

# God's Garden Preschool 2025-2026



## REGISTRATION INSTRUCTIONS

Registration for the 2025-2026 school year is now open and will remain open throughout the year as long as space permits. Please drop off your paperwork anytime between 8:00AM and 3:00PM daily or email it to us at [godsgarden@horizonchurch.com](mailto: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 (\$300 per child)
- 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](http://www.brightwheel.com)
- Check your spam folder in your email to make sure you haven't missed any important emails from [godsgarden@horizonchurch.com](mailto:godsgarden@horizonchurch.com).

# God's Garden Child Development Center

## Registration Form

### 2025-2026 School Year

**\*A non-refundable Registration Fee is due at registration (Via Brightwheel App)**  
**\*All fees and tuition payments are non-refundable.**

Program Preference Mark the appropriate age (must be of age on or before Aug. 31)		Programs Offered  *Full Day hrs are 8:45AM – 2:45PM on days/classes indicated. SNP is offered before school starting at 7:30AM and after school until 5:30PM	Monthly Payment (eldest child)	15% Sibling Discount (2 <sup>nd</sup> child)
Age	Birthdate	Ducklings Toddler (1s) M-F morning 8:45AM – 11:45AM	\$660	\$560
Age	Birthdate	Ducklings Toddler (1s) M-F full day 8:45AM – 2:45PM	\$975	\$830
Age	Birthdate	Ducklings Toddler (1s) M-F full time 7:30AM – 5:30PM	\$1100	\$935
Age	Birthdate	Little Sprouts Toddler (2's & 3's) MWF morning 8:45AM – 11:45AM	\$460	\$395
Age	Birthdate	Tadpoles Toddler (2's & 3's) M-F full day 8:45AM – 2:45PM	\$850	\$725
Age	Birthdate	Tadpoles Toddler (2's & 3's) M-F full time 7:30AM – 5:30PM	\$1050	\$895
Age	Birthdate	Ladybugs Preschool (3's & 4's) MWF morning 8:45AM – 11:45AM	\$475	\$405
Age	Birthdate	Rainbow Room Preschool (3's & 4's) M-F full day 8:45AM – 2:45PM	\$860	\$735
Age	Birthdate	Butterflies Pre-K (4's & 5's) M-F morning 8:45AM – 11:45AM	\$645	\$550
Age	Birthdate	Busy Bees Preschool (4's & 5's) M-F full day 8:45AM – 2:45PM	\$870	\$745
Age	Birthdate	Sunshine Room Kindergarten Full Day M-F 8:45AM – 2:45PM	\$800	\$680
Age	Birthdate	Preschool (3-5) Full Time M-F 7:30AM-5:30PM	\$1000	\$850
<b>*Advanced Registration &amp; Supply Fee - Per Child - if enroll by Feb 18<sup>th</sup></b>			<b>\$150</b>	<b>n/a</b>
<b>*Registration &amp; Supply Fee – Per Child</b>			<b>\$300</b>	<b>\$255</b>

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

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

Parent's Name(s) \_\_\_\_\_ 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 2025-2026 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 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 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: \_\_\_\_\_



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*



## Scholarship Opportunities

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.

Available Scholarships (Parents must exhaust all other scholarships prior to being considered for the Horizon Church Scholarship):

- 1) Quality First Scholarship (birth to 5 years, not including kindergarten)
- 2) ACSTO Scholarship (Kindergarten only)
- 3) ESA (Empowerment Scholarship Account) Program by the AZ Dept of Ed. (Kindergarten only)
- 4) Horizon Church Scholarship (birth to Kindergarten)

1) The Quality First Scholarships are awarded to eligible families with children ages 0-5 based on family eligibility criteria as determined by First Things First. Please visit the following website for an application: <https://www.qualityfirstaz.com/participant-benefits/financial-incentives/quality-first-scholarships/> or contact your school's director.

2) ACSTO Scholarship is a school tuition tax credit. ACSTO uses tax credit donations to award tuition scholarships to Christian School students (grades K-12) attending one of their partner schools, like God's Garden. Please visit [www.acsto.org](http://www.acsto.org) for more information and to enroll.

3) 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. Preschool students with identified special needs and/or K-12 students are eligible for this scholarship. ESA provides public funding to pay for private school tuition, educational therapies, tutoring, and more. You must apply on the website: <https://azsbe.az.gov/empowerment-scholarship-account-esa-program>.

4) The Horizon Church Scholarship grants up to \$100 of the total monthly tuition cost. It is awarded on a first-come, first-serve basis and is tied to family income levels and/or financial hardship. It is available for parents who may be working, looking for work, or improving their work skills through training or education. Other eligibility requirements may apply. The initial deadline to apply for Scholarships is August 7<sup>th</sup>, but applications may be submitted throughout the school year if funds are available. Only if you do not qualify for any of the other scholarships should you apply for this scholarship, or this scholarship may be used to offset the balance left unpaid by the other scholarships.

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

Contact our Director with questions at [directorgodsgarden@horizonchurch.com](mailto:directorgodsgarden@horizonchurch.com) or 480-460-0081.

