

**JUSTUS FALCKNER EARLY LEARNING CENTER /
ST. PAUL'S LUTHERAN CHURCH
2021-2022 REGISTRATION FORM**

CHILD'S NAME: _____

BIRTHDATE: _____

PARENT/GUARDIAN NAMES: _____

HOME ADDRESS: _____

TELEPHONE: _____

E-MAIL: _____

HOW DID YOU HEAR ABOUT JFELC? _____

APPLICATION IS FOR:

PLAYING 2 LEARN: CHILD MUST BE 2 YEARS OLD BY SEPTEMBER 1

_____ P2L- Tuesday 9:15-11:15

_____ P2L- Thursday 9:15-11:15

_____ 2nd P2L session- Monday 9:15-11:15

For Monday session child must be 3 years old by Dec. 31, class availability based on enrollment

PRESCHOOL CLASS: CHILD MUST BE 3 YEARS OLD BY SEPTEMBER 1

_____ 3-Year-Old Class- Tuesday/Thursday 9:00-11:30

_____ 3-Year-Old Class- Mon/Wed 9:00-11:30

PRE-K CLASS: CHILD MUST BE 4 YEARS OLD BY SEPTEMBER 1

_____ 4-Year-Old Pre-K Class- Mon/Wed/Fri 9:00-11:45

_____ 4-Year-Old Pre-K Class- Mon-Fri 9:00-11:45 *Class availability based on enrollment*

Tuition for 9-month school year:

P2L:	\$500/year	Pre-K Class (3 days/wk):	\$210/month
2 nd P2L Class:	\$400/year	Pre-K Class (5 days/wk):	\$345/month
Preschool Class:	\$150/month		

Registration Fee (non-refundable):

\$20 for 1st Child, \$15 for 2nd Child, \$10 for 3rd Child

Please return forms to JFELC, PO Box 231, Sassamansville, PA 19472

or by email to: office@stpaulssassamansville.com

Registration payment can be made by check payable to JFELC or online at stpaulssassamansville.com

Justus Falckner Early Learning Center BACKGROUND INFORMATION FORM

Student's Full Name: _____
(First) (Middle) (Last)

School District: _____

Has your child previously attended pre-school? _____ Yes _____ No

Is your child left or right handed? _____

Does your child have any fears? _____

What are your child's favorite activities? _____

Is there any language other than English used in the home? _____

Do you have any pets? _____

(please list name and type of animal)

Does your child have any siblings? _____

(please list names and ages)

What do you hope your child will gain from his/her experience at JFELC?

Is there anything further you would like to include which you feel would be helpful to us?

(information might include: if the child receives any IU or outside support services, if the child has any food aversions, if there have been any changes in home or family life, or any educational concerns you may have)

AGREEMENT/RELEASE FORM

THIS AGREEMENT, made on _____, by and between:

(today's date)

JUSTUS FALCKNER EARLY LEARNING CENTER / ST. PAUL'S LUTHERAN CHURCH

1809 Hoffmansville Rd., Sassamansville, PA 19472

and

_____ and _____

(parent/guardian) (parent/guardian)

the parents of _____, a student at said school who wishes to participate in certain non-classroom activities, more commonly known as extra-curricular learning experiences.

WE HEREBY AGREE to relieve and hereby relieve the JUSTUS FALCKNER EARLY LEARNING CENTER / ST. PAUL'S LUTHERAN CHURCH of Sassamansville, Pennsylvania, its agents, servants, and employees from all liability by reason of any damage or injury caused to our child as a result of said child's participation in any extra-curricular learning experiences, sponsored by the said School and we further agree to indemnify and save said School, its agents, servants, and employees harmless from any and all loss by reason thereof.

WE _____

(parents/ guardians)

the undersigned, have read and understand the Release Agreement and all its terms and execute it voluntarily.

