

Austintown Community Church Preschool Childcare Center

2016 - 2017 STUDENT APPLICATION

CLASS _____

Student # _____

(*Office use above*)

(*Office use above*)

CHILD'S NAME _____			GENDER: Male Female	
(LAST)	(FIRST)	(MIDDLE INITIAL)	(^ Circle ^)	
FIRST NAME YOU WANT CHILD CALLED _____			BIRTHDATE _____	
			(MONTH)	(DAY)
ADDRESS _____			(YEAR)	
(STREET)		(TOWN)	(ZIP)	
HOME PHONE NUMBER (_____) _____				

Which **SCHOOL** does your **SCHOOL-AGE** child attend? _____ (< write name of school)
 What **GRADE** will your **SCHOOL-AGE** child be in for the 2016-2017 school year? _____ (< write which GRADE, K-1-2-3-4-5)

FATHER'S NAME		MOTHER'S NAME	
FATHER'S ADDRESS		MOTHER'S ADDRESS	
CITY, STATE, ZIP		CITY, STATE, ZIP	
FATHER'S HOME PHONE (____)		MOTHER'S HOME PHONE (____)	
FATHER'S CELL PHONE (____)		MOTHER'S CELL PHONE (____)	
FATHER'S EMPLOYER		MOTHER'S EMPLOYER	
FATHER'S OCCUPATION		MOTHER'S OCCUPATION	
FATHER'S WORK PHONE (____)		MOTHER'S WORK PHONE (____)	
FATHER'S SOC. SEC. NO. _____ - _____ - _____		MOTHER'S SOC. SEC. NO. _____ - _____ - _____	
e-mail address		e-mail address	

Parent(s) is/are: (Circle which applies) SINGLE MARRIED SEPARATED DIVORCED WIDOWED
 If separated or divorced, are BOTH parents to receive school information? _____ Yes _____ No

Person responsible for payment: _____ Are you an ODJFS client? _____
 (* payments are made through the Ohio DJFS *)

Other Children in Family: _____
 (NAMES AND AGES)

WHAT OTHER PRESCHOOL, CHILDCARE or GROUP EXPERIENCES HAS YOUR CHILD HAD? _____
 _____ HAS CHILD ATTENDED ANOTHER SCHOOL? _____ WHERE? _____

WHAT SCHOOL YEAR DO YOU EXPECT YOUR PRESCHOOL CHILD TO ATTEND KINDERGARTEN? _____

HOW DID YOU LEARN ABOUT OUR CENTER? _____

ARE YOU A MEMBER OF AUSTINTOWN COMMUNITY CHURCH? _____
 IF NO, WHAT IS YOUR CHURCH AFFILIATION? _____

PLEASE LIST ANY PHYSICAL, EMOTIONAL, or LANGUAGE / SPEECH CONCERNS THAT YOU MAY HAVE: _____

Check Program Needed:

_____ 3 Hr. Program	<u>Circle Days Needed:</u> M T W Th F	<u>Times Needed:</u> _____ to _____
_____ HALF Day Program	<u>Circle Days Needed:</u> M T W Th F	<u>Times Needed:</u> _____ to _____
_____ Full Day Program	<u>Circle Days Needed:</u> M T W Th F	<u>Times Needed:</u> _____ to _____
_____ Grade K-5 Before and/or After School	<u>Circle Days Needed:</u> M T W Th F	<u>Times Needed:</u> _____ to _____

Date Child Will Start A.C.C. : _____

Office Use Below

REGISTRATION FEE: _____ \$45.00 for returning preschoolers OR school-age students
 _____ \$45.00 for new preschoolers (includes bookbag & A.C.C. T-shirt)
 T-shirt Size: XS _____ S _____ M _____

Check # _____ Cash Receipt # _____

DATE ADMITTED _____ DATE WITHDRAWN _____ DATE REG. FEE PD. _____
 ODJFS CLIENT? _____ APPROVED ON _____ CO-PAY AMT. _____ OVER >>

