

God's Garden Preschool

2024-2025



REGISTRATION INSTRUCTIONS

Registration for the 2024-2025 school year begins on January 16th is open throughout the 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 (\$250/child for new students, \$225/child for returning students)
- Emergency Form (please submit an updated form)
- Immunization Record (please submit a current copy – unless nothing has changed from your previous record that we already have on file)
- 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 via www.brightwheel.com
- Check your spam folder in your email to make sure you haven't missed any important emails from godsgarden@horizonchurch.com.



January 5, 2024

Dear Parents,

Registration for the 2024-2025 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.

We have an exciting announcement to make. We are offering a new class next year to meet the growing demands of our Ahwatukee Community. Beginning August 7th, 2024 we are offering a full-day 2's and 3's toddler class option to our list of classes and programs. This new class meets Monday through Friday from 8:45am to 2:45pm and includes a 2-hour nap time after lunch. Please help us spread the word about this exciting new opportunity for toddlers!

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 a modest 2-6%, depending on the class, to keep up with the cost-of-living increases.

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. We offer a variety of scholarships, including DES, ESA, ACSTO, Quality First and more. 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

God's Garden Child Development Center Registration Form 2024-2025 School Year

***A non-refundable Registration Fee is due at registration (Via Brightwheel App)**

| Program Preference <small>Mark the appropriate age (must be of age on or before Aug. 31)</small> | | Programs Offered <small>*Extended hrs are 8:45AM – 1:45PM on days/classes indicated. SNP is offered before school starting at 8:15AM and after school until 4:30PM</small> | Monthly Payment | 15% Sibling Discount |
|---|-----------------|---|-----------------|----------------------|
| Age _____ | Birthdate _____ | Little Sprouts Toddler (2's & 3's) T/H morning 8:45AM – 11:45AM | \$385 | \$330 |
| Age _____ | Birthdate _____ | Little Sprouts Toddler (2's & 3's) MWF morning 8:45AM – 11:45AM | \$430 | \$360 |
| Age _____ | Birthdate _____ | Little Sprouts Toddler (2's & 3's) M-F morning 8:45AM – 11:45AM | \$615 | \$525 |
| Age _____ | Birthdate _____ | Little Sprouts Toddler (2's & 3's) M-F full day 8:45AM – 2:45PM | \$775 | \$640 |
| Age _____ | Birthdate _____ | Ladybugs Preschool (3's & 4's) MWF morning 8:45AM – 11:45AM | \$440 | \$375 |
| Age _____ | Birthdate _____ | Busy Bees Mixed Age Preschool (3-5) M-F full day 8:45AM – 2:45PM | \$730 | \$620 |
| Age _____ | Birthdate _____ | Beautiful Butterflies Pre-Kindergarten (4's & 5's) MW 8:45AM – 1:45PM and F 8:45AM – 11:45AM | \$530 | \$405 |
| Age _____ | Birthdate _____ | Beautiful Butterflies Pre-Kindergarten (4's & 5's) MTWTH Extended Day 8:45AM – 1:45PM | \$590 | \$500 |
| Age _____ | Birthdate _____ | Beautiful Butterflies Pre-Kindergarten (4's & 5's) M-Th 8:45AM – 1:45PM and F 8:45AM – 11:45AM | \$690 | \$585 |
| Age _____ | Birthdate _____ | Sunshine Room Kindergarten Full Day M-F 8:45AM – 2:45PM | \$705 | \$600 |
| Age _____ | Birthdate _____ | Preschool (3-5) Full Day + Extended Care M-F 8:15AM – 4:30PM | \$950 | \$810 |
| *Registration & Supply Fee – Per Child – Returning Families | | | \$225 | \$190 |
| *Registration & Supply Fee – Per Child – New Families | | | \$250 | \$215 |

I have read, understand, and agree to adhere to the GGCDC 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 _____

Office/Alternate Phone _____ Email address _____

Address _____

Employer _____ Work Phone: _____

Parent/Guardian Signature _____ Date _____

Horizon Church Member _____ Current Student _____ New Student _____

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 2024-2025 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 GGCDC 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 after the due date.
- _____ 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. **NO CASH OR CHECK ACCEPTED.**
- _____ 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 GGCDC.
- _____ I understand that GGCDC 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 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. 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: |
|------------------------------|--------------|----------------------------------|

