

- \_\_\_\_\_ Referral
- \_\_\_\_\_ Preschool Website
- \_\_\_\_\_ Other



10800 Bell Road – Johns Creek, GA 30097  
(770)418-1588

preschooladmin@johnscreekchristian.org  
www.johnscreekchristian.org

**Providing quality education in a Christian environment**

**Ages 18 months to Young 5's  
9:15am – 1:15pm**

**REGISTRATION PACKAGE 2018-2019**

**Johns Creek Christian Church Preschool  
2018-2019 Parent Contact and Emergency Card**

**General Contact Information**

Student's Name \_\_\_\_\_  
Birth Date \_\_\_\_\_ Sex \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ Zip \_\_\_\_\_  
Parent/Guardian Name \_\_\_\_\_ Name \_\_\_\_\_  
Primary Contact Cell Phone: \_\_\_\_\_  
Secondary Contact Cell Phone: \_\_\_\_\_  
Email Address: \_\_\_\_\_

**Medical and Emergency Information**

Family doctor's name \_\_\_\_\_ Phone \_\_\_\_\_  
Insurance Company \_\_\_\_\_ Policy # \_\_\_\_\_

Please describe any health or other special situations of which JCCC Preschool should be aware and which would require special procedures to be followed concerning this child such as physical or mental conditions, existing or pre-existing illness, operations or hospitalizations, or any dietary restrictions. Please indicate "none known" if applicable.

\_\_\_\_\_  
\_\_\_\_\_

List all known allergies. Indicate "none known" if applicable.

\_\_\_\_\_  
List medications currently taken by the child.

\_\_\_\_\_  
Please provide JCCC Preschool with a current immunization report (Form 3231).

**Emergency Alternate Contacts**

Other persons whom JCCC Preschool is authorized to contact for guidance in an emergency, such as medical or other emergency, when this child's parents are unavailable.

1. Name \_\_\_\_\_ Phone \_\_\_\_\_  
Relationship \_\_\_\_\_
2. Name \_\_\_\_\_ Phone \_\_\_\_\_  
Relationship \_\_\_\_\_

I understand that in the event the parent/guardian cannot be reached, the school has my permission to take appropriate emergency medical action including calling 911.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Other Information**

Please list all persons, other than parent/guardian, allowed to pick up the child:

Name \_\_\_\_\_ Phone \_\_\_\_\_  
Relationship \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_  
Relationship \_\_\_\_\_

**Johns Creek  
Christian Preschool  
2018-2019 Registration Form**

**General Information**

Student's Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Sex: Male \_\_\_ Female \_\_\_

Home Address: \_\_\_\_\_

City/Zip: \_\_\_\_\_

Subdivision: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Has your child previously attended preschool?

If so, where? \_\_\_\_\_ How long? \_\_\_\_\_

Religious Affiliation\* (optional) \_\_\_\_\_

\*Johns Creek Christian Church and Preschool will not use this information for any other purpose than understanding the demographics of our preschool congregation. Johns Creek Christian Church and Preschool do not discriminate based on ethnicity or religious practice.

**Emergency Contact**

Parents/Guardians Names: \_\_\_\_\_

Person to be reached in the event of an emergency:  
\_\_\_\_\_

Email: \_\_\_\_\_

**Enrollment Preference**

Class and number of days to attend \_\_\_\_\_

Second choice if first is unavailable \_\_\_\_\_

**Liability Release**

I, \_\_\_\_\_, in consideration for Johns Creek Christian Church, agree to release JCC, its teachers, chaperones and administrators from liability for any damages, or for injuries sustained to property or person arising out of, or in connection with any activities conducted by or through JCC Preschool. In case of accidental injury or illness, I give permission for the Program Director or teacher in charge to authorize treatment for illness or injury if I am unable to be reached. I assume responsibility for payment of services; I agree to keep the school informed of charges to telephone numbers where I can be reached.

Signature \_\_\_\_\_

Date \_\_\_\_\_

## Enrollment Policies 2018-2019

### 1. Registration Fee (Non-Refundable):

There is a non-refundable fee of \$175.00 (new student) or \$150.00 (returning student) due at the time of registration for each student until April 30, 2018. **After April 30<sup>TH</sup>, Registration fee becomes \$175.00 for all students.** Sibling registration fee is \$100.00 per sibling. All registration fees are in addition to tuition. It is per school year and is not prorated.

