



**MEADOWS PLACE
PRESCHOOL**
INSPIRING HEARTS TO GROW, LEARN, & LOVE

NAME: _____

ENROLLMENT FORMS FOR 2023-2024 SCHOOL YEAR

The following forms must be completed and on file before your child can attend Meadows Place Preschool as required by Texas state licensing:

- _____ Enrollment Fee Acknowledgment
- _____ Registration Form
- _____ Emergency Form
- _____ Extended Care Registration Form
- _____ Health Statement
- _____ Vision and Hearing Screening (age 4 years old and older)
- _____ Copy of Immunization (updated as new shots are given)
- _____ Discipline and Guidance Policy
- _____ Permission to Participate and Receive Emergency Care
- _____ Photo and Media Release & Facebook Agreement
- _____ Parent Handbook Acknowledgment
- _____ Additional Family Information
- _____ Copy of Mom's Drivers' License
- _____ Copy of Dad's Drivers' License



ENROLLMENT FEES
2023 – 2024

- AGES:** 18 Months through 6-Year-Old
- TUITION COSTS:** (Choose one)
- \$260.00 Monthly Fee – 2 Day Program (Tuesday/Thursday)
 - \$302.00 Monthly Fee – 3 Day Program (Monday/Wednesday/Friday)
 - \$494.00 Monthly Fee – 5 Day Program (Monday – Friday)
- HOURS:** 9:00 a.m. – 2:00 p.m. - Monday – Thursday
9:00 a.m. – 12:00 p.m. - Friday
- REGISTRATION FEE:** \$125.00 per Child
Due at the Time of Registration (Non-Refundable)
- SUPPLY FEE:** \$125.00 per Child
Due at the Time of Registration (Non-Refundable)
- BEFORE AND AFTER CARE:**
- Registration Fee:** \$25.00 per Child
Due at the Time of Registration (Non-Refundable)
- Before and After Hours:** 7:30 a.m. – 9:00 a.m. Monday – Friday
2:00 p.m. – 4:00 p.m. Monday – Thursday
12:00 p.m. – 4:00 p.m. Friday
- Before and After Charges:** \$ 6.00 an hour – if registered for Extended Care
\$10.00 an hour – if not registered for Extended Care

** 5% discount when the 2023 – 2024 annual tuition is paid in full before starting school.*

Tuition is due on the first (1st) of the month and is late if not paid on the fifth (5th) of the month, September through April. On the 5th of the month, any unpaid tuition will incur an automatic late charge of \$25.00 per child. **May’s tuition is due on or before August 1st as your Security Deposit.** The “prorated” August tuition is due on or before the first day of school. Monthly tuition is required regardless of the number of days missed due to illness, holidays, and other reasons. Tuition payments can be paid by check, money order, cashier’s check, or credit card through Brightwheel. **If paying with a check, please list your child’s name on the memo line.** ACH transactions through Brightwheel incur a \$0.90 charge with your payments. Credit Card transactions through Brightwheel incur a 2.9% charge. Tuition invoices are emailed monthly via Brightwheel. Extended Care invoices are emailed weekly, on Mondays, via Brightwheel. Extended Care invoices can be paid weekly or monthly but must be fully paid by the 5th of the following month or your account will incur a \$25 late fee.

I understand and accept the financial policies stated above.

CHILD’S NAME: _____

PARENT SIGNATURE: _____ **DATE:** _____



Registration Fee Paid: _____
Supply Fee Paid: _____

REGISTRATION FORM

Child's Start Date: _____

REGISTRATION INFORMATION

Check One: Mon/Wed/Fri (3 days) Tue/Thurs (2 days) Mon – Fri (5 Days)

CHILD INFORMATION

First Name: _____ Last Name: _____

Address: _____ City/Zip: _____

Date of Birth: _____ Gender: Male Female Home Phone #: _____

Does child live with both parents? _____ If not, who does the child live with? _____

List any existing medical conditions and/or special attention your child may require? _____