*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: | |
|---|--|

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

| |
|--|
| Is child allergic to food or other substances? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, describe symptoms, name foods or substances to be avoided, and the procedure to follow if reaction occurs: |
| Is child usually susceptible to infections and if so, what precautions need to be taken? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, list precautions: |
| Is child subject to convulsions and what should be our procedure if one occurs? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, specify procedure: |
| 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 If yes, list precautions: |
| Additional comments: |
| Other special instructions: |

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: |
|-------------------------------|--------------|-------|

God's Garden 2024-2025 School Calendar

June 3 – Summer School Week 1 - VBS Week – SCUBA: Diving into Friendship with God

June 10 – Summer School Week 2 - Lego Building (Construction)

June 17 – Summer School Week 3 – Bugs, Bugs, Bugs

June 24 – Summer School Week 4 – Adventure to Outer Space

July 8 – Summer School Week 5 – Dinosaurs and Volcanoes

July 24 – Staff Development Day (*First day back for Teachers*)

August 5 – Meet the Teacher

August 7 – **First Day of School**

August 14 – **Fall Parent 101 Meeting**

August 19 – *Early Release Day (11:45AM)*

August 21 - Chapel

August 30 – **Ice Cream Social**

September 2 – **No School** - Labor Day

September 11 – Chapel

September 16 – *Early Release Day (11:45AM)*

September 25 – Chapel

September 25 - **Curriculum Night**

September 26 & 27 – **Fall Picture Days**

October 4 - 14 – **No School** - Fall Break

October 15 – **No School** – *Staff Development Day*

October 16 – Chapel

October 21 – *Early Release Day (11:45AM)*

October 19 – **Trunk or Treat**

October 30 – **No School** – **Fall Harvest Festival**

November 11 – **No School** - Veteran's Day

November 13 - Chapel

November 15 – **Turkey Trot**

November 18 – *Early Release Day (11:45AM)*

November 21 & 22 – **No School** - Parent-Teacher Conferences

November 27-29 – **No School** - Thanksgiving Holiday

December 11 – Chapel

December 16 – *Early Release Day (11:45AM)*

December 18 – **Christmas Program with Live Nativity**

December 21 – Jan 6 – **No School** - Christmas Break

January 7 - **No School** – *Staff Development Day*
January 8 – School Resumes
January 8 – Chapel
January 20 – **No School** - Martin Luther King Day
January 13 – *Early Release Day (11:45AM)*
January 21 – Registration for Fall School Year Begins
January 22 - Chapel
February 8 – **Transportation Day**
February 10 – *Early Release Day (11:45AM)*
February 12 – Chapel
February 17 – **No School** - President’s Day
February 19 - Open House from 9:00AM – 11:00AM
February 26 – Chapel
March 7-17 – **No School** - Spring Break
March 18 - **No School** – Staff Development Day
March 24 – *Early Release Day (11:45AM)*
March 26 – Chapel
March 28 – **Bike Safety Day**
April 2 & 3 - **Spring/Graduation Photos**
April 5 – **Easter Picnic and Easter Egg Hunt**
April 9 – Chapel
April 11 – **Family Fun Night**
April 14 – *Early Release Day (11:45AM)*
April 18 – **No School** – Easter Break (Good Friday)
April 20 – **Easter**
April 21 – **No School** – Easter Break (Day after Easter)
April 23 – Easter Chapel and Brunch
April 24 & 25 – **No School** - Parent-Teacher Conferences
April 30 – **Water Day**
May 5 - 9 - **Teacher Appreciation Week**
May 5 – *Early Release Day (11:45AM; Staff Appreciation Lunch)*
May 7 – Chapel
May 15 – Last Day of School for Students
May 16 – Last Day of School for Teachers/Cleaning Day
June 2 – VBS/Summer Camps begin



Dear Parents,

We are excited to announce this year we will continue to use brightwheel as our online billing system for tuition payments, daily Sign-in and Sign-out, attendance, communication, photos, videos, and so much more!

Directions

Download the  **brightwheel** app on your phone to use at school daily!

Getting Started:

1. **Create a free brightwheel account.** After you receive an invitation via email or text, please 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 it is used 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 save time for us and gives you advanced tools and reporting. Please add your payment information to your profile.

Daily usage:

Use the mobile app on your phone to scan the QR code at your child's class kiosk daily to sign your child in and out of school. This replaces the paper and pencil version of signing in and out daily.

We're so happy to be using this state-of-the-art billing system here at God's Garden. We hope you enjoy using it. Please let us know if you have any questions or need help getting your app set up.

Thank you,

God's Garden Front Office Staff