



Foundations Preschool RE-Enrollment Packet

Please complete **this** form and email it to:
connie@FPChatt.com

- Photo of Parent(s)
- Admission and Tuition Agreement
- Parent Handbook Agreement
- Email updated information to connie@fpchatt.com
Example: phone numbers, address,
emergency contacts, allergies, etc.

*Please note that if you are completing this packet electronically then all pages with your signature which shall be considered as an original signature for all purposes and shall have the same force and effect as an original signature. Without limitation, electronic signatures shall include hand typed, faxed versions of an original signature or electronically scanned and transmitted versions (e.g., via pdf) of an original signature.



Parent Declarations: (Please check yes or no where stated)

- I received a summary of the **TN-DOE 0521-12-01** (last pages of Application).
- I do hereby authorize emergency medical care for my child (a limited power of attorney may be required for military dependents).
- I received a copy of the child care facility's policy statement or handbook, and payment contract, and I have signed their copy, verifying by receipt my understanding and agreement of their content.
- I authorize Foundations to transport my child in the event of an emergency as listed in Foundations "Emergency & Disaster Plan".
- I authorize Foundations to instruct my child in a Personal Safety Curriculum. Yes No
- I authorize Foundations to apply diaper cream (provided by parents) Yes No
- I authorize Foundations to apply sun screen (provided by parents) Yes No
- By enrolling a student in Foundations, A Parent agrees to allow our staff to occasionally show media of Holiday & Bible Lessons based on Christian principles that have been pre-viewed by Foundations Staff.

Signature of Parent(s) / Guardian(s) (Printed name is your signature)

Date

This form/information shall be maintained for one year after date of disenrollment.

Information on this form shall be updated annually or as needed to ensure the protection of the child.



2023-2024 Admission & Tuition Agreement

School Year: 8/14/23 – 8/12/24

Start Date: _____

Child's Name:

If different, name to be called at school: _____

Father cell carrier: _____

Mother cell carrier: _____

Part or Full

Part Day

Full Day

Potty Trained:

Yes

No

Non-Refundable Registration Fee: (Due at each new or re-enrollment registration regardless of what month registration occurs)

\$85.00 (yearly)

Full Day Program (7:00am- 5:30pm) Includes Two Snacks:

\$190.00 a week

Part Day Program (8:30am - 12:30pm) Includes AM Snacks Only:

\$150.00 a week

Potty Training / Diapering:

\$2.00 a day

Disaster Kit Fee:

\$15.00 (one-time fee)

Lunch is to be provided by Parents: (If parents forget, the school will provide lunch)

\$5.00 per lunch

If a child is not logged in or out, this is a State mandated requirement:

\$2.00 per incident

Sibling Discounts: 10% off second child enrolled in Foundations Preschool.

Hours & Holidays

We are open from 7:00 am to 5:30 pm Monday through Friday with the exception of the following holidays. When the holiday falls on a Saturday we will be closed Friday, when on Sunday we will be closed Monday.

- Labor Day: 9/4/23
- Thanksgiving Day and day after: 11/23/23-11/24/23
- Christmas Eve & Day after: 12/25/23-12/26/23
- New Year's Eve & Day: 1/1/24-1/2/24
- Good Friday: 3/29/24
- Memorial Day: 5/27/24
- 4th of July: 7/4/24

Financial Policy

1. A **non-refundable** registration fee is due upon enrollment.
2. If your child is absent for any portion of the week (including illness or vacation), there will be no reimbursement or adjustment made to the regular weekly tuition. You may "Add On" days at the current daily rate. If you need to change your day from part-day to full-day, it will cost an additional \$15. Holidays cannot be rescheduled.
All changes must be cleared by the director in advance and are subject to availability.
3. Weekly tuition is invoiced Monday for the current week and full payment needs to be made by Wednesday by 9:00 am. Tuition payments can be paid with Tuition Express, checks and cash. Checks and cash must be dropped off to our office staff. If your tuition is not paid in full by Wednesday by 9:00 am each week, your Tuition Express form on file will be processed. A \$5.00 late will be applied to your account if payment is not received. If your account goes two weeks past due, your child may be temporarily suspended or dropped from our program until all outstanding amounts are paid in full unless **previously** other arrangements have been made with the director.