PARENT INFORMATION

Mother's First Name: _____ Last Name: _____

Address: _____ City/Zip: _____

Cell Phone: _____ Email: _____

Occupation: _____ Employed By: _____ Office Phone: _____

Work Address: _____ City/Zip: _____

Father's First Name: _____ Last Name: _____

Address: _____ City/Zip: _____

Cell Phone: _____ Email: _____

Occupation: _____ Employed By: _____ Office Phone: _____

Work Address: _____ City/Zip: _____

ADDITIONAL INFORMATION

Are there any medical, special care needs or physical limitations (allergies, existing illness, previous serious illness & injuries, hospitalizations during the past 12 months, & any medications prescribed for continuous, long-term use? _____

Signature:

MOTHER:

Print Mother's Name: _____

Mother's Signature: _____ Date: _____

FATHER:

Print Father's Name: _____

Father's Signature: _____ Date: _____



EMERGENCY INFORMATION

CHILD INFORMATION

First Name: _____ Last Name: _____
Address: _____ City/Zip: _____
Date of Birth: _____ Gender: [] Male [] Female Phone #: _____

EMERGENCY CONTACTS & PEOPLE AUTHORIZED TO PICKUP – IN ADDITION TO PARENTS

1st Contact/Pick Up

Name: _____ Cell Phone: _____
Relationship to the Child: _____ Address: _____

2nd Contact/Pick Up

Name: _____ Cell Phone: _____
Relationship to the Child: _____ Address: _____

ADDITIONAL PEOPLE WHO MAY BE CALLED IN CASE OF AN EMERGENCY

First Name: _____ Last Name: _____
Relationship: _____ Cell Phone: _____

First Name: _____ Last Name: _____
Relationship: _____ Cell Phone: _____

PHYSICIAN AND DENTIST TO CALL IN AN EMERGENCY

PHYSICIAN

Dr. Name: _____ Phone: _____ Medical Plan #: _____
Address: _____ City/Zip: _____
If parent or physician is not able to be reached, what action should be taken?
_____ Call 911 _____ Other Explain _____

DENTIST

Dr. Name: _____ Phone: _____ Medical Plan #: _____
Address: _____ City/Zip: _____
If parent or physician is not able to be reached, what action should be taken?
_____ Call 911 _____ Other Explain _____

* Please refer to the Parent Handbook under Medical Emergencies for Meadows Place Preschool's plan of action

ADDITIONAL INFORMATION

Is there any additional information that would be helpful? _____

Signature:

Parent Signature: _____ Date: _____



Registration Fee Paid: _____

EXTENDED CARE REGISTRATION FORM

Child's Start Date: _____

EXTENDED CARE REGISTRATION INFORMATION

Check One:

- Mon/Wed/Fri (3 days)
- Tue/Thurs (2 days)
- Mon – Fri (5 Days)

Extended Care – Check One:

_____ Morning _____ Afternoon _____ Never

Morning Extended Care Hours Needed: _____

Afternoon Extended Care Hours Needed: _____

CHILD INFORMATION

First Name: _____ Last Name: _____

Address: _____ City/Zip: _____

Date of Birth: _____ Gender: Male Female Home Phone #: _____

Does child live with both parents? _____ If not, who does the child live with? _____

List any existing medical conditions and/or special attention your child may require? _____

PARENT INFORMATION

Mother's First Name: _____ Last Name: _____

Address: _____ City/Zip: _____

Cell Phone: _____ Email: _____

Occupation: _____ Employed By: _____ Office Phone: _____

Work Address: _____ City/Zip: _____

Father's First Name: _____ Last Name: _____

Address: _____ City/Zip: _____

Cell Phone: _____ Email: _____

Occupation: _____ Employed By: _____ Office Phone: _____

Work Address: _____ City/Zip: _____

Signature:

MOTHER:

Print Mother's Name: _____

Mother's Signature: _____ Date: _____

FATHER:

Print Father's Name: _____

Father's Signature: _____ Date: _____

CHILD'S NAME: _____ DOB: _____

VISION AND HEARING IS REQUIRED FOR CHILDREN AGES 4 AND OLDER

Name and address of Vision and Hearing Screeners:

VISION	R 20/_____	L 20/_____		Pass _____ Fail _____
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Screeener's Signature

Date

HEARING

R	R 20/_____	L 20/_____		Pass _____ Fail _____
L	R 20/_____	L 20/_____		Pass _____ Fail _____

Screeener's Signature

Date

Discipline and Guidance Policy

It is important for a child's development to be nurtured through caring, patience and understanding. Discipline must be individualized and consistent for each child, appropriate to the child's level of understanding, and directed toward teaching the child acceptable behavior and self-control. However, while caring for your children, Meadows Place Preschool may have to respond to your child's misbehavior. Hitting, kicking, spitting, hostile verbal behavior and other behaviors which will hurt another child are not permitted.

