

Peninsula Baptist Church Preschool Registration Instructions

Please read and follow the instruction page in this packet that best applies to you and your child. Then complete the registration form.

- CURRENTLY ENROLLED FAMILIES – You have a child who is currently enrolled in preschool at PBC and are planning to return. **See page 2**
- CHURCH MEMBER & ALUMNI FAMILIES -- Church Members and Alumni Families will enroll after Currently Enrolled families and before the general community. **See page 3**
- OPEN ENROLLMENT (For the Community) -- Open Enrollment is held for any class spots that are available after the enrollment of currently enrolled families, church members, and alumni families. **See page 4**
- Registration Form – **See Pages 5-7 (print, complete, and sign)**

Currently Enrolled Families

PLEASE READ CAREFULLY AS OUR ENROLLMENT PROCEDURES HAVE CHANGED ☺

It is time to enroll for the 2012/2013 Preschool Year! Currently enrolled families will have first choice for next year. This includes siblings of currently enrolled students who are not yet attending preschool.

The process for Currently Enrolled Families is as follows:

- Registration packets for currently enrolled students and siblings can be turned in to the preschool desk *between January 3rd and January 18th at 12:00 noon*. They will need to include the completed registration form and an \$80 registration fee for each child being enrolled.
- You will need to be sure to mark your 1st, 2nd, and 3rd class schedule choices on the registration form. This will be the way your child's class placement is determined.
- All currently enrolled students will be guaranteed a spot for next school year.
- On January 19th we will group all 1st choices for each age group together. We will assign numbers to each Registration Form and proceed to have a "lottery type drawing" to place children in classes. All children who are not placed in their first choice will be put in a lottery for their second choice... etc. until each child is placed.
 - NOTE: As we go through the lottery drawing we will take into consideration siblings, boy/girl ratios, and other possible factors.
- If your child does not get placed in their first choice we will put them on a priority waiting list for that class.
- To be fair, any registration forms that are turned in after **12 noon on January 18th** will be held until we have placed all the students whose packets were turned in on time.
- Notification of class placements will be sent home beginning Tuesday, January 24th. (There is no school on January 20th and 23rd)

Registration will be open to the public beginning on January 25th. IF you do not get your packet to us before this time you will forfeit your right to a guaranteed spot.

Please note All cut off dates for class ages are firm.

If you have any questions or concerns regarding the registration process or class choices for next year, please let us know.

Thank You!

Sunny Cooke

Church Member & Alumni Families

PLEASE READ CAREFULLY AS OUR ENROLLMENT PROCEDURES HAVE CHANGED ☺

It is time to enroll for the 2012/2013 Preschool Year! Church Members and Alumni Families will enroll *after* Currently Enrolled families and *before* the general community.

The process for Church Member and Alumni Families is as follows:

- Registration packets can be turned in to the church office or preschool desk *between January 3rd and January 25th at 12:00 noon*. They will need to include the completed registration form ONLY.
- You will need to be sure to mark your 1st, 2nd, and 3rd class schedule choices on the registration form. This will be the way your child's class placement is determined.
- On January 26th we will hold the lottery style drawing beginning with Church members then moving to alumni families.
 - NOTE: As we go through the lottery drawing we will take into consideration siblings, boy/girl ratios, and other possible factors.
- If your child does not get placed in their first choice we will put them on a waiting list for that class and place them in your 2nd or 3rd choice. If all of your class choices are full we will place your child on the general waiting list.
- To be fair, any registration forms that are turned in after **12 noon on January 25th** will be held until we have placed all the students whose packets were turned in on time.
- Notification of class placements will be mailed beginning Thursday, January 26th. If your child is placed in a class you will need to turn in the \$80 registration fee by February 10th to hold his/her spot.

Registration will be open to the public beginning on January 26th. IF you do not get your packet to us before this time you will forfeit your status as a church member or alumni family and your packet will be put in the regular lottery drawing.

Please note All cut off dates for class ages are firm.

If you have any questions or concerns regarding the registration process or class choices for next year, please let us know.

Thank You!

Sunny Cooke
Preschool Director
704-663-7100

OPEN ENROLLMENT For the Community

It is time to enroll for the 2012/2013 Preschool Year!

Open Enrollment is held for any class spots that are available after the enrollment of currently enrolled families, church members, and alumni families.

The process for Open Enrollment is as follows:

- Registration packets can be turned in to the church office or preschool desk *between January 3^d and January 25th at 12:00 noon*. They will need to include the completed registration form ONLY.
- You will need to be sure to mark your 1st, 2nd, and 3rd class schedule choices on the registration form. This will be the way your child's class placement is determined.
- As packets are received they are given a number. On January 26th we will hold a lottery style drawing to place children in open class spots.
 - NOTE: As we go through the lottery drawing we will take into consideration siblings, boy/girl ratios, and other possible factors.
- If your child does not get placed in their first choice we will put them on a waiting list for that class and place them in your 2nd or 3rd choice. If all of your class choices are full we will place your child on the general waiting list.
- Notification of class placements / waiting list status will be mailed beginning Thursday, January 26th. If your child is placed in a class you will need to turn in the \$80 registration fee by February 10th to hold his/her spot.