### 2. Age/Class Enrollment Requirements:

In order for a student to be enrolled in a specific age class, their birthday must occur prior to September 1. In addition, all students entering a 3 year old class must be toilet trained.

### 3. Tuition Deposit and Supply Fee:

**School starts on Tuesday, August 28, 2018.** September's (and the last week of August's) tuition AND the annual supply fee is due no later than August 31st. Supply fees are as follows and go to support and purchase regular classroom and art and craft supplies.

2 day students: \$90  
 3 day students: \$110  
 4 day students: \$130  
 5 day students: \$150  
 Pre-K field trip and activity fee: \$25.00

### 4. Tuition Payment:

Tuition for the Preschool is a yearly amount which is divided into nine (9) equal payments for parents' convenience. It is not computed based on the number of days attended during the month. The parent agrees to pay the monthly tuition fee on or before the tenth (10th) day of each month. A monthly tuition statement will be sent home *as a courtesy reminder* via e-mail each month two weeks prior to the due date. It is the parent's responsibility to make sure that the tuition is remitted in a timely manner.

### 5. Tuition Schedule:

	Young 2's 18 to 23 months	2 Years	3 Years	4 Years Pre-K	Young 5's Pre-K
	9:15-1:15	9:15-1:15	9:15-1:15	9:15-1:15	9:15-1:15
3 days	\$290	\$290	\$290		
4 days	\$330	\$330	\$330	\$330	\$330
5 days	\$365	\$365	\$365	\$365	\$365

### 6. Payment Options:

Those who wish to pay the full annual tuition will be given a 10% discount off the total tuition. In order to receive this discount, tuition must be paid **on or before** September 14, 2018. **Once paid, this amount is non-refundable.** We accept cash and checks in the office and credit cards through our online payment system.

### 7. Late Charges:

All tuition payments are considered late after the 10th day of the month. A late charge of \$15 will be automatically added to the charges due for that month. If an account becomes delinquent (past the fifteenth of the month without full monthly payment) there may be an additional monthly service

charge of 5% of the balance added automatically. In addition, JCCC Preschool may at its discretion dismiss the child and the parent shall remain responsible for the balance due.

**8. Bank Charges/Returned Check Fee:**

Parents will be charged \$15 for the first returned check occurrence and \$25 for each additional occurrence.

**9. Absences and Vacations:**

Tuition and other fees must be paid in full without deduction for absences of any duration or for any cause, and without substitution of any other days of attendance as "make-up" days. If you take a vacation during the school year and will be gone longer than two weeks, please let the Preschool Office know at least 30 days in advance of leaving.

**10. Withdrawal:**

Parents agree to furnish JCCC Preschool with a 30 day written notice of the intent to withdraw a student. Until such time, the obligation for full payment of tuition and other fees will continue. If parents fail to provide written notice, they will remain responsible for at least one full month's tuition following the student's last day of attendance.

**11. Re-enrollment Following Suspension/Withdrawal:**

If any situation occurs during which the student is temporarily withdrawn from JCCC Preschool and the parents temporarily suspended regular payment of tuition, the enrollment will be terminated. Re-enrollment will be based on availability of space, and an additional registration fee will be required.

**12. Permissions:**

We hereby grant permission to my/our child and JCCC Preschool to:

1. Take part in all programs and activities, including the use of indoor and outdoor equipment
2. Be photographed or videotaped in connection with the daily program activities

**13. Required Forms:**

All registration forms, 3231 form and payments must be submitted before a student will be admitted to any class.

**14. Parent Handbook:**

A Parent Handbook will be given to you following your child's enrollment in our preschool. You will be asked to sign an agreement stating that you have read the Handbook and agree to follow all of our regulations and policies.

We have reviewed each of the provisions of the Enrollment Policies and hereby agree to comply.

\_\_\_\_\_

Parent Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Parent Signature

\_\_\_\_\_

Date

**Accepted by:**

\_\_\_\_\_

Date: \_\_\_\_\_