly basis during the potty training period. If accidents happen repeatedly, the preschool may require the child to continue the use of training pants until a more consistent bathroom routine is in place.

Class Parties: _____ Parent Initials

Parties for classrooms are organized on an individual basis. Teachers will send home notices of upcoming parties and sign-up sheets will be posted on classroom doors. If you would like to bring a snack in for your child's class, please speak to the teacher and director in advance to determine the best day and to identify any allergies.

Snacks and Lunches: _____ Parent Initials

Morning and afternoon snacks are provided by the preschool and meet nutritional guidelines. Lunches are provided by the parent. Teachers will not warm meals for students, nor do they have in class access to refrigerators to keep meals cold. Lunches are expected to be nutritious and may not include candy. If a student does not bring a lunch to school, a lunch will be provided to the student by the preschool and the family will be charged a \$5 lunch fee.

Naptime: _____ Parent Initials

All children on a full day schedule will have a naptime. This is a time set aside for children to sleep and rest quietly. It is required of the California Department of Social Services Title XXII to provide this time for children. Pilgrim Lutheran Preschool will provide the children with their own napping cot and clean sheet. Parents are invited to send in the child's favorite blanket and soft, quiet sleep toy with their child. All soiled bedding will be washed immediately at the preschool. Sheets are washed each Friday evening. Personal items are sent home each Friday to be washed by the parent.

Children who do not nap or rest quietly will be offered a book. If the problem continues, the child will be removed from the napping classroom so as not to disturb the other napping children. Parents will be notified if a child has been removed from a napping classroom. Repeated removal of a child from a napping classroom may result in a change in the child's school schedule, suspension, or termination of childcare.

Playground and Classroom Accidents: _____ Parent Initials

Bumps and scrapes can happen with any child. If a child has a sustained a minor "owie", there will be an Owie Report in the parent cubby. This report will contain the injury, the time of injury, and any care that was administered.

There are times when a parent will be notified due to a serious injury. In extreme situations, parents will be asked to pick up the child to seen by a physician or the school will call 911 for immediate treatment. Pilgrim will notify parents if 911 has been called. Teachers and staff will follow the instructions given by the paramedics, and a staff member will accompany the child if the parent cannot arrive at school in enough time.

Transportation and Field Trips: _____ Parent Initials

Bus service is not provided to the preschool. Field trip transportation is provided by valid, licensed, parent volunteers. Each child must bring his/her own car seat. Car seats will be installed into volunteer's cars before departing the preschool. There are times when our field trips are within walking distance from the school. For all field trips, parents must sign and return a permission slip. Children will be changed into PLP Field Trip shirts before departing for the field trip to ensure easy recognition and school identification. **NO SIBLINGS ARE ALLOWED ON FIELD TRIPS.**

Visitors: _____ Parent Initials

Parents are always welcomed to stop by and peek in on their child. However, if you would like to volunteer in your child's classroom, the director must have a Health Screening and TB Test results on file in his/her office. This is required by the California Department of Social Services Title XXII. See the director for a Health Screening Form and return it to the director upon completion by a United States practicing physician.

Discipline: _____ Parent Initials

Discipline is sometimes necessary for the welfare of each child as well as providing a positive environment throughout the entire school. Each teacher is expected to enforce classroom rules in accordance with Christian principles and the Preschool's policies. It is our desire to be of service to both the parents and students.

We view our responsibility as a ministry, not merely as a means of support. We feel that we are co-workers with parents in an effort to aid children in proper development.

We observe the following disciplinary procedures:

1. Redirection: Reminders and encouragement
2. Time Out: Child is removed from group surroundings- usually 1 minute per age (no more than 5 minutes)
3. Child sent to the Director
4. Aggressive behavior, such as, but not limited to, biting or hitting another child or teacher, climbing fences, or throwing objects at another child or teacher will not be accepted. We must look out for the well-being of all the children in our care. A child who cannot be controlled in any area of behavior will be suspended for one day.

5. A conference between parent and Director will be required before the child can return to school.
6. If an equitable and satisfactory solution cannot be reached, the Director has the authority to expel the child.

