

# God's Garden Preschool 2020-2021 REGISTRATION INSTRUCTIONS



March 2<sup>nd</sup> – March 6<sup>th</sup>, 2020

**Registration is Open to the Public on March 6<sup>th</sup>**

You may join us for our *Open House* on March 6<sup>th</sup>, 2020 from 9-11am to meet our wonderful teachers and take a tour of our lovely school.

## **Instructions for Registration:**

1. Registration is available March 2<sup>nd</sup> – March 6<sup>th</sup> for returning families.
2. Registration is open to the public beginning Friday, March 6<sup>th</sup>.
3. Registration is available from 8:30AM to 2:30PM on your scheduled day.
4. Registration is first come/first serve – **SO ARRIVE EARLY!!**
5. You **MUST** submit the following documents to **REGISTER** your child:
  - Completed Registration Form (colored form)
  - Completed Parent Participation Agreement (backside of colored form)
  - Registration Fee (\$200/\$220 – ½ due at Registration, ½ due in August)
  - Emergency Form (please submit an updated form)
  - Immunization Record (please submit an updated copy)
  - Birth Certificate (bring original – we will copy for you)

**\*All required documents MUST be completed in advance and submitted together to register your child.**

6. Classes begin August 3<sup>rd</sup> and 4<sup>th</sup>.
7. Meet the Teacher is on July 30<sup>th</sup> and 31<sup>st</sup> from 9-11am.
8. Tuition is due the first week of school.





# REGISTRATION SCHEDULE AND FEES

## 2020-2021 School Year

### Registration

Registration for 2020-2021 school year is first come/first serve and is available during the week of March 2<sup>nd</sup> through March 6<sup>th</sup>, 2020 for returning families. Registration is open to the public beginning Friday, March 6<sup>th</sup>, 2020. You may join us for our **Open House** on March 6<sup>th</sup>, 2020 from 9-11am to meet our wonderful teachers and take a tour of our lovely school.

### The following forms are due upon Registration:

-  Registration and Supply Fee
-  Registration Form
-  Parent Participation Agreement
-  Emergency Form
-  Original Birth Certificate
-  Immunization Record

### Registration and Supply Fee

A non-refundable registration and supply fee of \$200 per child for returning families or \$220 per child for new families is required to enroll your child at God's Garden Preschool. At least 50% of this fee is due upon enrollment and will hold your child's spot for the 2020-2021 school year. The remaining 50% of this fee is due with first month's tuition in August. Registration fees cover the cost of Chapel t-shirts, Administrative fees, Licensing fees, Teacher Training, and consumable curriculum supplies for your child's classroom including, but not limited to paint, paint brushes, paper, crayons, markers, glue, glitter, and other consumable curriculum supplies. These fees help us maintain the level of high-quality care that sets us apart from others. All fees are non-refundable. A 15% discount is available for siblings.

### Meet the Teacher

Meet-the-Teacher will occur on Thursday, July 30th or Friday, July 31st from 9:00-11:00AM. If your child attends classes on Mondays, Wednesdays, and Fridays, then please attend Meet-the-Teacher on Friday, July 31st. If your child attends classes on Tuesdays and Thursdays or Tuesdays, Wednesdays, and Thursdays, then please attend Meet-the-Teacher on Thursday, July 30th. If your child attends classes 5 days in the 4's, then please attend Meet-the-Teacher on Thursday, July 30th. If your child attends 5 days in the 3's, please attend both days. Meet-the-Teacher will operate as an Open House. You may attend any time during those hours. Bring your calendars so you can sign up for snacks and special events or make note of important dates.

### Tuition Payments

All tuition is based on a yearly amount and is payable in ten equal installments from August through May. Tuition payments are due on the 1st of the month and are nonrefundable. A 15% tuition discount will be applied to any additional children enrolled in the same family. A 10% Discount may apply to families who wish to pay a full-year of Tuition in Advance by August 1<sup>st</sup>, 2020. A 30-day written notice is required to withdraw your child. Tuition payments are non-refundable.

### Hours of Operation

God's Garden Preschool is open from 7:45-2:45pm daily. Our preschool programs operate daily between the hours of 8:45AM-11:45AM or 8:45AM-1:45PM. We offer extended care (Stay and Play) from 7:45AM-8:45AM and from 11:45AM-2:45PM daily.

### Stay and Play

Stay and Play Classes are offered for \$10 per hour between the hours of 7:45 – 8:45am and 11:45am – 2:45pm daily.

### Enrichment Classes

God's Garden offers a variety of enrichment classes held after school hours for 3- year-olds and 4-year-olds. Enrichments are offered for an additional fee between from 11:45-1:45pm. Children must be potty-trained to attend.

### Summer Camps 2020

God's Garden offers Summer Camps to children between the ages of 2.5- to 8-years-old. Children do not have to attend God's Garden during the regular academic year to enroll in our Summer Camps. We offer 5 weeks of Summer Camps for a fee of \$100 per week plus a onetime registration fee of \$25. The schedule is available now. Registration begins in April.

### Course Schedule 2020-2021

Classes Offered	AM/PM	Days	Time	Class Ratio	Monthly Payment	15% Sibling Discount
Toddler 2's and 3's	AM	T/TH	8:45-11:45AM	1:5 max	\$330	\$280
Toddler 2's and 3's	AM	MWF	8:45-11:45AM	1:5 max	\$380	\$325
Toddler 2's and 3's	AM	MTWTHF	8:45-11:45AM	1:5 max	\$575	\$490
Preschool 3's and 4's	AM	MWF	8:45-11:45AM	1:8 max	\$395	\$335
Preschool 3's and 4's	AM	TWTH	8:45-11:45AM	1:8 max	\$395	\$335
Preschool 3's and 4's	AM	MTWTHF	8:45-11:45AM	1:8 max	\$585	\$500
Pre-Kindergarten 4's and 5's	AM	MWF	8:45-11:45AM	1:9 max	\$415	\$350
Pre-Kindergarten 4's and 5's	AM	MTWTHF	8:45-11:45AM *extended T/Th*	1:9 max	\$595	\$505

**\* Please Note: Extended hours are 8:45-1:45PM on days indicated**

*"Let the little children come to me, and do not hinder them, for the kingdom of God belongs to such as these"*

~Mark 10:14



CDC/SGH# or name: \_\_\_\_\_

**Arizona Department of Health Services  
Bureau of Child Care Licensing  
Emergency, Information and Immunization Record Card**

<b>Child's Name:</b>	<b>Date Enrolled:</b>	<b>Updated:</b>
<b>Home Address (#, Street, City, State, Zip Code):</b>		<b>Date Disenrolled:</b>
<b>Home Phone:</b>	<b>Date of Birth:</b>	<b>Sex:</b> <input type="checkbox"/> male <input type="checkbox"/> female

<b>Mother or Guardian Name:</b>	<b>Home Address (#, Street, City, State, Zip Code):</b>
<b>Cell Phone (optional):</b>	<b>Contact Telephone Number:</b>

<b>Father or Guardian Name:</b>	<b>Home Address (#, Street, City, State, Zip Code):</b>
<b>Cell Phone (optional):</b>	<b>Contact Telephone Number:</b>

**I authorize the following individuals to collect my child from the facility in case of emergency or if I cannot be contacted:  
(Pursuant to R9-5-304.B, at least two contact persons are required.)**

<b>Name:</b>	<b>Contact Telephone Number:</b>
<b>Name:</b>	<b>Contact Telephone Number:</b>
<b>Name:</b>	<b>Contact Telephone Number:</b>
<b>Name:</b>	<b>Contact Telephone Number:</b>

If Medical care is necessary, call:

<b>Health Care Provider*</b>	<b>Name:</b>	<b>Contact Telephone Number:</b>
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\*A Health Care Provider is a physician, physician assistant or registered nurse practitioner.

<b>In case of injury or sudden illness, I request that this individual be called first:</b>	
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The following individual(s) may NOT remove my child from the facility:

<b>Name(s):</b>
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Custody papers have been provided and are on file at the facility.  yes  no

Telephone Authorization Code (optional): \_\_\_\_\_

**Immunization Information**

(A licensee shall attach an enrolled child's written immunization record or exemption affidavit to the enrolled child's Emergency, Information and Immunization Record card.)

For information regarding current immunization requirements go to:

[www.azdhs.gov/phs/immun/index.htm](http://www.azdhs.gov/phs/immun/index.htm) or contact the Arizona Immunization Program Office at (602)364-3630.

One of these items must accompany the EIIR card at all times:

<input type="checkbox"/>	Copy of current official documented immunization record attached
<input type="checkbox"/>	Religious Beliefs exemption form signed by parent/guardian attached
<input type="checkbox"/>	Medical Exemption form signed by physician and parent/guardian attached
<input type="checkbox"/>	Signed Laboratory Proof of Immunity form attached

Notification of immunizations needed sent to Parent(s) or Guardian(s):	mo /day/ yr	mo /day/ yr	mo /day /yr
Updated immunizations received and attached:	mo /day/ yr	mo /day/ yr	mo /day /yr

**Medical Information**

<p>Is child allergic to food or other substances? <input type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>If yes, describe symptoms, name foods or substances to be avoided, and the procedure to follow if reaction occurs:</p>
<p>Is child usually susceptible to infections and if so, what precautions need to be taken? <input type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>If yes, list precautions:</p>
<p>Is child subject to convulsions and what should be our procedure if one occurs? <input type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>If yes, specify procedure:</p>
<p>Is there any physical condition that we should be aware of and what precautions should be taken (heart trouble, foot problem, hearing impairment, hernia, etc.)? <input type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>If yes, list precautions:</p>
<p>Additional comments:</p>
<p>Other special instructions:</p>

This **Emergency Information and Immunization Record Card** is accurate and complete, front and back, and was provided by:

Parent/Guardian PRINTED Name:	SIGNED Name:	DATE:
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# God's Garden Child Development Center

## Registration Form

### 2020-2021 School Year

**\*A non-refundable Registration & Supply Fee must accompany this form to complete your registration.**

Program Preference <small>Mark the appropriate age (must be of age on or before Aug. 31)</small>	Programs Offered <small>Morning Preschool 8:45-11:45am *Extended hrs are 8:45-1:45 on days/classes indicated</small>	Monthly Payment	15% Sibling Discount
Age _____ Birthdate _____	Toddler 2's T/Th morning	\$330	\$280
Age _____ Birthdate _____	Toddler 2's MWF morning	\$380	\$325
Age _____ Birthdate _____	Toddler 2's MTWThF morning	\$575	\$490
Age _____ Birthdate _____	Preschool 3's MWF morning	\$395	\$335
Age _____ Birthdate _____	Preschool 3's TWTh morning	\$395	\$335
Age _____ Birthdate _____	Preschool 3's MTWThF morning	\$585	\$500
Age _____ Birthdate _____	Pre-K 4's MWF morning	\$415	\$350
Age _____ Birthdate _____	Pre-K 4's MTWThF morning *extended T/Th *	\$595	\$505
<b>*Registration &amp; Supply Fee – Per Child – Returning Families</b>		<b>\$200</b>	<b>\$170</b>
<b>*Registration &amp; Supply Fee – Per Child – New Families</b>		<b>\$220</b>	<b>\$190</b>

I have read, understand, and agree to adhere to the GGDCDC childcare program and payment policies (see back).

\*All fees and tuition payments are non-refundable.

Child's Name \_\_\_\_\_ Birthday \_\_\_\_\_

Parent's Name(s) \_\_\_\_\_ Home Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_ Office/alternate Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Email address: \_\_\_\_\_

Current Place of Employment: \_\_\_\_\_

Employer's Address: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Horizon Church Member \_\_\_\_\_ Current Student \_\_\_\_\_ New Student \_\_\_\_\_

<p><i>For office use:</i></p> <p>P/D _____</p> <p>A _____</p> <p>N _____</p> <p>Date: _____</p>
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### CHAPEL T-SHIRT ORDER FORM

Every child that registers will receive a God's Garden Chapel T-shirt.

Please circle T-shirt size:    Youth XS                  Youth Small                  Youth Med

## God's Garden Child Development Center 2020-2021 Parent Participation Agreement

**Please read and initial the following statements. If you have questions, please do not initial any item until you have had your question answered by the GGDC staff and understand it completely.**

- \_\_\_\_\_ I understand that all scheduled preschool programs must meet minimum enrollment requirements of 8 children or more and are subject to change or cancellation due to low enrollment.
- \_\_\_\_\_ I understand that I must maintain updated medical information annually and be current on all immunizations required by the AZ Department of Health Services.
- \_\_\_\_\_ I understand that registration & supply fees and paid tuitions are non-refundable and non-transferable under any circumstance. Registration & supply fees cover the cost of Chapel t-shirts, Administrative fees, Licensing fees, Teacher Training, and consumable curriculum supplies for your child's classroom including, but not limited to paint, paint brushes, paper, crayons, markers, glue, glitter, and other consumable curriculum supplies. These fees help us maintain the level of high-quality care that sets us apart from others.
- \_\_\_\_\_ I understand that all tuition is based on a yearly amount and is payable in ten equal installments from August through May. Tuition payments are due on the 1st of the month. A 15% tuition discount will be applied to a second child enrolled in the same family. A 10% Discount may apply to families who wish to pay a full-year of Tuition in Advance by August 4<sup>th</sup>, 2020.
- \_\_\_\_\_ I understand that tuition is due on the 1<sup>st</sup> of each month, August – May. Tuition is late if received after the 5<sup>th</sup>. I understand that I will be assessed a \$15 late fee for payments received or postmarked after the due date and \$15 late fee for NSF checks.
- \_\_\_\_\_ I understand that I may mail or hand deliver my check made out to God's Garden to the church office or classroom in order to meet the deadline. I may also enroll in automatic bill pay through my bank or pay online via the God's Garden Website via Paypal (please note: when paying via Paypal, please add in a 3% service charge or one will be added to your next month's bill).
- \_\_\_\_\_ I acknowledge receipt of the Parent Handbook and Parent Information Packet. I understand it is my responsibility to read and understand all the information provided to me by GGDC.
- \_\_\_\_\_ I understand that GGDC is not responsible for providing a year-end total of child care expenses. We will provide a Tax ID number and monthly receipts upon request.
- \_\_\_\_\_ I understand that my child will be released **ONLY** to those individuals whose names are listed on the DHS health form. I understand it is my responsibility to add any additional approved individuals to the DHS health form before your child will be released to them.
- \_\_\_\_\_ I understand that my child may be released from the program if he/she cannot benefit from the program or presents a danger to self or others as determined by teacher(s) and Director. God's Garden will do everything possible to prevent expulsion, including, but not limited to: requesting an observation from a Developmental Pediatrician or Therapist, creating a Behavior Support Plan, and providing me with Resources.
- \_\_\_\_\_ I understand that a **30-day paid notice** is required if I decide to withdraw my child from the program after an initial two-week trial period. A withdrawal form must be completed 30 days prior to my child's last day. Registration fees and paid tuition cannot be pro-rated or refunded under any circumstance.
- \_\_\_\_\_ I give God's Garden my permission to use my child's photograph for classroom purposes.
- \_\_\_\_\_ I give God's Garden my permission to use my child's photograph on Social Media (i.e., Facebook, Instagram)
- \_\_\_\_\_ I give God's Garden my permission to use my child's photograph and/or name for publicity purposes.

Yes/No My family attends worship services on a regular basis. Name of Church: \_\_\_\_\_

Parent Signature \_\_\_\_\_

Date: \_\_\_\_\_