In response to misbehavior, Meadows Place Preschool will:

- Respect your child
- Establish clear rules
- Be consistent in enforcing rules
- Use positive language to explain desired behavior
- Speak calmly while bending down to your child's eye level
- Give clear choices
- Redirect your child to a new activity
- Move your child to a time-out chair for no longer than one minute per year of your child's age, if necessary

In response to misbehaviors, Meadows Place Preschool will NOT use:

- Threats or bribes
- Physical punishment, threat of physical punishment or corporal punishment
- Deprive a child of food or other basic needs such as nap time or toilet training
- Humiliation or isolation
- Yelling at a child, or using harsh, abusive, profane language
- Putting anything in the child's mouth
- Placing child in locked or dark room, bathroom, or closet with closed door
- Require child to remain silent or inactive for inappropriately long periods of time for the child's age

If your child's behavior is very disruptive or harmful to himself or other children, the director will discuss the issue with you privately. If the situation can be resolved, the child may remain enrolled. If we are unable to resolve the issue, you may be asked to make other childcare arrangements.

Child's Name

Date of Birth

Parent's Signature

Date



Photo and Media Release

My child, _____, has my permission to have classroom related photos or video taken during the school year. I understand the pictures may be placed or included on the Procure Connect app and in classroom artwork, memory books or end of year slide shows.

Please circle or initial your permission for the following:

YES or NO Classroom photos and/or videos of my child my be used on Meadows Place Preschool brochures or advertising along with Facebook advertising for the school.

YES or NO Classroom photos and/or videos of my child may be shared on the Meadows Place Preschool Community **private** group Facebook page.

_____ **I DO NOT want my child’s classroom photos or videos shared on Meadows Place Preschool brochures, outside advertising, Facebook, or Meadows Place Preschool Community private Facebook page.**

Parent Signature

Date

Meadows Place Preschool Facebook Agreement

Meadows Place Preschool (MPP) has an advertising Facebook page, a private Facebook page, and a school website. MPP uses our advertising Facebook page to attract new students and families to Meadows Place Preschool. Our school website and public Facebook page are for potential students and families, as well as current students and families to be able to locate information about our school. Our private Facebook page, Meadows Place Preschool Community, is used to share pictures and videos of our classes in action to give parents a glimpse into our school and keep you updated. This private Facebook page is **only** for currently enrolled parents, teachers, and board members. Meadows Place Preschool would love for our parents to comment on posts and connect with teachers and other parents. Please do not use our private Facebook page as a forum to post negative or inappropriate comments. We reserve the right to block, or limit access to the Meadows Place Preschool Facebook page and Meadows Place Preschool Community private Facebook page at any time.

Please sign to acknowledge you have read the above statement:

Child’s Name

Date

Parent Signature

Parent’s Printed Name



PARENT HANDBOOK ACKNOWLEDGMENT 2023-2024

Please initial.

_____ I acknowledge that I have received a copy of the Meadows Place Preschool Parent Handbook *electronically* and I have been informed that it can be accessed on the Meadows Place Preschool website under the Parent Portal.

_____ **We ask that you read the Parent Handbook and use it as a reference.**

The policies and procedures in this handbook are written to provide a clear description of what parents may expect of Meadows Place Preschool and what Meadows Place Preschool expects of parents. These guidelines have been developed to comply with Texas State Licensing.

_____ I understand that the policies and procedures must be followed.

HANDBOOK AMENDMENTS

The Meadows Place Preschool administration retains the right to amend the handbook, including waiving and/or deviating from all disciplinary regulations, for just cause, at his or her discretion.

Parents/guardians will be given prompt notification if changes are made.

Child's Name

Date

Parent's Signature

Parent's Printed Name

ADDITIONAL FAMILY INFORMATION REGISTRATION FORM

The following information will enable us to better serve our current and future families.