Student Illness: _____ Parent Initials

In order to keep other students and staff healthy, children are required to stay home if they have experienced a fever over 100 degrees F in the past 24 hours. If a child begins to run a fever while at school, parents will be called immediately to pick up the child. The preschool staff will do their best to provide a comfortable, isolated place for the child until the parent is able to pick up. If a child has 2 or more diarrhea episodes in one day, parents will be called to pick up the child. Children become dehydrated very quickly and it is important for them to be monitored and cared for during times of illness. Children who have been sent home from the preschool for illness are to be kept home until they have been symptom free, fever free for 24 hours. In some cases, the Director may require a doctor's note before the child can return to school.

Medication: _____ Parent Initials

It is a state requirement that all children have a complete physical by the doctor of your choice and submit an immunization record before entrance to the preschool is granted. The necessary form is located in your Enrollment Packet. An updated copy of immunizations is required each time a child receives additional immunizations. No medication will be administered by the preschool staff.

Custody and Visitation: _____ Parent Initials

In a case of a family going through legal proceedings where custody or visitation are involved with a child who is enrolled in the preschool, copies of all official court documents pertaining to the child must be on file at Pilgrim Lutheran Preschool. These documents must be the most current documents available.

Photo Release: _____ Parent Initials

I give permission to Pilgrim Lutheran Preschool to photograph my son/daughter to be used on the church or school website, in film or video, on social media, and for any printed work for promotion or advertisement.

Sunscreen:

_____ I give permission to the staff of Pilgrim Lutheran Preschool to apply sunscreen on my child.

_____ For medical reasons, please do not apply sunscreen to my child. I understand that it is my responsibility to apply sunscreen to my child before he/she comes to school.

Day School Walking Trips: _____ Parent Initials

From time to time, the Director will organize events that require the preschool students to visit Pilgrim Lutheran School. Students will walk with their classroom teacher to the school for programs, special events, buddy classroom visits, and any other event that the Director deems appropriate for the student. Preschool students **will not** be left at the school and the preschool students will remain under the supervision of Pilgrim Lutheran Staff.

Termination Notice: _____ Parent Initials

A written 30-day notice of enrollment termination must be given to the Director for ALL students. Failure to submit a 30-day notice will result in the family being charged one month's tuition.

I, _____, parent/guardian of

_____ have read this enrollment packet and understand its contents. Any changes to this packet will be sent home for my review and updated signature.

Parent Signature

Date

Current Email Address

To be completed by Director:

This Enrollment Packet was adopted in 07/2015.

Received by: _____



Application for Enrollment

Notice of Policy of Non-Discrimination

Pilgrim Lutheran School does not discriminate on the basis of race, color, national and ethnic origin in administration of our educational policies, employment practices, admission policies, athletic and other school-administered programs.

School Year: _____ Class: _____ Date of Entry: _____

Schedule (circle all that apply): M T W TH F FULL DAY HALF DAY TUITION RATE: _____

Member of Pilgrim: _____ Sister Congregation (LCMS) _____ Military _____ Registration Fee: _____

Student Information:

Name: _____ Sex: Male Female

Address: _____ City: _____ Zip: _____

Phone Number: (____) ____-____ Birthdate ____/____/____ Potty Trained: Yes No

Family Information:

Child Lives with (check all that apply): () Mother () Father () Stepmother () Stepfather () Other

Explanation (if needed): _____

Mother's Name: _____

Father's Name: _____

Home Phone: _____

Home Phone: _____

Cell Phone: _____

Cell Phone: _____

Employer: _____

Employer: _____

Work Phone: _____

Work Phone: _____

Work Address: _____

Work Address: _____

Occupation: _____

Occupation: _____

E-Mail: _____

E-Mail: _____

Siblings (Please list names and ages): _____

How did you hear about Pilgrim Lutheran Preschool? _____

Reasons for applying for enrollment at Pilgrim Lutheran Preschool? _____

Family Church: _____ Active: Yes No

Pastor's Name: _____ Phone Number: _____

Child Baptized: Yes No Baptism Date: ____/____/____ Where: _____

Local Emergency Contacts: (in case parents cannot be reached)

Name: _____ Relationship: _____ Phone Number: _____

Name: _____ Relationship: _____ Phone Number: _____

Doctor: _____ Phone Number: _____

Most Recent School Attended: _____ From _____ to _____

School Director: _____ Phone Number: _____

Reason for Leaving: _____

Does your child have a specific educational needs (Speech, vision, hearing, etc.) the staff should be aware of? Yes No

Does your child have any physical, emotional, or psychological needs or limitations the staff should be aware of? Yes No

Will any of the above require adjustment to our planned curriculum? Yes No

Please explain any response of "Yes" to the previous questions: _____

Food Restrictions:

My child DOES NOT have allergies or dietary restrictions

My child DOES have allergies or other dietary restrictions. They are listed as follows: _____

In the event my child does come in contact with something he/she is allergic to, the following is a typical reaction for him/her: _____

Should my child experience an allergic reaction, please follow these procedures: _____

In the event of a medical emergency, the staff of Pilgrim Lutheran Preschool will call 911.

