

God's Garden Preschool 2023-2024



REGISTRATION INSTRUCTIONS

Registration for the 2023-2024 school year is coming soon! Registration begins on February 27th for current families, March 1st for new families, and is open throughout the school year as long as space permits. Please drop off your paperwork anytime between 8:00AM and 2:00PM daily or email it to us at godsgarden@horizonchurch.com. **All required documents and fees MUST be received to hold your child's spot.**

Please submit the following documents to REGISTER your child:

- Completed Registration Form
- Completed Parent Participation Agreement
- Registration Fee (\$240/child for new students, \$220/child for returning students)
- Emergency Form (please submit an updated form)
- Immunization Record (please submit an updated copy)
- Birth Certificate (if we don't already have one on file)

Required Immunizations include:

- DtaP: minimum 4 shots
- Polio (IPV/OPV): minimum 3 shots
- Hib: minimum 3 shots
- Hep B: minimum 3 shots
- Hep A: minimum 2 shots
- Varicella: minimum 1 shot

Important Reminders:

- Tours between 9:00AM and 11:00AM daily
- Tuition is due on the first of each month.
- Check your spam folder in your email to make sure you haven't missed any important emails from godsgarden@horizonchurch.com.



February 13, 2023

Dear Parents,

Registration for the 2023-2024 school year is upon us. Thank you for your continued trust and support of God's Garden Preschool. Our school and programs would not be possible without each and every one of you. Over the past several months, I have been working with the Church Board of Directors to determine tuition rates and fees for the new school year. While we recognize an increase in tuition will impact your family, such an increase is necessary to keep up with the cost of inflation, to maintain and enhance the quality of our program, and to ensure the long-term viability of our preschool and programs.

With that said, we are committed to keeping our rates affordable and comparable to other high-quality early childhood programs. As always, we will continue to prioritize all the necessary costs of running our wonderful school to ensure we are providing the highest quality of education for your child at an affordable rate. For this upcoming school year, we will be raising tuition rates 8% to keep up with cost of living increases. We plan to continue to raise tuition rates annually between 3-5%.

God's Garden offers scholarships yearly to offset the costs of tuition increases for families experiencing financial hardship. Scholarships are made available to families on a first-come, first-serve basis, to help families afford high quality early care and education for their young children. Not only do you benefit from a scholarship, but your child does as well. Research demonstrates that quality early learning settings help young children develop important skills that are necessary for success in school and beyond. It is our goal to reach as many children as possible and to provide them with a high-quality education that they may not receive without this assistance. If you are interested in applying for a scholarship, please contact me for an application. Scholarships are limited and applications are due by the first day of school.

If you have any questions please feel free to contact me by phone at 480-460-0081 or by email at directorgodsgarden@horizonchurch.com.

Warm Regards,

A handwritten signature in black ink that reads "Michelle Rhodes". The signature is written in a cursive, flowing style.

Michelle Rhodes, *PhD*

Director

God's Garden Preschool and Child Development Center

1401 E. Liberty Lane, Phoenix, AZ 85048

480-460-0081

directorgodsgarden@horizonchurch.com

www.godsgarden.com

"Yet you, Lord, our Father. We are the clay, you are the potter; we are all the work of your hand." ~Isaiah 64:8



Scholarship Application Information

Dear Parent(s) or Guardian(s):

God's Garden Child Development Center offers scholarship opportunities, yearly. Scholarships help families afford high quality early care and education for their young children. There are several different scholarship programs available, and we will help you determine which scholarship best meets your family's needs.

In order to receive a scholarship, families must complete an application, attach the required documentation, and submit to the Preschool Director. Required documentation includes one of the following: one month of recent pay stubs, current tax records, written statement from current employer, public assistance (AHCCCS, Food Stamps, etc.) letter, etc. You must also provide proof of legal residency for your child.

Parents must apply for scholarships in the following order:

- 1) Quality First Scholarship (birth to 5 years)
- 2) ACSTO Scholarship (for Kindergarteners only)
- 3) ESA (Empowerment Scholarship Account) Scholarship Program by the Arizona Dept of Ed.
- 4) Horizon Church Scholarship (birth to Kindergarten)

For students enrolled in Kindergarten, in order to qualify for a scholarship, families must apply for the ACSTO Scholarship or the ESA Scholarship Program prior to the Horizon Church Scholarship.

ACSTO Scholarship is a school tuition tax credit. ACSTO uses tax credit donations to award tuition scholarships to Christian School students attending one of their partner schools, like God's Garden. Please visit the ACSTO website for more information: <https://acsto.org/>. Once you have applied for the ACSTO Scholarship, the next step is to ask friends and family members to donate their tax dollars to your child and/or God's Garden via ACSTO. Donors get a dollar per dollar credit on their state taxes for this donation.

