

# 2011-12

## Kindergarten Enrollment Packet



Redeemer Preschool & Kindergarten

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Snellville, GA 30039

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**Redeemer Kindergarten**  
**Enrollment Packet for 2011-2012 School Year**  
**Important Information and Policies**

*Redeemer Preschool and Kindergarten admits students of any race to all the rights, privileges, programs, and activities generally accorded and made available to students at school. Redeemer does not discriminate on the basis of race in the administration of its educational policies, admissions policies, scholarship and loan programs, and other school-administered programs.*

**Important Dates:** Friday, August 19, 2011 – Kindergarten Orientation (10:30am – 12:00pm)  
Monday, August 22, 2011 – First Day of Class (School Hours: 9:15am – 1:30pm)

**Section 1. Kindergarten Registration Fee - \$255**

A registration fee equal to one month's tuition amount is payable at the time you register and turn in an enrollment application for your child. This is a one-time fee that is **non-refundable. It is in addition to and not a part of regular monthly tuition payments.** The registration fee reserves your child's spot in a class and is used to cover each new school year's startup costs. If you turn in an enrollment application for your child without the appropriate registration fee attached, we cannot guarantee a reserved spot in the class you request. If you have questions about registration payments, please contact the school director. If you register prior to the first day of school, the registration fee is the only money due at the time you return your child's enrollment application. The first tuition payment is due the first day of school in August. If a student enrolls after the beginning of a new school year, the registration fee is still required and will be prorated based on the remaining months in the school year. Enrollment on the first day of school or later will require payment of both the registration fee (prorated depending on enrollment date) **AND** the tuition for the month in which the student begins attending. Registration fee terms apply to all enrolling students throughout the school year.

**Section 2. Kindergarten Tuition – Annually \$2,422**

Kindergarten annual tuition is divided into 9 1/2 monthly payments for the school year. A half-month payment of \$127.50 is due August 22, 2011. Full month payments of \$255 are due the first of each month beginning September 1, 2011 and ending May 1, 2012.

A 5% discount off the annual tuition of \$2422 is given on a single annual tuition payment made on or before September 1, 2011. The discounted lump sum tuition payment is \$2300. This discount cannot be combined with the "additional child" discount described in the next paragraph.

Tuition is due the first day of each month and is considered late after the 10th of each month. Tuition is not prorated for short-term or long-term absences. Tuition payments are separate from the registration fee. There is a 10% tuition discount for the second and each additional child enrolled in kindergarten. This discount cannot be combined with the "lump sum tuition payment" discount described in the paragraph above.

*To complete the Kindergarten enrollment process, please complete Pages 5 through 9 in this packet and return them to the school office with the registration fee.*

### **Section 3. Kindergarten Class Hours**

Kindergarten classes begin at 9:15 a.m. and end at 1:30 p.m. Doors will open at 9:10 a.m. We ask that children not be dropped off before 9:10 a.m. because teachers are focusing their attention on preparations for the day and often have to be in and out of their rooms during this time and cannot supervise children appropriately. If children arrive prior to 9:10 a.m., the adult dropping them off will be asked to remain with them in the hallway until 9:10 a.m.

Morning carpool dropoff is available for students from 9:10 a.m. until 9:20 a.m. Morning carpool for Kindergarten and Preschool begins together on September 20, 2010. Carpool is an option. You are always welcome to walk your child in to class, however, please park in a marked parking space when coming inside. Parents or caregivers are asked to come to their child's classroom for afternoon pickup when school dismisses at 1:30 p.m.

### **Section 5. Immunization Requirements**

You will need to submit a copy of your child's current immunization record on a Georgia Form #3231 during the first week of school. This form can be obtained from the location where you have had your child immunized. For Kindergarten, you must also turn in the Georgia Department of Human Resources Form 3300 "Certificate of Ear, Eye and Dental Examinations." This Form 3300 Certificate must be dated within 12 months of the first day of school.

*For students moving to Georgia from out of state:* you will need to have the local health department or doctor transfer your child's out-of-state immunization information to a Georgia Form #3231.

By Georgia law, we are required to maintain a current Form #3231 for your child. Personally kept immunization records or out-of-state records do not qualify under Georgia law. We appreciate your cooperation with the immunization requirements.

### **Section 6. Fundraisers**

Redeemer School conducts several fundraisers during the school year. These fundraisers are very important to the quality of our program and help us to keep annual tuition costs at a reasonable amount. The tuition paid essentially provides for the teacher salaries and other basic operating expenses each school year. The fundraisers provide us with additional monies to add new equipment and materials that enhance our curriculum and teachers can use year after year to make classroom learning even more exciting and fun for our students.