2016 ~ 2017 PARENT GUIDELINES & INFORMATION

- Registration** A **non-refundable** registration fee is to be paid when student application is turned in.
- Contracts & Payments**
1. Parents will be issued a Parent Contract that reflects the days & hours requested each day and the weekly tuition amount. Weekly invoices will not be issued.
 2. Tuition payments are to be **pre-paid each Friday prior to services**. Payments received **after 6:00 p.m. Friday** are considered late and those accounts will accrue a \$10.00 late fee.
 3. **Five personal days** will be allotted for students attending **5-days per week**. Personal days used will be kept on file in the office. (Personal days expire when the summer program begins in June.)
 4. **Tuition is due for the entire school year except for the following reasons:**
 - (a) relocation out of town
 - (b) failure to adjust after 1 month upon teacher & director's advice
 - (c) prolonged illness with a doctor's written statement
 - (d) loss/change of employment
 5. Parent must notify the school office at least 2 weeks in advance if child will be **withdrawn**. If child needs to return, and if space is available, child must be re-registered.
 6. (**Grades K-5**) If public schools are closed and services are needed, parents will be charged per the tuition chart on the rate sheet. If child does not attend on these days, there is no charge.

Attendance - Students are required to attend a minimum of **2** days per week and are expected to attend regularly on their scheduled days. If it is necessary to revise the student's weekly schedule, a **'Child's Revised Schedule Request'** form must be completed and turned in to the office by **Wed. at 6:00 p.m. the week before the change is needed**. If the change cannot be accommodated, the parent will be notified.

Dept. of Job & Family Services Clients - Parents whose child care services are paid through the Ohio Department of Job & Family Services (ODJFS) **must pay the A.C.C. registration fee (\$35) before starting**. ODJFS students are required to attend at least 80 percent of the time they are scheduled for. Failure to comply with this policy will result in the child being withdrawn from the center. **Weekly co-pays** are due each Friday **prior to services**. Client is responsible for any late pick up fees or unpaid ODJFS tuition.

Required/Emergency Forms - Parents must turn in **ALL** required forms on file **BEFORE** the child may begin attending A.C.C. Failure to return these forms will delay the child's starting day.

Medical Statement - Every enrolled **preschool-age** child is required by the State of Ohio to provide a **current, completed medical form within 30 days** of starting A.C.C. The medical form must be signed by a physician or nurse practitioner. Failure to submit this necessary medical form or neglecting to notify director of a problem in obtaining the medical form will result in child not being able to attend the center.

School-Age Students - Parents whose school-age children will be transported to & from A.C.C. by Austintown School buses must complete an **'Alternative Transportation Schedule Request Form'** at the Austintown Schools transportation office **PRIOR** to starting at A.C.C.

Parent Handbook - Parents will be given a Parent Handbook stating guidelines and policies of our school. State Law requires parents to sign a statement that they have received and have read the Handbook.

Field Trips - Field trips may be scheduled by the director or as requested by teachers. Parents may be asked to volunteer to drive. Volunteer drivers must follow the guidelines as explained in the Parent Handbook. Child safety seats for children under 4 yrs. and/or 40 lbs. and booster seats for children ages 4-8 are mandatory as required by Ohio law. Occasionally transportation may be provided by school buses. Parents are responsible to pay any admission fees or transportation costs.

Early Childhood Screenings - As part of our program, children will be screened for amblyopia (lazy eye), will have a speech & language screening (at a minimal cost to parents), and parents will be asked to complete an Ages & Stages questionnaire (a child development monitoring system).

Photographs - Photos of special events, field trips or classroom activities may be taken throughout the school year.

Annual Fundraiser - Parents are asked to participate in our fundraising events.

Discipline - When a child is on school premises or at a school activity, under the supervision of either the teacher or a parent chaperone, the policies of the school relating to discipline must be followed. Any type of verbal threat by a child directed to another student or a staff member will result in parent being called immediately. If parents disagree with the school policies, the parent may withdraw their child.

I understand the above information:

(Parent Signature)

(Date)