ESA Scholarship refers to the Empowerment Scholarship Account Program. An ESA is an account administered by Arizona Department of Education (ADE) and funded by state tax dollars to expand educational opportunities for eligible students outside of the public school system in Arizona. The ESA program provides public funding to pay for private school tuition, educational therapies, tutoring, and more. Eligible students receive 90% of the State aid that would have gone to the student's school district or charter school had the student remained enrolled in the public school system. Please visit the ESA website for more information: <https://azsbe.az.gov/empowerment-scholarship-account-esa-program>

Only if you do not qualify for the Quality First Scholarship, the ACSTO Scholarship, or the ESA Scholarship should you apply for the Horizon Church Scholarship. The Horizon Church Scholarship grants up to 50% of the total monthly tuition cost on a first-come, first-serve basis and is tied to family income levels and/or financial hardship. They are available for parents who may be working, looking for work, or improving their work skills through training or education. Other eligibility requirements may apply. This scholarship may be used to offset the balance left unpaid by the ACSTO Scholarship or the ESA Scholarship. The initial deadline to apply for Scholarships is August 16th, but applications may be submitted after August 16th if funds are available.

Please contact me with any questions.

All my best,

A handwritten signature in cursive script that reads "Michelle Rhodes, PhD".

Director, God's Garden Preschool and Child Development Center
1401 E. Liberty Lane, Phoenix, AZ 85048
480-460-0081
directorgodsgarden@horizonchurch.com



Dear Parents,

Are you interested in enrolling your child in Christian Kindergarten at God's Garden Child Development Center for the 2023-2024 school year, but need help paying for it? I have good news - Your child is eligible for the school tuition tax credit. God's Garden partners with ACSTO, a school tuition organization, to help you afford a private Christian Education for your child. ACSTO uses tax credit donations to award tuition scholarships to Christian School students attending one of their partner schools, like God's Garden.

ACSTO is not actually a donation, but instead is a way to divert money you already owe to the state, directly to God's Garden. And you will get this money back on your state taxes. This is because a tax credit is different than a normal charitable deduction—rather than reduce your taxable income, it directly reduces your state tax liability (a.k.a. the tax you pay). For example, if your tax liability (obligation) is \$1,000, and you make a \$750 donation to ACSTO, your liability will be reduced by \$750—meaning that your tax liability will only be \$250! Keep in mind, if you usually receive a refund, a tax credit makes it bigger—it is to your advantage to participate in this program. Please visit the ACSTO website for more information: <https://acsto.org/>.

Now is the perfect time to begin this program! If your child will be attending K-12th grade at one of our Partner Schools for the first time next Fall, you may apply for a scholarship during the Spring prior to when your child starts Kindergarten at the private school. Submit an application to ACSTO and any scholarships awarded to your child in the Spring Award Cycle can be sent to the school as tuition becomes due for the upcoming school year. Donors can donate to ACSTO and recommend your child for a scholarship up to one year before your child begins K-12th grade. It is possible to get your tuition paid in full by friends and family and other members of the community! ENROLL Today!

How to get started?

1) Apply on the ACSTO website - your child is not eligible for the state tax credit, unless you apply. ACSTO needs a current Scholarship Application for each of your children (K-12 only) enrolled. Your child(ren) must be enrolled at the school listed on the application. You must apply via the parent portal on the ACSTO website (<https://parent.acsto.org/auth/login>). You will be prompted to create an account, apply online, update family information, and create a child narrative.

2) Make a donation and ask friends and family to make a donation

After you have applied, ask your friends and family to make a donation and recommendation for your child. The more donations God's Garden receives, the more scholarships your child is eligible to receive. It is even possible to get your child's tuition completely covered for the entire year! **No need to wait, you can start making donations today.** To make a donation, visit the donor portal on the ACSTO website:

<https://donor.acsto.org/>. Donors can also choose to donate by phone at 480-820-0403 or by mail. Mail donations with a donation card to PO Box 6580, Chandler, AZ 85246.

3) Attend an ACSTO Parent Workshop to learn more about the program, find out how much you can donate, and ask Questions!

4) Receive a dollar for dollar credit on your state taxes.

Award Cycles

There are 4 award cycles each year:

1. **Summer** - awarded in September, applications due by July 31st
2. **Fall** - awarded in November, applications due by September 30th
3. **Winter** - awarded in February/March, applications due by January 31st
4. **Spring** - awarded in May, applications due by March 31st

In order to receive tax credit scholarships you must apply on the parent portal by the deadline on the award cycle.

