

Northminster Learning Center

July 8, 2010

Dear Parents:

It is time to complete registration for Curiosity Corner and Discovery Preschool! We are so glad that you have chosen to join our program and look forward to a year filled with lots of learning!

How to Complete Registration—forms available online at northminster.us choose the learning center link on left

1. A certified copy of your child's birth certificate **NEW REQUIREMENT BY DCFS!**
2. Complete Enrollment Form-including info for emergency contacts.
3. Signed Handbook Agreement
4. Signed Guidance Policy
5. Provide A Copy of Your Child's Last School Physical—must be less than 6 months old and include immunizations, TB and lead screening (**all children except returning 4 year old students**)
6. Include September tuition payment (**Full day families have already paid**)

Your registration materials including your child's physical and tuition payment must be received by August 1st, 2010. You may call and request a registration packet be mailed to you or stop by and pick one up from the office. Children will not be able to start school until the packet is completed as required by DCFS and September tuition is paid. Families not returning their registration materials will forfeit their enrollment, and children on the waiting list will be given the opportunity to register.

This year we are offering a **voluntary** developmental screening for all children entering Discovery Preschool. On Monday, August 30th and Tuesday, August 31st the teachers will be available to screen preschool children. Please call the office at 691-6322 to schedule a screening appointment. **Screenings are conducted by appointment only.**

Parent Orientation will be Wednesday, August 18th from 6:30-8:30 p.m. This will be a "*parent only*" event for families in Curiosity Corner and Discovery Preschool. From 6:30-7:30 families will learn about Northminster Learning Center's philosophies and specific program information. Families will meet with their child's teachers beginning at 7:30 pm.

Children will have the opportunity to visit their classroom on Thursday, September 2nd. Morning students (including Curiosity Corner) should plan to visit between 9:00 and 11:00 a.m. and afternoon families should plan to attend between 12:30 and 2:30 p.m. During this time, children can see their teachers, have a snack, and visit their classroom. You may bring your child's school supplies on the visit day.

Important Events

- Wednesday, August 18th: Parent Orientation (Parents Only) 6:30-8:30 p.m.
- Monday, August 30th & Tuesday, August 31st: Preschool screenings **by appointment only**
- Thursday, September 2nd: Children's Classroom Visit Day (all Curiosity Corner Students; a.m. preschool students 9:00-11:00 or p.m. preschool children 12:30-2:30)
- Tuesday, September 7th: First Day of School

If you have any questions, please give me a call at the church (691-6322). Again we look forward to working with your family and seeing you at orientation.

Sincerely,

Stacy L. Berg, Director
Northminster Learning Center

Northminster Presbyterian Church
10720 N. Knoxville Avenue
Peoria, IL 61615
Phone: 309-691-6322
Fax: 309-691-6031

AUTHORIZED PEOPLE THAT MAY PICK UP CHILD

Name _____ Phone _____

Address _____ Relationship _____

Name _____ Phone _____

Address _____ Relationship _____

Is there anyone who is specifically NOT authorized to remove your child from our care?

Name _____ Relationship _____

Signature of parent/guardian _____ Date _____

Medical Information

Child's Physician _____ Phone # _____

Address _____

Preferred Hospital if any _____

Does your child have any special medical needs/concerns? No _____ Yes _____

Is your child on any medications? No _____ Yes _____

Does your child have any food allergies or diet restrictions? No _____ Yes _____

Comments _____

Signature of parent/guardian _____ Date _____

EMERGENCY CONTACT, when parent cannot be reached:

Name _____ Phone _____

Address _____ Relationship _____

Signature of parent/guardian _____ Date _____

Consent Form

Child's Name _____
Last First Middle

Emergency Medical Care

In case of emergency medical or first aid care, treatment of illness or accident, I hereby consent Northminster Learning Center to provide emergency medical care, through a hospital, clinic, and physician or by Northminster Learning Center staff.

Signature of parent/guardian _____ Date _____
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Permission for Trips and Excursions

I hereby give consent to Northminster Learning Center for my child to participate in special excursions to places of interest, with the understanding that such trips are under supervision of authorized personnel of the program, and that all possible precautions will be taken to insure the health and safety of my child. In the event there is a field trip off the premises, you will have prior notice.

Signature of parent/guardian _____ Date _____
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Photographs

Northminster Learning Center has my permission to use my child's likeness in photographs, film, video, and the internet for publicity purposes, advertising or for display in the church. I understand that my child's likeness or work **will not** be labeled with his/her full name.

Signature of parent/guardian _____ Date _____
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Internet

I hereby give consent to Northminster Learning Center to place my child's art work/projects on the Northminster web site. I understand the child's first name & age may be included.

Signature of parent/guardian _____ Date _____
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Payment of Fees

All fees are due at the beginning of each week (After School/Summer) or 1st school day of the month (Curiosity Corner/Discovery Preschool/Kindergarten). Late fees will be assessed after the 10th day of the month. In the event you fail to pay all charges due within 60 days of our written notice and we must enforce our rights to collect unpaid fees, you must pay all charges, including collection agency fees, attorney fees, court costs, court reporter's fees for depositions and at trial, and others expenses we incur in enforcing our rights. During school year programming, you are responsible for tuition fees even when you choose not to send your child (ex. family vacation, illness etc).