We have three year-round fundraisers that are easy, take little effort to help, and are always on-going.

1. Boxtops For Education. We participate in the General Mills "Boxtops For Education" program. We ask families to save these labels from specially marked foods purchased at the supermarket and turn them in at school. Each label is worth ten cents to our school. We encourage families to ask their relatives, friends, neighbors, co-workers, etc. to save their labels for us also. Prizes are given during the school year to students turning in the most boxtops. Boxtops are collected year-round. Start saving labels now!
2. Wednesday Sundae/Pizza Fundraiser. We alternate offering Ice Cream Sundaes and Pizza Slices at lunchtime every Wednesday and sell them for \$1.00. This is a fun fundraiser for everyone.

3. Publix Partner Cards. We also partner with Publix in their "Publix Partners" program where our school receives back in cash a percentage of the purchases you make with their stores. This is a very easy way you can help us earn extra money for our school by just showing a special card we provide you to the cashier at checkout. Look for information in your Welcome Folder that you will receive at Open House to find out more details. If you'd like to begin participating over the summer, just call the school office and we will provide you with what you need to get started. We can even provide you with extra cards that you can give to your relatives, friends, neighbors, and co-workers so they can help too!

### **Section 7. Additional School Costs Above Registration and Tuition**

Teachers will have classroom and/or school supply lists for their students at the beginning of the year and may ask for some donations of disposable items over the course of the school year. Also, some fieldtrips taken by the Kindergarten classes may require admission fees. Requests for additional supplies and/or fees are made only for reasons that will benefit your children and enhance their learning experience at Redeemer. Please be assured that we strive to keep additional costs above registration and tuition at a minimum for our families and that we greatly appreciate everyone's help in fulfilling these additional requests.

### **Section 8. Christian Education**

Redeemer School for Young Children is an arm of the Presbyterian Church of the Redeemer and a ministry outreach for our surrounding community. We are a tuition-based, self-supporting non-profit school, and responsible to the Session of the Church. Denominational doctrine is not taught; however, we do teach our students basic Christian principals, scripture, and stories found in the Old and New Testaments of the Holy Bible. We share with students our belief that Jesus Christ is the Son of God. Our school has a Christian perspective through the prayers, songs, music, stories, chapel times, curriculum, holidays, etc. that we share with our students and integrate in our program.

*To complete the Kindergarten enrollment process, please complete Pages 5 through 9 in this packet and return them to the school office with the registration fee.*

To be completed by school office –

PD IN FULL

Date Application Received: \_\_\_\_\_ Date Registration Fee Received: \_\_\_\_\_

Amount Paid: \_\_\_\_\_ Method: Cash Money Order Check (#: \_\_\_\_\_)

## Redeemer Kindergarten Enrollment Application for School Year 2011-2012

Child's First Name \_\_\_\_\_ Last Name \_\_\_\_\_ Name Used: \_\_\_\_\_

Address (Street) \_\_\_\_\_ (City) \_\_\_\_\_, GA, (Zip) \_\_\_\_\_

Home Phone: (\_\_\_\_\_) \_\_\_\_\_ Birthdate (M/D/Y): \_\_\_\_\_ Male  Female

E-Mail Address: \_\_\_\_\_

Father's Name: \_\_\_\_\_ Home Phone: (\_\_\_\_\_) \_\_\_\_\_

Employer: \_\_\_\_\_ Work Phone: (\_\_\_\_\_) \_\_\_\_\_

Employer's Address: \_\_\_\_\_ Cell Phone: (\_\_\_\_\_) \_\_\_\_\_

Mother's Name: \_\_\_\_\_ Home Phone: (\_\_\_\_\_) \_\_\_\_\_

Employer: \_\_\_\_\_ Work Phone: (\_\_\_\_\_) \_\_\_\_\_

Employer's Address: \_\_\_\_\_ Cell Phone: (\_\_\_\_\_) \_\_\_\_\_

Religious/Church affiliation: \_\_\_\_\_

Student lives with (check all that apply):

Father  Mother  Stepfather  Stepmother  Other \_\_\_\_\_ (Relationship)

Parents are:  Residing Together  Divorced  Separated  Father Deceased  Mother Deceased

Sisters and brothers (names & ages) \_\_\_\_\_

Does your child have a physical or emotional health problem of which the school should be aware? (This may include special diets, prescriptions, allergies, counseling, or limitations on normal activities.) \_\_\_\_ Yes \_\_\_\_ No

If Yes, please specify: \_\_\_\_\_

Are there any unusual situations in your family life that might affect your child in some way?