4. If you need separate records of payments (Mom and Dad will pay separately) made on the account, you will need to notify the director at the time of enrollment.
5. Diapering / Potty Training: A \$2 a day fee for all students that are not potty trained. Student needs to be two weeks' accident-free to be considered potty trained and not wearing a pull up at nap time. If recurring accidents occur after the child is potty trained, a \$2 a day fee will be added to your account.
6. Parents will be assessed a late charge of \$1 for each minute past closing (5:30 pm), for full-day and (12:30 pm) for part-day, that they are late picking up their child. You will be invoiced for any late pick-up charges and are due promptly. Chronic lateness may result in dismissal from the preschool.
7. In-Service Days: We have two in-service days per school year. We will notify the parents at least 30 days ahead of time.
8. Weather Days: We will notify parents by 6:00 am if we have a weather day. You may receive notifications by email, text message, and/or parent engagement app.
9. To discontinue enrollment, we will need a two-week written notice in advance that must be emailed to the director. Without prior written notice, you will be required to pay your weekly tuition for the remaining days.
10. If you choose to remove your child from our program, their place will be given to a child from our waiting list, and if you decide to enroll them later, you will have to pay registration again. If we need to remove your child, the director may approve for your child to return, if there are any openings, within the same year without being charged a registration fee.
11. Parents will be given at least 30-calendar-days prior written notice of any necessary rate change.

Continuing Enrollment Requirements

1. Current enrollment information must be maintained at all times.
2. Respect for other's rights both verbally and physically at all times.
3. Compliance with all policies, school philosophies, rules, requirements, and financial policies.
4. Immediate pick-up of the child upon the request of the center's director.

We reserve the right to dismiss any child for non-compliance with our policies, or if they, in our judgment, do not benefit from, or prevent others from profiting from our program.

I have read the above policies and parent handbook, and I agree to cooperate with and follow the guidelines and philosophies stated.

Parent's signature (Father) (Printed name is your signature)

Date

Day Time Phone

Parent's signature (Mother) (Printed name is your signature)

Date

Director Approval / Date

Father's Email Address: _____

Mother's Email Address: _____

(Please Print Clearly)



PRESCHOOL PARENT HANDBOOK 2023-2024

3415 Broad St.
Chattanooga, TN 37409
Phone Number: 423-633-9150
A Ministry of Calvary Chapel Chattanooga

Philosophy / Purpose

Our desire is in ministry to the child and their parents, so our educational program deals with each child's spiritual, intellectual, cultural, physical, & artistic needs. We attempt to equip them with a Biblical view of life. Our goal is to help them grow "in wisdom, in stature, and in favor with God and man" (Luke 2:52) with Jesus Christ as their example. We believe that all children are created in the image of God; we do not discriminate based on gender, race, or color.

Ages, Rates, Hours & Holidays

Preschool: 2-6 Years

Non-Refundable Registration Fee:	<i>\$85.00 (yearly)</i>
Full Day Program (7:00am- 5:30pm) Includes Two Snacks:	<i>\$190.00 per week</i>
Part Day Program (8:30am - 12:30pm) Includes AM Snacks Only:	<i>\$150.00 per week</i>
Potty Training / Diapering:	<i>\$2.00 a day</i>
Disaster Kit Fee:	<i>\$15.00 (one-time fee)</i>
Lunch is provided by Parents: (If forgotten, the school will provide lunch)	<i>\$5.00 per lunch</i>
If child is not logged in/out, this is a State mandated requirement:	<i>\$2.00 per incident</i>

We are open from 7:00 am to 5:30 pm Monday through Friday, with the exception of the following holidays. When the holiday falls on a Saturday we will be closed Friday, when on Sunday we will be closed Monday.

- Labor Day: 9/4/23
- Thanksgiving Day and day after: 11/23/23-11/24/23
- New Year's Eve & Day: 1/1/24-1/2/24
- Good Friday: 3/29/24
- Memorial Day: 5/27/24
- 4th of July: 7/4/24

Preschool Office

If you need to meet with the director, or set up a time to meet with your child's teacher, contact the director to schedule a meeting. We are a smoke-free environment.

Communication

We encourage open communication between the school and parents. Be assured that if there is a problem, we will contact you immediately. Let us know if you have any concerns so we can make an appointment with the director.

Visitors

Parents are welcome to visit our school anytime. We require that all visitor's check-in at the office first.

Daily Program

A carefully supervised and balanced program is offered to assist the children in their learning process. We include various hands-on activities that will help them become curious learners and creative problem solvers. The preschool classroom is divided into learning centers that invite your child to explore and imagine while developing school readiness skills. Our preschool's function, in cooperation with the home and Church, is providing a Christ-centered education. We desire to promote a strong relationship between family, Church, and school.

Arrivals & Departures

All children must be checked IN and OUT at the kiosk tablet every day. Children will only be released to authorized adults listed on the student's emergency information sheet. We will not release any child to anyone whose behavior may place the child in immediate risk. If you need someone that is not on your emergency list to pick up, you will need to send an email to the director with the person's information that you are authorizing to pick up. Those that are not registered in the kiosk tablet will need to show a valid picture I.D. and sign out. If you are unable to pick up your child by closing, please notify the director.

Reimbursement Policy

If it becomes necessary for you to withdraw your child during the week or if your child is absent for any portion of the week, there will be no financial reimbursement.