Signature of parent/guardian _____ Date _____

2010-11 Program Selection Sheet

Curiosity Corner (\$140.00 per month)

Please Mark: Monday/Tuesday Session Wednesday/Thursday Session

Discovery Preschool Please Mark: AM Session PM Session

Age on Sept. 1, 2010: 3-year old preschool student 4-year old preschool student

Days of Attendance:

3 day program Tuesday-Wednesday-Thursday (\$135 per month)

4 day program Monday-Thursday (\$160 per month)

5 day program Monday –Friday (\$185 per month)

Full Day Preschool Please mark all that apply.

Regular School schedule 8:00-3:00 (\$415 per month)

Before School Care 7:30 a.m. After School Care 3:00 p.m. (additional \$175 per month)

Kindergarten Please mark all that apply.

Regular School schedule 8:00-3:00 (\$415 per month)

Before School Care 7:30 a.m. After School Care 3:00 p.m. (additional \$125 per month)

After School Program

Full-time (\$70 per week) Part-time (\$15 per day) Days of Attendance: M T W TH F

Other (Please describe) _____

Child's School: Banner Ridgeview Wilder- Waite

Grade: K 1st 2nd 3rd 4th 5th

First Week of School Plan: Please mark the days your child will attend/begin.

Please mark all that apply.

Wed. Aug. 18 (1/2 day camp from 11:30 am)

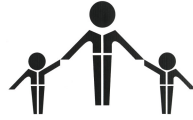
Thurs. Aug. 20 Regular After Care (3:00-5:30 pm)

Fri. Aug. 20 Regular After Care (3:00-5:30 pm)

Mon. Aug. 23 Regular After Care (3:00-5:30 pm)

Special Start Date _____

Comments:



Northminster Learning Center

Guidance Policy

Please read the following policy regarding guidance and discipline. If you agree to the policy, please date and sign the bottom of the form. This form must be included in your child's enrollment forms.

Guidance Procedures

Northminster Learning Center's philosophy in addition to the laws of the state of Illinois prohibits physical punishment. We positively guide children's behavior by creating a supportive environment that:

- Focuses on children's strengths.
- Encourages adults to form positive, authentic relationships with children.
- Makes a commitment to supporting child's play.
- Offers plenty of opportunity for children to make meaningful choices.
- Uses re-direction as a guidance technique.
- At times, ignores inappropriate behavior.
- Has a consistent, yet flexible daily schedule.
- Provides for both active and quiet times.
- Uses positive key phrases to guide children's behavior.
- Offers respectful reminders.
- Acknowledges each child's developmental stage.
- Adopts a problem solving approach to conflict.
- Has age appropriate expectations.
- Allows expression of feelings and emotions.

Due to the fact that these children are very young, we have chosen a few simple rules.

1. Follow safety rules.
2. Listen to your teachers.
3. Help others.

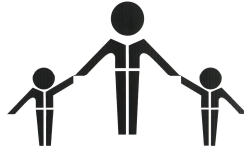
If a child needs to sit for a short period of time and think about his or her actions and choices, teachers will use time out methods. Teachers and parents should feel free to communicate with each other regarding behavior issues. If a child exhibits a behavior that could endanger him/her or other children in the program, the child may be discharged from the program.

Children are entitled to a pleasant and safe environment in their classroom at Northminster Learning Center. When a child persistently exhibits negative behaviors or functions at a significantly lower developmental level than most children, the environment, schedule, or activity level of the classroom may be a challenge and Northminster Learning Center is not the best educational placement for the student. In order to best serve all children, Northminster Learning Center cannot serve children who display chronically disruptive behavior or children who have been determined to be significantly delayed developmentally. Chronically disruptive behavior is defined as verbal or physical activity which may include but is not limited to such behavior that: requires constant attention from the staff, inflicts physical or emotional harm on other children, abuses the staff, ignores or disobeys the rules which guide behavior during the school day and program time. Negative or unhealthy behaviors such as spitting or any behaviors which endanger the child (such as leaving the building) will not be accepted. If a child cannot adjust to the program setting and behave appropriately, the child may be discharged. When three incidents of the behaviors listed above are documented, the student will face dismissal from the program. Significant developmental delays include children who function at a much lower level than a typically-developing child and exhibit the following challenges at a severe level: verbal and written communication, toilet training, attention span, and the ability to interact with other children.

Parent Name: _____

Date: _____

Student Name: _____



Northminster Learning Center

Agreement to Abide by the Early Childhood Handbook

I have received, read, and understand the 2010-2011 program handbook for Curiosity Corner and Discovery Preschool at Northminster Learning Center and agree to abide by the policies and procedures. I agree to follow the policies regarding payment, absence, and illness. I am aware of the new birth certificate requirement.

Student Name _____

Parent Name _____

Date _____