



# Enrollment Application

## Parent/Guardian Information

Registration Date \_\_\_\_\_

**Mother/Guardian**       Custodial Parent (if married, mark both parents)

First Name \_\_\_\_\_ M. I. \_\_\_\_\_ Last Name \_\_\_\_\_

Address \_\_\_\_\_

Occupation \_\_\_\_\_ Home Phone (    ) \_\_\_\_\_ Cell Phone (    ) \_\_\_\_\_

Employed By \_\_\_\_\_

Office Phone (    ) \_\_\_\_\_ Work Hours \_\_\_\_\_

Work Address \_\_\_\_\_

E-mail \_\_\_\_\_

Add this contact information to school directory?    Yes    No

Marital Status:     Married     Single     Divorced     Separated     Widowed     Other

**Father/Guardian**       Custodial Parent (if married, mark both parents)

First Name \_\_\_\_\_ M. I. \_\_\_\_\_ Last Name \_\_\_\_\_

Address \_\_\_\_\_

Occupation \_\_\_\_\_ Home Phone (    ) \_\_\_\_\_ Cell Phone (    ) \_\_\_\_\_

Employed By \_\_\_\_\_

Office Phone (    ) \_\_\_\_\_ Work Hours \_\_\_\_\_

Work Address \_\_\_\_\_

E-mail \_\_\_\_\_

Add this contact information to school directory?    Yes    No

Marital Status     Married     Single     Divorced     Separated     Widowed     Other

### For Staff Use Only

Date	Payment	Session
Initial	Start Date	Confirmation



## Child Information

### First Child

First Name \_\_\_\_\_ M. I. \_\_\_\_\_ Last Name \_\_\_\_\_

Name \_\_\_\_\_ (child prefers to be called)

Class \_\_\_\_\_

Child's Address \_\_\_\_\_

DOB \_\_\_\_\_ Gender  Male  Female

List any existing medical conditions, medication and/or special attention you child may require.

Allergies \_\_\_\_\_

Pediatrician's Name \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Address \_\_\_\_\_

Yes  No

### Second Child

First Name \_\_\_\_\_ M. I. \_\_\_\_\_ Last Name \_\_\_\_\_

Name \_\_\_\_\_ (child prefers to be called)

Class \_\_\_\_\_

Child's Address \_\_\_\_\_

DOB \_\_\_\_\_ Gender  Male  Female

List any existing medical conditions, medication and/or special attention you child may require.

Allergies \_\_\_\_\_

Pediatrician's Name \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Address \_\_\_\_\_

Yes  No



## Emergency Contacts and Authorized Pick-up Persons

### First Contact/Pick Up

Name \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Relationship (to the child) \_\_\_\_\_

- Able to pick up all in children in the family
- Not able to pick up the following children:

### Second Contact/Pick Up

Name \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Relationship (to the child) \_\_\_\_\_

- Able to pick up all in children in the family
- Not able to pick up the following children:

### Third Contact/Pick Up

Name \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Relationship (to the child) \_\_\_\_\_

- Able to pick up all in children in the family
- Not able to pick up the following children:



**PERMISSION FOR  
EMERGENCY CARE**

In case of sickness or accident to \_\_\_\_\_,  
Child's Name

I hereby consent for Happy Times Preschool to provide emergency care, through a clinic, hospital, private physician (or any way deemed necessary), with transportation provided by the local emergency services.

My health insurance policy is with \_\_\_\_\_

My health insurance number is \_\_\_\_\_

\_\_\_\_\_  
***Parent's Signature***

## Class Choice and Schedules

### 2 - 3 Year Olds - Junior Preschool

For children who are two years old as of March 1 of the year they attend, or otherwise noted/approved by Director. Children must be in beginning stages of toilet training to be enrolled in this class.

### 4 Year Olds - Preschool

For children who are three years old as of September 1 of the year they attend, or otherwise noted/approved by Director. Children must be toilet trained to be enrolled in this class.

### 5 Year Olds - Pre-Kindergarten

For children who are four years old as of September 1 of the year they attend, with birthdays falling roughly between January and August. The curriculum in this classroom supports kindergarten readiness.

Days Per of Week	Jr. and Preschool Times		
2 Days	T/Th	AM	PM
3 Days	M/W/F	AM	PM
5 Days	M-F	AM	PM

Days Per Week	Pre- Kindergarten Times		
3 Days	M/W/F	AM	PM
2 Days	T/TH	AM	PM
5 Days	M-F	AM	
5 Days	M-F	Full Day	Lunch Included

## Preschool Summer Camp Options

Our Summer Spectacular offers a fun, relaxing, but educational experience for your child. Week by week sessions. Please call the school for themes & dates

## Hours of Operation

### Morning Classes

8:30 am – 11:15 am

### Afternoon Classes

12:15 pm – 3:00 pm

## Activity Descriptions

All activities are tailored to meet the individual needs of all the children and are developmentally appropriate.