Payment Schedule

Full payments are due for weekly tuition. Tuition payments are due by Wednesday by 9:00 am for the current week. Payments can be made by Tuition Express, checks and cash. If payment is not received by Wednesday by 9:00 am and Tuition Express was not processed a late fee will be applied.

Late Pick-up Charges

Late pick-up charges will be assessed on all children picked up late. Part-time pick up after 12:30 pm., Full time pick up after 5:30 pm. You will be invoiced \$1 per for every minute late.

Withdrawal Procedure

Two weeks advance written notice for withdrawal must be emailed to the director.

Health Requirement

We need Immunization records or a letter stating that vaccines conflict with religious beliefs. All children are required to have a complete set of enrollment forms on file before their first day. A daily health check will be given to your child as they arrive. Their teacher/director will evaluate if they are well enough to stay and participate. Please refer to "when a child becomes too sick to attend" the information we have given you. If your child becomes too sick to stay at school, we will call you. In this case, you must make arrangements to pick up your child as soon as possible.

Health & Medications:

Medications will be administered only if:

1. A prescription that is prescribed for the child by a physician in the original container.
2. Non-prescription medications in the original container.
3. Medication form must be filled out by parent or guardian.

Accidents

All accidents occurring at the school are reported to the director, and an accident report is written.

Parents will be informed of minor accidents. In the case of a minor medical situation, the following steps will be taken:

1. Attempt to contact the parent or guardian.
2. Attempt to contact the persons listed on the emergency information sheet.

In a serious medical emergency, we will do the following:

1. Call 911
2. Attempt to contact the parent or guardian.
3. Attempt to contact the persons listed on the emergency information sheet.

Diapering / Toilet Training

Parents provide diapers and wipes with items labeled with child's name. A charge of \$2 per day will be charged based on the number of days enrolled. This charge will be added to your weekly tuition invoice. If recurring accidents occur after the child is potty trained, a \$2 a day fee will be added.

Personal Belongings / Toys

We ask that your child leave all toys at home. We are not responsible for lost or broken toys brought to school. The exception to this is an appropriate "security" item for nap time.

Clothing Requirements

All children are required to have a spare change of clothes at school. Potty trainers need a couple extra sets of clothes. All extra clothing should be labeled with your child's name.

Nap Time

We provide preschoolers a rest time each afternoon to rejuvenate their active minds and bodies. All preschoolers are encouraged to have a labeled small blanket for nap time. Blankets must be taken home on Friday (or the last day your child attends each week), laundered, and returned by your child's first day of school for the week.

Food

The children should bring a healthy lunch daily. We provide a healthy and well-balanced mid-morning and mid-afternoon snack daily.

Emergency Plan

Staff are prepared to deal with emergencies. We regular practice emergency drills. In the event there is an emergency we will notify parents via email, ProCare parent engagement app, or a text message giving them all information needed.

Holding a Child's Place

If you choose to remove your child from our program, their place will be given to a child from our waiting list, and if you decide to re-enroll them later, you will have to pay registration again. If we need to remove your child, the director may approve for your child to return. If there are any openings within the school year, the registration fee will not be charged.

Discipline Policy

Good behavior is essential for a successful program. Discipline will be consistent with the age and needs of the child. The use of physical punishment is never permitted. Discipline will NOT be associated with food, rest or toileting. We believe it is important to give positive guidance, setting clear limits and redirection. We may use a quiet time with a teacher or teacher assistant lasting no more than one minute for each year of the child's age. When finished, the teacher will pray with the child. If an improper behavior continues, the child will be referred to the director, and the parents will be called to the school to handle the situation further. If a child continues to have improper behavior, he/she may be kept home for a short period (a day or so). If the behavior continues, your child could be removed from the school. Like-mindedness is essential in this area between parents and the school.

Campus Pastor / Director of Operations:
Pastor Robert - 714-401-2416 - robert@fpchatt.com

Administrative Director:
Connie Benoun - 423-633-9150 - connie@fpchatt.com

**I have read Foundations Preschool Parent Handbook
and fully understand and all the policies listed.**

Child's Name _____ **Date:** _____

Parent/Guardian Name and Signature (Printed name is your signature)



Photo / Media Permission Form

I hereby grant Calvary Chapel Chattanooga / Foundations and its employees the right to photograph my dependent and use the photo and/or other digital reproduction of him/her or other reproduction his/her physical likeness for publication purposes only, whether electronic, print, digital or electronic publishing via the internet.

Students Name: _____

- Yes, I agree to allow Calvary Chapel Chattanooga / Foundations to take and use photos of my child in the manner listed above.
- Yes, Foundations may take photos of my child for ProCare app viewed by FP Parents & Families
- No, I would like Foundations Preschool to do their best not to display photos of my child.

Print Name of _____
Parent or Guardian:

Signature of Parent _____ Date: _____
or Guardian:

(Printed name is your signature)