I recommend that you get started with this right away. Scholarships are awarded 4 times per year and the first award cycle is Summer - August. You must apply by July 31st to be eligible for the August (Summer) Award Cycle.

Please visit the ACSTO website www.acsto.org for more information or watch a short video to see how it works - <https://youtu.be/vi4gSZOInyl>.

In the meantime, if you have any questions, please contact ACSTO directly at 480-820-0403.

Michelle Rhodes, *PhD*



Director
God's Garden Preschool and Child Development Center
1401 E. Liberty Lane, Phoenix, AZ 85048
480-460-0081
directorgodsgarden@horizonchurch.com
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God's Garden Child Development Center Registration Form 2023-2024 School Year

***A non-refundable Registration Fee is due at registration to hold your child's spot.**

Program Preference <small>Mark the appropriate age (must be of age on or before Aug. 31)</small>	Programs Offered <small>Morning Preschool times are staggered *Extended hrs are 8:45AM - 1:45PM on days/classes indicated</small>	Monthly Payment	15% Sibling Discount
Age _____ Birthdate _____	Toddler 2's MWF morning 8:45AM - 11:45AM	\$425	\$360
Age _____ Birthdate _____	Preschool 3's MWF morning 8:45AM - 11:45AM	\$440	\$375
Age _____ Birthdate _____	Preschool 3's, 4's, and 5's Full Day M-F 8:45AM - 2:45PM	\$715	\$610
Age _____ Birthdate _____	Pre-K 4's MWF morning 8:45AM - 11:45AM	\$460	\$390
Age _____ Birthdate _____	Pre-K 4's MTWTH 8:45 - 11:45AM *extended T/Th to 1:45PM*	\$565	\$480
Age _____ Birthdate _____	Pre-K 4's M-F 8:45 - 11:45AM *extended T/Th to 1:45PM*	\$650	\$555
Age _____ Birthdate _____	Kindergarten Full Day M-F 8:45AM - 2:45PM	\$695	\$590
*Registration & Supply Fee - Per Child - Returning Families		\$220	\$190
*Registration & Supply Fee - Per Child - New Families		\$240	\$205

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 _____

CHAPEL T-SHIRT ORDER FORM

For office use:
P/D _____
A _____
N _____
Date: _____

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 2023-2024 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 first day of school.
- _____ I understand that tuition is due on the 1st of each month, August – May. Tuition is late if received after the 5th. 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 must pay tuition online via the Brightwheel App, monthly. I will have the option to pay via credit card or my bank account (There is a 2.9% fee for credit cards and a \$.90 fee for ACH payments). I will be able to set up autopayments monthly if I choose to do so.
- _____ 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: _____



CDC/SGH# or name: _____

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

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

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

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

**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.)**

Name:	Contact Telephone Number:
Name:	Contact Telephone Number:
Name:	Contact Telephone Number:
Name:	Contact Telephone Number:

If Medical care is necessary, call:

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

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

Name(s):

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 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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We use Brightwheel for online bill pay, daily sign in and out, attendance, communication, photos, videos, and much more!

Download the  **brightwheel** app on your phone to use at school! As we navigate this new system, here is the information you need to get started.

Getting Started:

1. **Create a free Brightwheel account.** After you have registered your child to attend God's Garden, you will receive an invitation to join Brightwheel via email or text. You can then create a free parent account using either the [web](#) or [mobile app](#). Make sure to use the same [email address](#) or [cell phone number](#) that the invitation was sent to.
2. **Confirm your child's profile.** You will see your child's profile after you create an account - you can confirm information such as birthday, allergies, and additional contacts. If you do not see your child's profile, please contact us with the email address or phone number you used to sign up. You will not see updates within brightwheel until we start to use it regularly.
3. **Set your account preferences.** You can adjust your notification preferences within your profile settings on the app.
4. **Add your payment information.** Brightwheel offers secure, automated online payments that saves time for us and gives you advanced tools and reporting. Please add your [payment information](#).
5. **Now you are all set to go!** Use Brightwheel to sign your child in and out daily, pay tuition, and communicate with your child's teacher(s).

Signing In/Out:

- Use the **mobile app on your phone with the QR code** at your child's class Kiosk
- Use the **ipad at the classroom kiosk** to sign in and out
- Use the **ipad at the front desk counter** to sign in and out

Please let us know if you have any questions or difficulty getting set up.

Thank you,

God's Garden Office