Please note All cut off dates for class ages are firm.

We will conduct tours of the preschool on the following dates at 10 a.m.

Tuesday, January 10th Wednesday, January 11th
Wednesday, January 18th Thursday, January 19th

If you'd like to take a tour of the preschool, please make plans to come on one of these days. The tours will begin promptly at 10 a.m. from the Church Office area.

If you have any questions or concerns regarding the registration process, our preschool, or class choices for next year, please let us know.

Blessings,

Sunny Cooke
Preschool Director
704-663-7100

Peninsula Baptist Church Preschool
 687 Brawley School Road
 Mooresville, NC 28117
 (704) 663-7100



To be completed by administration

Registration Fee attached: \$ _____

STUDENT REGISTRATION FORM

Name _____
 (First) (Middle) (Last) (Goes By)

Address _____
 (Street) (City) (Zip Code)

Home Phone (_____) _____ Male/Female DOB ____/____/____
 (Circle one) Month / Day / Year

E-mail Address: _____

Parent Information: (please be sure to complete all phone information for use in case of emergency)

Mother's Name _____ Cell # _____
 Occupation _____ Work # _____

Father's Name _____ Cell # _____
 Occupation _____ Work # _____

Names and Ages of siblings _____

Are you currently attending a church regularly? _____

Name of Church? _____

CLASSROOM CHOICES

Please indicate your first, second, and third choices with a 1, 2, or 3

Age / Cut Off Date	Class Choices - mark with 1, 2 or 3		
2 Year Olds See Classes for cut off dates	T/Th _____ Must be 2 by August 31 st	M/W _____ Must be 2 by August 31 st	M/W/F _____ Must be 2 by March 31st
3 Year Olds Must be 3 by August 31 st	T/Th _____	M/W/F _____	T/Th/F _____
4 Year Olds Must be 4 by August 31 st	M-Th _____	M/W/F _____	T/Th/F _____
Transitional Kindergarten Must be 5 by December 31 st	Monday - Friday _____		

AUTHORIZATION AND EMERGENCY INFORMATION

For Illness or Emergency

PBC Preschool agrees to notify the parent or guardian whenever a child becomes ill or in the case of an emergency, and the parent or guardian agrees to pick the child up as soon as possible. If a parent can not be reached PBC Preschool will contact someone from the emergency list.

In case of emergency, please contact: (names other than parents)

Emergency #1 Name _____ Cell # _____
Relationship _____ Work # _____

Emergency #2 Name _____ Cell # _____
Relationship _____ Work # _____

Emergency #3 Name _____ Cell # _____
Relationship _____ Work # _____

Child's Physician _____ Phone # _____

List any allergies or other medical conditions to be aware of. Include the reaction and action to take:

Authorization for Pick Up

The following people are authorized to pick up my child:
(please notify the preschool office if this list changes)

The following are NOT authorized to pick up my child:
(please notify the preschool office if this list changes)

I give permission for my child to be included in a class list that will be sent out to parents (*these are usually used for playdates and birthday party invites*). This list will include child's name, parents name, address, home phone number, and e-mail if one is provided.

_____ YES _____ NO, do not include my child on class lists.



"Behold, Children are a gift of the Lord," Psalm 127:3
Peninsula Baptist Church Preschool

Peninsula Baptist Church Preschool
687 Brawley School Road
 Mooresville, NC 28117
(704) 663-7100

Consent to Medical Treatment of a Minor Waiver of Liability

Consent to Medical Treatment of a Minor

I, _____, and the father / mother / legal guardian (circle one) of _____ (minor child) who is under the age of 18 years. In the case of an emergency, I do hereby give my permission to Peninsula Baptist Church Preschool staff to consent to surgical, dental, drug, or other medical diagnosis and treatment of my minor child as such person in his or her sole discretion may deem appropriate, and any doctor, dentist, nurse, or hospital is authorized to rely on such consent just as though was granted by me.

PBC Preschool has my permission to transport my child to the nearest hospital in an emergency. I understand that a PBC staff member will accompany my child and stay with my child until I can be reached and relieve them.

Waiver of Liability

I understand that children are supervised at all times and that every precaution is taken to prevent accidents. I relieve the staff and Peninsula Baptist Church of any liability in the event of an accident or injury on the premises or while my child is attending any activity.

Name of Child

Parent Signature

Date

Handbook Acknowledgment

I Agree to abide by the policies of Peninsula Baptist Preschool as stated in the PBC Preschool handbook.

Parent Signature