- **Circle Time:** Planned activities emphasize socialization skills, cognitive development and small motor experiences using music, finger plays, science and stories to encourage listening skills. Some activities include: Pledge of Allegiance, calendar, weather, and readiness skills.
- **Learning Activity (Centers):** Centers are small areas dedicated to a developmental area. Water play, Math/Science, Art, Computers, Writing, Library Dramatic play and Large/Small motor. Activities in each area will coordinate with the weekly theme.
- **Art:** A variety of media are provided to offer creative experiences through cutting, gluing, painting, and coloring.
- **Music:** Songs, musical games, CDs and rhythm bands are some of the tools used to enhance the curriculum.
- **Free-Choice Play:** Opportunities to explore and use dramatic play areas, small muscle manipulatives, large muscle equipment, as well as special alternatives set up by the teacher. Some specific activities include: kitchen, blocks, creative play through dress-up, games, and toys.
- **Snack:** Water and a nutritious snack including fresh organic fruit, are offered daily. No nuts are served due to various food allergies. Organic 2% milk is offered to lunch bunch students.
- **Outdoor Play:** Children acquire a sense of kinetic awareness through opportunities to run, climb, jump, swing, push and pull through the use of our outdoor equipment. Our outdoor play equipment and nature center enhance large and small motor development.
- **Spanish:** Basic Spanish will be taught once a week within the three programs. Colors, Shapes, Numbers, ABC's, Transportation, Foods are just a few topics that will be explored through music.
- **Science:** Science is implemented throughout all the activities. However, a set time throughout the daily schedule will be dedicated to the many concepts of Science. (Space, Human Body, Basic Physics, Earth, Measurement and Math, and more!).



## Tuition/Payment Information

Current Tuition Amount \_\_\_\_\_ α Monthly α Other

Please outline below whom is responsible for payment of tuition and fees. Please fill out if parents are divorced and split tuition payment or if tuition payment is the responsibility of an adult other than the parent(s)/guardian(s) listed on page 1.

Responsible Party \_\_\_\_\_

## Tuition and Payment Plan

The yearly cost of the program is to be paid in nine evenly distributed payments which are due the 1st of each month (September through May). A late fee of \$15.00 will be applied after the 15<sup>th</sup> of each month. A tuition envelope will be sent home with your child at the appropriate time. Please place your payment (check or cash) in the envelope – DO NOT SEAL- and return it in your child’s bag on the next school day.

The first payment is due on the first day of school September 2<sup>nd</sup>.

## Monthly Tuition & Fees

Program	Monthly Fees
MWF A.M. or P.M.	\$242.00
T TH A.M. or P.M.	\$200.00
M-F A.M. or P.M.	\$403.00
M-F Full Day (8:30a-3:00p)	\$714.00

Additional Days or schedule changes upon request

Additional Program Add On	Additional Fees
Daily Lunch Bunch and extended pick up (12:00p)	\$10.00 per day
Extended Day by every half hour up to 3:00p	\$10.00 per half hour

Discounts apply for enrollment of more than one child per family.



Additional Comments and Information

Is there any other information that would be helpful to our management and teaching staff regarding your child and/or family?

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Completion of this form conveys a request for admission to Happy Times Preschool for the program selected. A \$125.00 non-refundable registration fee must accompany this form (\$75.00 for returning families). Upon receipt of this form and deposit of your registration fee, your child is enrolled in Happy Times Preschool. If we are unable to accommodate your child in your class of choice, you will have the option to register for a different class. If no arrangements can be made, registration fee will be returned.

Signature \_\_\_\_\_

Parent/Guardian Signature Date \_\_\_\_\_

Where did you learn about Happy Times Preschool? \_\_\_\_\_





## Photography Release

I give consent for my child's photograph to be included in marketing materials for Happy Times Preschool, including advertising and publicity materials, school website, bulletin boards, and posters

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Parent/Guardian Signature

Date

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Parent/Guardian Signature

Date

## School Communication

Happy Times Preschool provides parents with a monthly calendar of events as well as notes and flyers about different events throughout the year. You may elect to receive these documents on paper (sent home with your child), or via email as attached Word documents. Please indicate your preference below.

- I would like school communication to come home with my child
- I would like school communication to be emailed to me at this address: