



989 Country Club Road  
Eugene, OR 97401  
541.683.9205  
[gracecommunitypreschool.org](http://gracecommunitypreschool.org)

### **Application for Admission**

We are excited that you are interested in joining our preschool community! In order for your little one to be considered for our program, this application needs to be filled out in its entirety. Applications are processed on a first come, first serve basis. The earlier you submit your application, the higher preference you will have for class selection.

Grace Community Preschool enrolls only students who have reached the age of 3 by September 30, 2011 and are fully potty trained. Some exceptions may be made, contact the director for details.

Children reaching the age of 3 after September 30, 2011 but before December 1, 2011 will be allowed to start school once they reach the age of 3.

The days classes are offered for various ages will depend upon interest. Exact class details (i.e. days offered, teacher, etc.) will be announced no later that June 15, 2011 via our website.

## Student Application

Child's Full Name: \_\_\_\_\_  
Last First Middle

Preferred Name: \_\_\_\_\_ Gender: Male Female

Date of Birth: \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_

Primary Phone Number: \_\_\_\_\_

Family E-Mail Address: \_\_\_\_\_

Is your mailing address the same as your home address? [ ] Yes [ ] No

*If you answered no, please indicate your home address here:*

\_\_\_\_\_

What is the primary language spoken at home? \_\_\_\_\_

What languages does your child understand? \_\_\_\_\_

How did you hear about Grace Community Preschool? \_\_\_\_\_

Does your child have any prior preschool experience? If so, where? \_\_\_\_\_

Does your family regularly attend church? If so, where? \_\_\_\_\_

What are some of your child's favorite things? \_\_\_\_\_

\_\_\_\_\_

Does your child have any fears we should be aware of? \_\_\_\_\_

\_\_\_\_\_

What would you like your child to glean from his/her preschool experience? \_\_\_\_\_

\_\_\_\_\_

Anything else we should know about your child? \_\_\_\_\_

\_\_\_\_\_

**Parent/Guardian & Family Information**

**PARENT/GUARDIAN #1 INFORMATION**

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

Preferred Name: \_\_\_\_\_ Relationship to Child: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ [ ] home [ ] cell [ ] work

Secondary Phone: \_\_\_\_\_ [ ] home [ ] cell [ ] work

E-Mail Address: \_\_\_\_\_

Home Address (if different than child's): \_\_\_\_\_

Occupation: \_\_\_\_\_ Employer: \_\_\_\_\_

**PARENT/GUARDIAN #2 INFORMATION**

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

Preferred Name: \_\_\_\_\_ Relationship to Child: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ [ ] home [ ] cell [ ] work

Secondary Phone: \_\_\_\_\_ [ ] home [ ] cell [ ] work

E-Mail Address: \_\_\_\_\_

Home Address (if different than child's): \_\_\_\_\_

Occupation: \_\_\_\_\_ Employer: \_\_\_\_\_

Parents Martial Status: [ ] Married [ ] Separated [ ] Divorced [ ] Other: \_\_\_\_\_

With whom does your child live? (Include siblings' names and ages) \_\_\_\_\_

\_\_\_\_\_

Do you have any other children applying for admission to Grace Community Preschool? If so, please indicate their names and ages here: \_\_\_\_\_

**Emergency Contact Information**

**EMERGENCY CONTACTS SHOULD BE DIFFERENT THAT THE PARENTS/GUARDIANS LISTED ABOVE.**

**EMERGENCY CONTACT #1 INFORMATION**

**Full Name:** \_\_\_\_\_

**Preferred Name:** \_\_\_\_\_ **Relationship to Child:** \_\_\_\_\_

**Primary Phone:** \_\_\_\_\_ [ ] home [ ] cell [ ] work

**Secondary Phone:** \_\_\_\_\_ [ ] home [ ] cell [ ] work

**E-Mail Address:** \_\_\_\_\_

**Home Address (if different than child's):** \_\_\_\_\_

**Occupation:** \_\_\_\_\_ **Employer:** \_\_\_\_\_

**EMERGENCY CONTACT #2 INFORMATION**

**Full Name:** \_\_\_\_\_

**Preferred Name:** \_\_\_\_\_ **Relationship to Child:** \_\_\_\_\_

**Primary Phone:** \_\_\_\_\_ [ ] home [ ] cell [ ] work

**Secondary Phone:** \_\_\_\_\_ [ ] home [ ] cell [ ] work

**E-Mail Address:** \_\_\_\_\_

**Home Address (if different than child's):** \_\_\_\_\_

**Occupation:** \_\_\_\_\_ **Employer:** \_\_\_\_\_

**Pick-Up Information**

Grace Community Preschool has a strict pick-up policy in order to ensure each child's safety. Paperwork regarding individuals authorized to pick up your child will be mailed out in late August.

**Medical Information**

**PLEASE ATTACH A COPY OF YOUR CHILD'S IMMUNIZATION RECORDS TO THIS APPLICATION.**

**Child's Physician:**

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

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

City, State, Zip: \_\_\_\_\_

**Child's Insurance Information:**

Policyholder's Name: \_\_\_\_\_

Insurance Company: \_\_\_\_\_

ID #: \_\_\_\_\_ Group #: \_\_\_\_\_

**In the event you cannot be reached, do you give Grace Community Preschool permission to have your child transported and treated by an emergency room or urgent care facility?**

Yes *(Please sign and date here)* Signature: \_\_\_\_\_ Date: \_\_\_\_\_

No

**Hospital Preference:** \_\_\_\_\_

**Has your child ever been seriously ill?**  Y  N *If yes, please provide details including dates:* \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Has your child had the chicken pox?**  Y *Date:* \_\_\_\_\_  N

**Has your child exhibited hand dominance?**  Y  N *If yes, which hand?*  Left  Right

**Does your child take any medication on a regular basis?**  Y  N

If yes, please list names and purpose: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Medical History:**

Please identify if you have any concerns for your child in the following areas:

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Physical Development              | <input type="checkbox"/> Emotional Development        | <input type="checkbox"/> Behavioral Issues            |
| <input type="checkbox"/> Vision                            | <i>Does your child wear glasses?</i>                  | <input type="checkbox"/> Y <input type="checkbox"/> N |
| <input type="checkbox"/> Hearing                           | <i>Does your child use hearing aids?</i>              | <input type="checkbox"/> Y <input type="checkbox"/> N |
| <input type="checkbox"/> Speech                            | <i>Is your child in speech therapy?</i>               | <input type="checkbox"/> Y <input type="checkbox"/> N |
| <input type="checkbox"/> Respiratory Health (Asthma, etc.) | <input type="checkbox"/> Allergies _____              |   |
| <input type="checkbox"/> Nutrition/Eating                  | <i>Is your child a picky eater?</i>                   | <input type="checkbox"/> Y <input type="checkbox"/> N |
|  | <i>Does your child have any dietary restrictions?</i> | <input type="checkbox"/> Y <input type="checkbox"/> N |

If you checked yes to *any* of the above, please provide more details here: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Potty Training**

It is required that all children at Grace Community Preschool be potty trained. Grace Community Preschool defines a potty trained student as a child who wears underwear during the day and clearly communicates a need to use the restroom. This ensures that our teachers may focus on teaching and not on changing diapers. Grace will be extended to children who have accidents infrequently. If a child is still wetting his/her pants on a daily basis, (s)he is not be ready for our program. Children will be frequently asked if they need to use the restroom. We ask families to provide a full change of clothes to leave at the preschool in case of an accident.

Is your child potty trained?

YES - for how long? \_\_\_\_\_

NO = what is your estimated completion date for training: \_\_\_\_\_

How does your child communicate a need to use the restroom? \_\_\_\_\_

\_\_\_\_\_

<b>Preschool Days</b>
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→ All classes are held from 9 a.m. - Noon.

**For 3 Year Olds:**

2 Days/Week (\$90.00/month)

Tuesday & Thursday with Miss Debby

**For 4 Year Olds (will enter kindergarten in Fall 2012):**

2 Days/Week (\$90.00/month)

Tuesday & Thursday with Miss Jenn

**For 4 Year Olds and Prekindergarten Students (will enter kindergarten in Fall 2012)**

3 Days/Week (\$130.00/month)

Monday, Tuesday, & Thursday with Miss Debbie

**For Prekindergarten Students (will enter kindergarten in Fall 2012)**

3 Days/Week (\$130.00/month)

Monday, Tuesday, & Wednesday with Miss Janelle

*Class nearly full!*

## Preschool Payment Plans

### → PAYMENT PLANS:

#### Pay tuition *monthly*.

- I will pay on the  5<sup>th</sup> or  20<sup>th</sup> of the month.

→ 2-Day Program: \$90.00/month

→ 3-Day Program: \$130.00/month

#### Pay tuition *annually*.

- Due first day of school - will receive 10% discount on overall payment

→ 2-Day Program: \$810.00/year

→ 3-Day Program: \$1170/year

#### *Sibling Discount:*

Wherein two children in the same household are enrolled in Grace Community Preschool, a 20% tuition discount will be given to the second child whose class cost is the lesser of the two children. (For example, a family with a child in the Blooms class and Seedlings class would be given the discount on the Seedlings child.)

Discounted 2-Day Program Cost: \$72/month

Discounted 3-Day Program Cost: \$104/month

#### *Other Fees:*

- **LATE FEE:** For every week your tuition is late, you will be charged an additional \$10. You will be charged the first \$10 on the 6<sup>th</sup> or 21<sup>st</sup> of September if your initial tuition payment has not been received.
- **LATE PICK UP FEE:** Children are expected to be picked up by 12:05 p.m. For every minute a child remains under the preschool's supervision after 12:10 p.m., a \$1 fee is applied. If a parent/guardian knows in advance that (s)he is running behind, it is in his/her best interest to notify the preschool. Frequent late pick-ups may result in a family being asked to leave the preschool program.

## Contract

Mission Statement and Values: Grace Community Preschool strives to *give children purpose*. We recognize the **potential** in children as unique creations of God. We value the **partnership** with parents and families. We ensure quality **provision** through our school, facility, and staff. We believe in **play**, as learning is fun and creative. We have a **passion** for treating children with love, kindness, and respect.

Admission Policy: Grace Community Preschool welcomes children who have reached the age of three by September 30, 2011 regardless of sex, race, color, creed or national origin. Application for admission to the preschool is open to any child. Applications are reviewed by the preschool's board to make sure the individual child's needs may be met. It is a requirement that children are fully potty trained. Grace Community Preschool is a Christian organization and Bible lessons are part of each day's activity.

Grace Community Preschool reserves the right to immediately terminate any child's enrollment whose behavior becomes dangerous to other children and/or staff members and/or his/herself. Other grounds for termination include but are not limited to the following:

- Repeated tardiness on the part of the parent at pick up time
- Frequent unexcused absences
- Disrespectful behavior from the child towards others in the program
- The inability of a child to adjust to the program
- Late tuition payment

All parents/guardians of applying students will be expected to provide the following:

- Proof of child's age/identity using a certified copy of the child's birth certificate, birth registration card, or passport
- A copy of the child's immunization records
- Parent/Guardian photo id

**All items must be submitted, regardless of whether a student is new or returning.**

Any parent/guardian planning to remove their child from Grace Community Preschool must give the director two weeks notice prior to removal. Tuition must be paid in full through the current month. Any payments made in advance (i.e. tuition for entire year paid) will be deemed nonrefundable unless the

Preschool Board decides otherwise. Once a child has been out of the Grace Community Preschool program for a period of six weeks, a new application and application fee will be required.

*By signing below, I agree to all policies enforced by Grace Community Preschool. I understand that Grace Community Preschool is a Christian organization and that my child will be taught from the Bible. I have read the program's mission statement and values. I understand that my \$75 application and supply fee is nonrefundable, regardless of whether or not my child is accepted. I understand that all payments made to Grace Community Preschool will be considered nonrefundable unless given specific exception by the board. I agree to pay tuition in accordance with the plan selected in this application. I also understand that by signing below I agree to thoroughly read the Student/Parent Handbook I receive by the first day of school.*

***Both parent/guardians must sign this application before it can be processed.***

\_\_\_\_\_  
Parent/Guardian #1 Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian #2 Signature

\_\_\_\_\_  
Date