****IF APPLICABLE, BOTH SIGNATURES ARE REQUIRED****

(parent/guardian)

(parent/guardian)

EMERGENCY INFORMATION

CHILD'S FULL NAME: _____

DATE OF BIRTH _____

PARENT(S)/ LEGAL GUARDIANS NAMES: _____

HOME ADDRESS: _____

PHONE #: _____ CELL PHONE # _____

BUSINESS ADDRESS:

(FATHER) _____ PHONE# _____

(MOTHER) _____ PHONE # _____

PERSON TO CALL IF PARENTS/GUARDIANS CAN NOT BE REACHED: ***(PROVIDE 2)

1. NAME: _____

RELATIONSHIP TO CHILD: _____

PHONE #: _____

ADDRESS: _____

2. NAME: _____

RELATIONSHIP TO CHILD: _____

PHONE #: _____

ADDRESS: _____

DOCTORS NAME: _____

ADDRESS: _____ PHONE #: _____

LIST ANY MEDICAL CONDITIONS OR ALLERGIES: _____

I HEREBY GIVE PERMISSION FOR _____

(CHILD'S NAME)

TO BE GIVEN EMERGENCY MEDICAL TREATMENT AS SEEN NECESSARY.

(FATHER/GUARDIAN) (MOTHER/GUARDIAN)

DATE: _____

JUSTUS FALCKNER EARLY LEARNING CENTER
HEALTH POLICY
(Updated 4/2021)

1. Children enrolled at JFELC must be up to date on age appropriate vaccinations.
2. All health forms and emergency forms must be on file at the beginning of the school year.
3. Regarding Potty Training:

****P2L** students do not need to be potty trained to attend class

****2 Day Preschool** students should be well on their way to being potty trained before beginning school. Training should be completed as early as possible during the school year.

****3 Day Pre-K and 5 Day Pre-K** students must be potty trained. In the case of a medical diagnosis, a signed doctor's note stating the reason for not being potty trained must be on file.
ALL CHILDREN SHOULD BE AS INDEPENDENT IN THE BATHROOM AS POSSIBLE.

4. Children should be well rested when attending school. If your child is not well in the morning, he/she should be kept at home. If your child becomes sick while at school, you or your emergency contact will be notified and asked to take the child home.

5. Parents will be required to complete a COVID-19 health check screening for the child at drop off at each class session.

6. Parents should notify the teacher or director if child contracts an infectious or communicable disease.

7. If a communicable disease is present at school parents will be notified of this via letters sent home in backpacks.

Guidelines by which a child will be readmitted to school following an illness are:

COVID-19- complete required quarantine period and/or negative COVID-19 test

Vomiting/Diarrhea- child must be symptom free for 24 hours before return

Strep Throat- 24 hours after medication begins

Pink Eye- 24 hours after treatment begins

Lice- 24 hours after treatment and child's hair must be nit free

Fever- must be fever free for 24 hours

Parents/Guardian Signature _____

Justus Falckner Early Learning Center Financial Policy

TUITION AND DISCOUNTS

1. Tuition for the 5 Day Pre-K program (9:00-12:00) is \$3,105 yearly. A discounted rate of \$2949.75 will be charged if paid in full by August 1st. Nine monthly payments can be made at a rate of \$345 per month.
2. Tuition for the 3 Day Pre-K program is \$1,890 yearly. A discounted rate of \$1795.50 will be charged if paid in full by August 1st. Nine monthly payments can be made at a rate of \$210 per month.
3. Tuition for the 2 Day Preschool program is \$1,350 yearly. A discounted rate of \$1,282.50 will be charged if paid in full by August 1st. Nine monthly payments can be made at a rate of \$150 per month.
4. Tuition for the Playing 2 Learn program is \$500 per year and can be paid in full by August 1st or in payments of \$250 on August 1st and September 1st.
5. Tuition for the Monday Playing 2 Learn program is \$400 for the year and can be paid in full by August 1st or in payments of \$200 on August 1st and September 1st.

We accept cash, money orders, or checks

TUITION PAYMENTS

1. The first 2 tuition payments for the 5 Day Pre-K, 3 Day Pre-K and 2 Day Preschool programs are due by the 1st day of August. The remaining tuition payments are due as follows: September 1st, October 1st, November 1st, December 1st, January 1st, February 1st, and March 1st.
If tuition payments are kept current the last tuition payment for the school year will be made in March.
2. Tuition for the Playing 2 Learn Class is paid in 2 payments- ½ by August 1st and ½ by September 1st.
3. In the event that the August tuition payment is not received by AUGUST 1st, your child's space in class will be forfeited. They can be re-enrolled if full payment is made and space is available.

LATE POLICY

1. Tuition is due by the 1st of the month. There is a \$15 penalty for tuition received after the 10th of the month.

2. If you become 2 months delinquent in tuition payments, you will receive a written request to keep your child home until payments are made current.
3. All accounts must be paid in full by March 31st. If an account remains delinquent after March 31st parents will receive a notice to keep your child at home until payment is made.
4. At the close of the school year, any student with outstanding tuition will have their enrollment for the next school year rescinded.

RETURNED CHECKS

A service fee as determined by the bank will be charged for returned checks.

LONG TERM ABSENCES

If a child misses an entire month of school for any reason, parents will be required to pay half of the monthly tuition to hold the child's place in the class.

WITHDRAWAL

1. Prepayment for any sessions not yet attended will be fully refunded in the event of the child's withdrawal from school. Tuition for any full month already attended by the child will not be refunded.
2. If the child has attended over half of the class sessions in a month, tuition will not be refunded.
3. If the child has attended less than half of the class sessions in a month, half of the month's tuition will be refunded.
4. THESE REFUNDS ARE FORFEITED IF THE DIRECTOR IS NOT NOTIFIED OF THE WITHDRAWAL OF THE CHILD AT LEAST ONE MONTH IN ADVANCE.

Parent/Guardian Signature _____

Justus Falckner Early Learning Center

DISCIPLINE/BEHAVIOR POLICY

At Justus Falckner Early Learning Center one of our primary goals is to provide a safe, nurturing, and pleasant environment for all of the children we serve. We recognize that one of our jobs is to help children learn appropriate ways to handle conflicts. At times, however, a child's behavior may endanger others. We want to assure parents that we will address such behaviors immediately following these guidelines:

A first incident will be verbally reported to the parent.

A second incident will result in a parent-teacher conference to discuss behavior and establish a plan of action.

A third incident will result in an immediate phone call to parents and a conference will be scheduled with the parents, teachers, and director. At this time there will be a discussion as to what could be causing the child's behavior. Referral to outside advice and services will be suggested.

JFELC Reserves the right to terminate any child's enrolment if any further incident occurs OR any time the following conditions exist:

The school cannot meet the child's needs

The parents are not able to work with the school to find an acceptable solution

The continuing behavior endangers the well being of other children, staff, and/or the child engaging in the behavior

Abusive behavior and/or verbal threats by parents toward staff, other parents, or other children will not be tolerated. This will result in immediate termination.

If at any time you have concerns regarding the behavior of a student in your child's class, please do not hesitate to contact the classroom teacher or director.

Parent/Guardian Signature: _____

Late Pick-Up Policy

If you are late picking up your child the following will apply:

1. An oral warning will be given first.
2. A written warning will be issued next.
3. After the oral and written warnings are issued a fee of \$5.00 per minute will be assessed.

*****PLEASE NOTE THAT THIS IS ONLY FOR CHRONIC OFFENDERS.** We understand that situations arise that may cause you to be late. We ask that in these situations you call the school and let us know.

Parent/Guardian: _____

Date: _____

Justus Falckner Early Learning Center PUBLICITY PERMISSION FORM

Throughout the year, there are opportunities for publicity of our activities in local publications, television, and online.

Prior to releasing any information through photographs, articles, video, and student work samples that involve your child, we are requesting your permission. Please complete and return the form below to your child's teacher.

_____ I give permission to release any publicity information pertaining to my child in local publications, television, and online.

_____ I DO NOT give permission to release any publicity information pertaining to my child in local publications, television, and online.

Child's Name

Child's Teacher

Parent/Guardian Signature

Date