**First-time applicants to Redeemer School please complete:**

List previous schools attended, dates of attendance and age of class (i.e., 3-yr old class) completed:

School Name & Location

Dates attended

Age of Class Completed

Has your child ever attended a school or program designed for students who have academic or other needs (i.e., programs for the gifted, special learning, etc.)? If so, please describe:

Has your child ever been suspended, expelled, withdrawn, or received any disciplinary action from any school for any reason? Yes \_\_\_ No \_\_\_

If Yes, please attach full details, including name of school, year, and contact person for further details.

Has your child ever had any testing or counseling by a psychologist, psychiatrist, education consultant, or counselor? Yes \_\_\_ No \_\_\_ If Yes, a copy of the test results must be included as part of the enrollment application. Failure to disclose this information during the admission process could result in denial of enrollment or serve as grounds for dismissal of the student from school.

Redeemer School welcomes students whose learning styles and personalities would benefit from a smaller classroom environment. Please be aware that we are not equipped to work with students who have severe learning, emotional, or behavior difficulties. We ask that if your child is known to have a mild to moderate special learning need, please contact the school director prior to enrollment to discuss your situation in confidence. Only a limited number of students with mild to moderate special learning needs may be admitted in each class. If the school deems that the class cannot include an additional student with learning needs without compromising the instruction of the entire class, we reserve the right to deny enrollment.

We love for our parents to be involved in the school. If you would like to volunteer in any of the capacities below, please check and we'll contact you at the beginning of the school year with more information.

*I would be interested in helping with or learning more about:*

\_\_\_ Room Parent

\_\_\_ Substitute teacher (paid position) \_\_\_ Assist in school office

**THIS SECTION MUST BE SIGNED BY PARENT/GUARDIAN TO COMPLETE APPLICATION**

By signing below, I verify that I have received, read, and agree to the information contained in the Redeemer Kindergarten Enrollment Packet.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**PARENTS: PLEASE TURN IN "AUTHORIZATION FOR PICKUP FORM" ON PAGE 7 WITH APPLICATION**

# Authorization For Pickup Form

**Redeemer's Policies on Student Pick-up:** Redeemer Preschool & Kindergarten will not release your child to anyone who you have not included on this Authorization for Pickup Form. At the beginning weeks of school, please inform your child's teacher who the regular pickup person will be for your child.

**If regular pickup person changes:** We ask that if your regular pickup person changes on any school day and someone on your authorized list will be picking up, please send in a note or call the school office to make us aware of the change so we will know who to expect at the end of the day. *However, if you have not notified us of the change and someone from your authorized list comes to pick up, we will release your child to this person after verifying their picture I.D. without calling you first.*

**If the pickup person is not on your authorized list:** If the pickup person is someone not on your list, we will require a written note be sent in before the end of the school day with your signature authorizing the non-listed person to pick up. We cannot accept phone call pickup changes if it will be someone not on your authorized list. You will be notified immediately if someone not on your list comes to pick up your child and we have not received a written note with your authorization.

**Picture I.D. required:** Please notify the people on your list that picture I.D. will be asked for by the teacher prior to releasing your child, so be sure to bring it in with them. This also applies to anyone you authorize in a written note to pick up.

**Please Note:** If a spouse or child of a person listed below comes in to pick up your child, we WILL NOT release the child to that person. Your child will only be released to the person named on your list and after verifying the person with their picture I.D.

We know that emergencies and unusual situations happen, however, we ask that you please try to limit the people who pick up to the ones on the Authorization for Pickup Form. All these precautions for releasing students are to insure the safety of your child and are not meant to cause intentional inconvenience for parents. We very much appreciate your understanding and cooperation with our policies on student pick-up.

If changes need to be made to this list during the course of the school year, please come by the school office to complete a new form.

**Student Name:** \_\_\_\_\_ **Parent Name:** \_\_\_\_\_

I authorize the persons listed below to pick up my child from Redeemer Preschool & Kindergarten. *Please include names of both parents or guardians on this list.*

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

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

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

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

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

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

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

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

*By signing below, I verify that I have read and agree to the Student Pick-up policies described on the Authorization to Pick-up Form, and authorize Redeemer Preschool and Kindergarten to release my child to the above listed persons.*

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

REDEEMER KINDERGARTEN

**TUITION AGREEMENT FOR THE 2011-2012 SCHOOL YEAR**

As the parents/legal guardians of \_\_\_\_\_ (student name), I/we agree to make tuition payments according to the plan marked below:

Single Annual Tuition payment of \$2300 due September 1, 2011 (includes 5% discount)\*