Please call the preschool at 619-420-6500 or email the director at lbryan@pilgrimcv.org by 8:30am if your child will not be attending for the day. Children are to be signed in no later than 9:00 am unless prior approval has been given. Pilgrim Lutheran Preschool reserves the right to decline attendance for that day to children who are consistently late in which class times are interrupted. _____ Parent Initials

Sign-in/Sign-out Procedures: Parents or guardians are to sign in children on the day they are attending with time and full signature. Upon picking up the child, again the time and signature are required. Children must be signed in and out DAILY by someone age 18 or older. DO NOT ALLOW CHILDREN TO SIGN, WRITE OR DRAW ON SIGN IN SHEETS.

Parents MUST stay with their child while they are on the PLP property. No child will be allowed to wander unsupervised through the building or playground.

If your child is on a half day schedule, he/she must be picked up and signed out by 12:30 pm. If the child is not picked up by 12:30, there will be a late fee charged according to the pricing listed below.

Late Fee: \$10 penalty plus \$2 per minute

Family account history print out requests should be submitted in writing to the Pilgrim Lutheran Church bookkeeper, dburge@pilgrimcv.org.

Regarding extended vacations: If you are removing your child from Pilgrim Lutheran Preschool for an extended vacation (i.e. summer break) and are planning on returning, you are required to give a 30 day notice in writing and pay the registration fee to the school prior to leaving. If payment is not received, Pilgrim Lutheran Preschool is not required to hold a space for your child. _____ Parent Initials

Does your child have any allergies? Yes No

If YES to any of the above, please explain: _____

Are there any special child custody arrangements of which we should be aware? If YES, please submit the MOST current documents to the director. Yes No

Person(s) responsible for tuition and other fees:

I (We) understand that the tuition fee is due on the first of each month and is considered late if not received in the office by the close of business on the fifth day of each month. I (We) understand that a late fee of \$25.00 is assessed if the tuition is not received on time. A \$25.00 fee is assessed for each check that is not honored by the bank. Furthermore, I (We) understand that enrollment may be terminated if payment is 30 days or more past due. It is understood that in the event of the removal of our child from school for personal reasons that any tuition paid is not refundable. _____ (Parent initials) Additionally, an annual, non-refundable registration fee is charged for each student. I (We) understand a 30 day written notice must be given before removing our child from the preschool.

I (We) hereby grant permission for the director of his/her designated assistant to take whatever steps may be necessary to obtain emergency medical care if warranted. These steps may include, but are not limited to the following: 1) Attempt to contact parent, guardian, or any person listed on the emergency information provided to us 2) Attempt to contact the child's physician, another physician, an ambulance, or have the child taken to an emergency hospital in the company of a staff member 3) any expenses incurred under number two above, will be borne by the child's family.

I (We) hereby consent to treatment and hospital care which is deemed advisable by, and is to be rendered under the general and special supervision of any physician and surgeon licensed under the provision of the Medicine Practice Act on the medical staff of any available medical facility. It is understood that this authorization is given in advance of any specific diagnosis, treatment, or hospital care being required, but is given to provide authority, and power to give consent to any and all such diagnosis, treatment or hospital care which the aforementioned physician, in the exercise of his best judgment, may deem advisable in the case of emergency.

I (We) will strive through word and action, to prayerfully support and cast a positive image of the school, including the purposes, the staff, and the daily administration of those purposes.

I (We) understand that if any concern should arise, the principles of Matthew 18:15, "If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have and won your brother." need to be applied as I (We) strive to improve the educational and spiritual environment of the child.

I (We), as the parent/guardian of the student applicant do prayerfully and sincerely give my pledge and agreement to all items as stated within this applications.

I have read and understand the above Policies of Pilgrim Lutheran Preschool.

Mother's Signature: _____ Date: _____

Father's Signature: _____ Date: _____

