



Acceptance Email Sent: _____ Medical Form Received: _____



Windborne United Methodist Preschool 2019-20 Student Information

Student Information:

Name: _____
(First) (Middle) (Last)
Street Address: _____
City: _____ State: _____ Zip: _____
Date of Birth: _____ Gender: _____ Age as of Aug 31, 2019: _____

Mother's Information:

Name: _____
(First) (Middle) (Last)
Street Address: _____
City: _____ State: _____ Zip: _____ Employer: _____
Email: _____ Phone: _____ Alternate Phone: _____

Father's Information:

Name: _____
(First) (Middle) (Last)
Street Address: _____
City: _____ State: _____ Zip: _____ Employer: _____
Email: _____ Phone: _____ Alternate Phone: _____

Emergency Information:

Hospital Preference: _____
Insurance Carrier: _____
Group Number: _____ Policy Number: _____
Pediatricians Office: _____ Phone Number: _____
Dentist Office: _____ Phone Number: _____

Emergency Contacts & Pick up Authorization

Name	Primary Phone	Secondary Phone	Relationship

- Please attach a labeled photo of your child for use in our emergency binders.
- Allergies or special concerns: _____



Windborne United Methodist Preschool 2019-20 Policies & Procedures

Please initial next to each line to confirm your understanding of and agreement to each item. Some items may require for you to choose Yes or No in addition to initialing the item.

General Information:

- The school day runs from 9:30am—1:30pm. Parents walk their child into the class each morning, and pick up via a carpool line.
- Parents should send a healthy snack and lunch with their child to school each day. At times, food may be brought into the class for celebrations or as part of projects. If your child has any food allergies, the teacher of their class will work with you on a plan for alternate snacks/activities for your child.

Waivers & Permissions:

- I give my child permission to participate in all activities that take place during the school day, including but not limited to time on the playground, fitness classes, music classes and classroom. I understand that the playground is not directly connected to the church building.
- Photographs of school activities may be taken during the course of the school day, and shared on the Windborne website and Windborne United Methodist Preschool page. Names will not be shared when photographs are shared in a public forum. Do you give permission for your child's photograph to be shared?
Yes ____ No ____
- Photographs will also be shared on an invitation only Shutterfly site and on preschool newsletters, both of which will be available only to current preschool families. First names may be included with these photographs. Do you give permission for your child's photograph to be shared?
Yes ____ No ____
- Each class has a class list to make it convenient for parents to contact each other. The list includes parent and child names, addresses, phone numbers and emails. Would you like your information to be included on the class list?
Yes ____ No ____

Policies:

- INCLEMENT WEATHER: Windborne United Methodist Preschool follows the Wake County school systems inclement weather decisions. If Wake County Schools are closed due to inclement weather, Windborne United Methodist Preschool will be closed. If Wake County Schools are on a delay, Windborne will be delayed the same amount of time.
- CANCELLATIONS & REFUNDS: A 30 day written notice is required to withdraw from the preschool program. Nonattendance does not constitute a cancellation, nor does it entitle you to a refund. Refunds are not provided for illness, vacation, or inclement weather. The registration deposit is non-refundable.
- INSURANCE: Participants are responsible for their own insurance and agree to provide insurance information to the school on their registration form.
- MEDICATION: Windborne United Methodist Preschool cannot administer medication to any child, with the exception of an EpiPen or inhaler in the case of an emergency. If your child requires an EpiPen or inhaler, a medication release form, along with the medication in its original packaging, must be turned in to the preschool office.
- EMERGENCY: In the event of an emergency, I authorize Windborne United Methodist Preschool to use best judgment in contacting emergency personnel and providing first aid. In the event of an emergency, care of the child will be the first priority, and as soon as possible, parents will be contacted. If the parent can not be reached, the emergency contacts listed on the registration form will be called.



Windborne United Methodist Preschool 2018-19 Policies & Procedures Continued

- **BABYSITTING:** Windborne United Methodist Preschool strives to employ staff of the highest quality. However, after program hours, staff are not required to follow the policies and procedures of Windborne United Methodist Preschool. Windborne United Methodist Preschool is unable to recommend any current or former staff members as babysitters. If a parent wishes to use a staff member as a babysitter, arrangements must be made outside of school hours. If a parent wishes for a staff member to provide transportation from school as part of a babysitting agreement, a release form must be in the child's file. I agree that any babysitting arrangements are separate from employment at Windborne United Methodist Preschool, and the school will not be held liable for any claims in conjunction with babysitting activities.
- **PICK UP CONFIRMATION:** If someone other than the typical parent/guardian is picking up your child (i.e. the parent of another child in the school), please contact the preschool directly to let us know that someone else will be picking your child up
- **LATE FEE:** There is a late fee of \$1 per minute when students are picked up after 1:35pm. If you know you will be late, please call the preschool office and notify us.
- **PERSONAL ITEMS:** Windborne United Methodist Preschool is not responsible for items lost or damaged during the school day. Teachers will do their best to help students keep up with their items, and to keep clothes clean, but during the course of the school day, students will be participating in art projects and time on the playground, and clothes may come home dirty.
- **FIELD TRIPS:** Parents must accompany their child and provide transportation for their child for all school field trips.
- **RISKS:** I understand that during the course of the school day, my child may participate in activities that have inherent risks, such as playing on the playground. I hereby assume all risks associated with my child's participation and waive my right to any legal claims, liabilities or damages from these inherent risks.
- **DISCIPLINE:** At Windborne United Methodist Preschool, we believe in positive discipline techniques. Encouraging positive behavior by giving verbal praise will be the first course of action for teachers. If a child is not cooperating, a verbal reminder or redirection will be used. "Time Out" will be used if unacceptable behavior is continuous and is not corrected by a verbal reminder or redirection. This time will be used to help the child calm down and remember appropriate behavior. The length of the time out will be one minute for each year of the child's age. If behavior problems are persistent, the parents will be asked to have a conference with the child's teachers and the director to work together on a plan for improving behavior.

Church Mailing List

I would like to be added to the Windborne United Methodist Church mailing list to receive information about church activities. Yes _____ No _____

I understand and consent to each of the policies and procedures listed above. I am in agreement with these policies, and wish for my child to attend Windborne United Methodist Preschool for the 2019-20 school year.

Parent Signature

Date