9 ½ month payment plan with \$127.50 due August 22, 2011, and \$255 per month beginning September 1, 2011 and ending May 1, 2012.\*

**\*Agreement to the tuition payment plan marked above DOES NOT include the Registration Fee. The Registration Fee is in addition to and not a part of tuition payment plans.**

I understand and agree to the following:

1. Tuition payments are due on the 1st of each month. The school reserves the right to assess a late fee of \$25 on all kindergarten tuition payments made after the 15th of each month.
2. The school reserves the right to assess a \$25 fee payable to the school for all checks returned by the bank for insufficient funds and that if two (2) of my checks are returned for insufficient funds, I will have to make all future payments with either cash or money orders.
3. Nonpayment of tuition for two (2) consecutive months will result in the relinquishment of my child's place at Redeemer School and that his/her records will not be forwarded to a new school until all outstanding tuition and fees have been paid.
4. No refunds or deductions will be made for temporary absences or illness and that a thirty (30) day written notice to the director is required if my child will be withdrawing from Redeemer School. I understand that failure to give this notice will result in the payment of tuition for the following month.
5. I will immediately notify the school director of any circumstances that will affect the timely payment of or amount due for my tuition.

I/We have read the tuition agreement for Redeemer School and hereby agree to its terms.

\_\_\_\_\_  
Parent/Legal Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Legal Guardian Signature

\_\_\_\_\_  
Date

# REDEEMER KINDERGARTEN

## STANDARD OF CONDUCT POLICY

Each teacher utilizes particular classroom management strategies that help students take responsibility for their own behaviors. We strive to create a positive classroom environment so that our students have a successful school experience. Individual and classroom behavior rules and expectations are discussed with the students, along with the consequences for not following them. When conduct/behavior problems arise, we provide a warning and, if continued, we address them calmly and directly, issuing the designated consequences for the behavior. Students are counseled to help them understand that they are responsible for the poor behavior choices they make and that there are consequences to these choices. Our goal is to help students achieve self-discipline and maintain positive self-esteem.

The following behaviors will result in crisis intervention and possible suspension from school:

1. Continuous disruptive behavior which interferes with the learning environment of the student and others
2. Disrespect of others, school staff, teachers, or fellow students
3. Vandalism of school property
4. Physical abuse (fighting, kicking, biting, hitting, pinching, shoving, throwing objects at others)
5. Verbal abuse (use of inappropriate language)
6. Disregard of rules and regulations, written and requested
7. Persistent unacceptable behaviors or attitude
8. Possession of articles which might be harmful to the student or others

The following steps of discipline will be followed:

1. Counseling of student by teacher and/or school director.
2. Teacher phone call to the parent(s)/legal guardians.
3. Referral to the school director for observational study, followed by a scheduled meeting with the parents, the teacher, and the school director to discuss a plan of behavior management.
4. If behaviors are crucial and ongoing and all interventions have been tried, temporary suspension from school will be recommended along with other resources available to student and parent.

If severely disruptive behavior occurs, the student will be removed from the classroom and the parents will be contacted immediately to come to the school to discuss the situation. Bullying behavior or behavior that intentionally harms another student and/or teacher physically will not be tolerated and will require that parents come to the school immediately to address the situation. The student will not be allowed to return to the classroom for the day, and depending on the severity of the behavior, may result in immediate suspension from school.

*Redeemer School welcomes students whose learning styles and personalities would benefit from a smaller classroom environment. Please be aware that we are not equipped to work with students who have severe learning, emotional, or behavior difficulties. We ask that if your child is known to have a mild to moderate special learning need, please contact the school director prior to enrollment to discuss your situation in confidence. Only a limited number of students with mild to moderate special learning needs may be admitted in each class. If the school deems that the class cannot include an additional student with learning needs without compromising the instruction of the entire class, we reserve the right to deny enrollment.*

Here are a few ways you can help us with your child's behavior:

- Have a positive attitude about school and the teachers.
- Listen to your child talk about his/her day or ask questions to start a discussion.
- Find positive things to praise him about even if he had some negative things happen during the school day. She needs to know you still love her for the person she is even though you may not be happy with particular behaviors.
- Let us know about any family crisis such as an illness, death, move, separation, divorce, etc.
- Help your child attend school regularly and be punctual.
- Be sure your child gets enough rest and a good breakfast.

*I/We have read the above Standard of Conduct Policy for Redeemer School and agree to its terms for behavior intervention.*

\_\_\_\_\_  
Parent/Legal Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Legal Guardian Signature

\_\_\_\_\_  
Date