

Good Shepherd Preschool Registration Form

I am enrolling my child in the _____ T/TH 3-4 year-old program _____ M/W/F Pre-Kindergarten program
(Please check one)
School Year: _____ - _____

Child's Name (last, first, middle) _____

Date of Birth _____ Place of Birth _____ Sex _____

Mailing Address _____

Parent One Full Name _____ Cell Phone _____

Home Address (if different) _____ Home Phone _____

Work Address _____ Work Phone _____

Parent Two Full Name _____ Cell Phone _____

Home Address (if different) _____ Home Phone _____

Work Address _____ Work Phone _____

Primary E-mail address (initially shared w/the school board only) _____

Is there a secondary E-mail Address you would like to share? _____

Does child have any physical disabilities? (Please describe.) _____

Speech/Hearing _____

Vision/Other _____

Yes / No vision tests? Date _____ Yes / No hearing tests? Date _____

Has child had any childhood illnesses? _____ (Please list below or attach information if more room is needed.)

Illness _____ Date _____

Is child currently taking any medication? _____

Is child allergic to anything? _____

Any special dietary requirements? _____

Child's Doctor & Address _____ Phone _____

We are:

Interested in the **NEW extended day/hours pilot program for 2012-2013.**

(Morning drop-off time starting as early as 7:30 AM & afternoon pickup between 12:00 – 5:00 PM.)

Current Good Shepherd Preschool Family

New to Good Shepherd Preschool

Members of Good Shepherd Lutheran Church

Interested in Cleaning Reimbursement

Good Shepherd Preschool Alumni Family

Interested in Tuition Scholarship

We would like to contribute to the scholarship fund \$10 _____ \$20 _____ other \$ _____

(You may include this donation with your registration fee.)

Parent Contract

We have read, understand and agree to the *Registration Policies* on pages 14 and 15 of the Handbook (also printed on the reverse side of this form). We have read, understand and agree to the *Early Withdrawal Policy* on page 21 of the Handbook. We understand that the **registration fee is non-refundable**. We have also read, understand and agree to the required parental involvement, which includes:

- attending the Parent Information Night in May;
- serving on at least one committee and/or serving on the School Board;
- participating in the Underhill Harvest Market fundraiser held each fall;
- contributing two new items or services (total value of both items at least \$75.00) to the preschool auction;
- helping with year-end "Spruce-Up" days.

We understand that in the unanticipated event that both classes do not fill, the board reserves the right to cancel both classes. All persons will be notified within two weeks and registration fees will be fully refunded.

Signature: _____ Date: _____

Mail this form and registration fee to:

Good Shepherd Preschool Registrar
273 VT Route 15 — P.O. Box 495
Jericho, VT 05465

For Registrar's use only
Date Received:

Registration Policies

Good Shepherd Preschool offers children of all backgrounds a loving and caring preschool experience. As a non-profit organization, it admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. Students of any religious affiliation are welcome.

Good Shepherd Preschool does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, scholarship programs, and other school-administered programs. (*IRS Non-Discriminatory Policy Statement*)

On request current Parent Handbooks, which include a Registration form, are available anytime. Our policy is to give preference first to current families, next to alumni and Good Shepherd Church congregation families, and then to the general public. A typical registration schedule would be:

January 1: Registrations opens for current families, with ½ the registration fee required to retain a space. Handbooks and registration forms are available on the website.

January 15: Registration opens for alumni families, Good Shepherd Church congregation families and the general public. Forms from alumni and congregation families (with full fees paid) that are received on or before this date will have priority over those of the general public, and are prioritized according to the date received. On this one day only, forms/fees received from alumni families and congregation families have priority over those of current families who have not already registered. Handbooks are available for distribution.

January 16: Paid registrations received on or after this date are awarded spaces on a first-come/first-serve basis with no preference given to alumni, congregation or current families.

February 9: Current families are reminded that the second registration installment is due.

February 16: Final ½ of the registration fee must be received by current families.

Registration is opened first to families of current class members (including siblings) and a space reserved only upon receipt of a completed registration form and ½ of the registration fee. If final half of registration fee is not received within six weeks of the opening of their registration, the initial payment and child's space are forfeited. Current families may access an electronic copy of the updated handbook (with registration form included) by visiting the website or one will be provided upon request.

Alumni families may also access an electronic copy of the updated handbook and registration form by visiting the website or one will be provided upon request prior to the opening day of registration for the general public in time to be returned on or before the opening day of the general public registration.

Registration is opened to the general public two weeks later than registration for current families.

Alumni families, congregation families and the general public must send in a completed registration form and the full registration fee in order to reserve a space for their child in the following year's class.

The general public can be placed on an official waiting list prior to registration by current families and alumni with the written understanding that their spot is not secured until the official registration day for the general public. Prioritization of placement on the waiting list is on a first-come/first-serve basis dependent upon the receipt of a completed Registration form and the full registration fee of the current year. The check will be cashed upon receipt. Should a space not be available on registration day, Good Shepherd Preschool will provide full reimbursement.

After registration is opened to the general public, should a class fill:

If two or more registration forms and fees are received on the same day for the same space, a lottery will be held at the next board meeting to award the spot. With the exception of alumni and congregation preference on the first day of public registration, no favoritism is shown for current families, alums, etc... The person who does not receive the space will automatically become number one on the waiting list and their registration fee will be returned in full.

After registration opens to the general public, families on the waiting list are not required to submit a Registration form or fee until a space becomes available.

As positions become available, families are contacted in the order their interest was expressed, allowing two days to make contact by phone, and 48 hours after contact to receive a completed Registration form and full registration fee submitted.

Once submitted, registration fees are non-refundable.