ETHNICITY AND RACE

Ethnicity: Check All That Apply

_____ American Indian or Alaska Native _____ Asian _____ Black or African American _____ Hispanic or Latino
 _____ Native Hawaiian or Other Pacific Islander _____ White

Race: Check All That Apply

_____ American Indian or Alaska Native _____ Asian _____ Asian Indian _____ Black or African American
 _____ Hispanic or Latino _____ Middle Eastern _____ Native Hawaiian or Other Pacific Islander _____ Unknown

Church/Religious Preference Information

Do you currently practice any form of religion? _____ Yes _____ No If yes, what? _____

Do you currently attend a church / religious service? _____ Yes _____ No

If yes, where? _____

I attend services (Please Circle): Rarely Once a Month Several Times a Month Regularly

I would like more information on Sugar Grove Church of Christ and possible programs and services it offers. _____ Yes _____ No

Connection Information

How did you hear about Meadows Place Preschool? (Please circle all that apply.)

Friend or Family Neighbor Facebook Google Advertisement Other Website Other: _____

What were the deciding factors in choosing Meadows Place Preschool? (Please circle all that apply.)

Proximity to work or home Extended Care Hours Available Curriculum Facility Loving/ Friendly Environment

Other: _____

What are you looking for in a preschool program for your child? (Please circle your top two.)

Kindergarten Prep Curriculum Christ-Centered Curriculum Chapel Well-trained Teachers Extended Care

Other: _____

How do you prefer we communicate regarding upcoming events or news? (Please circle your top two.)

Website Updates Email Newsletters Facebook Texts Posted Reminders

WHAT YOUR CHILD NEEDS EVERY DAY!!

(We are a peanut and nut free environment.)

CLOTHING AND OTHER SUPPLIES

All children should bring a backpack. **Please no purses or mini backpacks.**

Label "all" your child's belongings with their name including clothes, snacks, and water cups.

Children in the Butterfly Class, and Lady Bug Class

- One (1) change of clothing, including socks, underwear, and shoes (if possible). Please check your child's extra set of clothing periodically to ensure that it is size and season appropriate. (Remember, some children may require two (2) or three (3) sets of clothing for the day especially when potty training.)
- Large plastic zip lock bag for any soiled items.
- Disposable diapers or Pull-Ups for potty training and Wipes
- A spill proof cup (No water bottles)
- Lunch **with needed utensils** and a drink (if needed)
- Morning Snack (Bring separate from lunch, in a labeled zip-lock bag or labeled container)
- Afternoon Snack (Bring separate from lunch, in a labeled zip-lock or labeled container if staying for extended care)

Children in the Duck class, Owl class, and Explorers class

- One (1) change of clothing, including socks, underwear and shoes (if possible). Please check your child's extra set of clothing periodically to ensure that it is size and season appropriate. (This is intended for food, drink, or activity accidents.)
- Large plastic zip-lock bag for any soiled items.
- A spill proof cup (No water bottles)
- Lunch **with needed utensils** and a drink (if needed)
- Morning Snack (Bring separate from lunch, in a labeled zip-lock bag or labeled container)
- Afternoon Snack (Bring separate from lunch, in a labeled zip-lock or labeled container if staying for extended care)

SHOES

Dress your child in comfortable play clothes and **closed toe shoes**, such as tennis shoes or shoes that stay on the feet. **Please do not send your child in flip flops, sandals, or crocs of any kind.** Your child will be painting, cutting, gluing, playing outdoors, and feeding themselves, so please dress them appropriately. (We are not responsible for damaged clothes).

PERSONAL BELONGINGS

Please do not allow your child to bring any personal toys from home to school or class, (unless advised to do so). These items create a distraction in the classroom and Meadows Place Preschool will not be responsible for these items. Activities and toys will be available to your child all day at school.

NAPTINE AND REST TIME

After lunch, naptime is **provided for children in the Butterfly Class and the Lady Bug class.** Please provide a rest mat for your child. A **personal size roll-up mat with pillow and blanket all in one**, that will need to be machine washed at home on a regular basis, is what we recommend. All items must to be labeled with your child’s name. **Nap mats must be taken home daily.**

A **“rest time”** will be provided in the **Duck class** with either a quiet book or video for the children. If your child falls asleep during rest time, they will be allowed to nap. Those children that do not fall asleep will resume working quietly in the class. Please talk with Ms. Jennifer, the teacher in the Duck class, if you feel your child needs to nap. The Pre-K class and KinderBridge class will have a quiet time after lunch but no nap time.

Examples:

