

# Cove Preschool Registration 2023-2024



The Cove Preschool is a non-profit organization established for the education of Cove's 3-5 year olds. Through financial and other means of support, the Cove Preschool provides an opportunity for co-operative play, social interaction, experiential activities, and literacy development while engaging in all learning modalities in a safe environment.

# Cove Preschool Policies Procedures

**Please initial each item to ensure that you have read and understand each one.**

All enrollment forms need to be returned before your child can begin preschool and you must inform the preschool when changes need to be made to any of the information. \_\_\_\_\_

We need to have a working phone number that we can contact you in case of emergencies, changes in schedules, and problems that may arise. If you have a change in phone number please make needed changes. \_\_\_\_\_

There is a one month trial period to ensure your child's success. All students must be potty trained before attending class. \_\_\_\_\_

We reserve the right to release students for any reason. It is our desire to maintain a safe, productive learning environment with age appropriate curriculum for all students. \_\_\_\_\_

Tuition for preschool is \$125.00 per month for 2 days per week and \$200.00 per month for 4 day per week. Tuition payments are the same each month, regardless of the number of school days in a month, including Christmas Break, Spring Break, or school cancellation due to inclement weather/sickness. \_\_\_\_\_

School days will not be made up for classes canceled due to inclement weather or sickness. No refunds for canceled classes. \_\_\_\_\_

Cove Preschool will follow the district's lead on closures, i.e. if there is a closure of Cove School District, Cove Preschool will also close. \_\_\_\_\_

A \$100.00 enrollment fee is due with your enrollment forms. This fee holds your child's spot in the preschool and buys all supplies, events, and activities that we do in class. The enrollment fee is nonrefundable unless we are unable to place your child. \_\_\_\_\_

Tuition is paid on the first school day of each month. Accounts that are 30 days past due will result in a discontinued service. Your child's spot will be held for two weeks, after which time a child from the waiting list may take your child's spot. \_\_\_\_\_

If a check is returned for non-sufficient funds and additional fee of \$25.00 will apply. \_\_\_\_\_

Tuition is due monthly regardless of attendance, unless you are withdrawing your child for the rest of the year. \_\_\_\_\_

If your child becomes ill at preschool, he/she will be isolated from the other children and you will be notified to

**pick them up as soon as possible. It is extremely important to keep your child's file up to date with your current phone number for notifications.\_\_\_\_\_**

**Please initial each item to ensure that you have read and understand each one.**

**Please keep your child home whenever he/she has a fever, cough, shortness of breath, vomiting, diarrhea, eye infections, head lice, or signs of a communicable disease. These things can spread quickly in a school setting and Oregon law requires that sick children be removed from the school setting. If your child has had an illness with a fever and/or a cough they must be symptom-free for 24hrs before returning to preschool!\_\_\_\_\_**

**Oregon Health Authority states not to bring children who have been exposed to someone who has had an active case of COVID-19. The exposed individual needs to be quarantined for 5 days after their last date of exposure to a known case. \_\_\_\_\_**

**Routine scratches and scrapes are inevitable when children play and will be treated with topical antiseptic and a band aid.\_\_\_\_\_**

**A reasonable attempt will be made to keep track of the students' belongings, but the preschool cannot replace any items that are lost, get broken or are damaged at preschool. \_\_\_\_\_**

**Please place initials or identifying marks on your children's belongings to avoid mix-ups. We do many outside activities and art/craft projects, so please send your child to preschool in clothing appropriate to the weather and possibly messy activities.\_\_\_\_\_**

**Discipline consists of positive reinforcement, behavior redirection, and the think chair. Physical punishment is never used. The behavioral plan in place helps document student's behavior and maintains communication between parent(s) and the teacher. The plan also sets thresholds for when the board members need to get involved in case of student's removal from class.\_\_\_\_\_**

**If anyone other than the parent/primary custodian is to pick up the child, the teacher must be notified.\_\_\_\_\_**

**We will occasionally take the children into the community for field trips and excursions. Any vehicular transportation arrangements will be made in advance and there will be a separate permission form for each activity.\_\_\_\_\_**

**In case the teacher is unable to be at school every attempt will be made to find a substitute, if a substitute is unavailable school we be canceled.\_\_\_\_\_**

**School opens 10 minutes before class starts. Students need to be picked up on time after class. This will allow adequate prep time for the teacher.\_\_\_\_\_**

# Cove Preschool Enrollment Information

Your Child's age as of September 1, 2023 \_\_\_\_\_ Child's Birthdate: \_\_\_\_/\_\_\_\_/\_\_\_\_

**\*\*Students must have reached eligibility age on or before September 1, 2022**

Child's full legal name: \_\_\_\_\_

Preferred/casual name:

\_\_\_\_\_

## Mothers/ Guardian Information

<b>Name</b>
<b>Lives with Child? Yes / No</b>
<b>Home Address</b>
<b>Mailing Address</b>
<b>Home Phone #</b>
<b>Cell Phone #</b>
<b>Work Phone #</b>
<b>Email Address</b>
<b>Preferred Method of Contact (Circle)</b>
<b>Phone Call Email Text Other (List):</b>

## Fathers/ Guardian Information

<b>Name</b>
<b>Lives with Child? Yes / No</b>
<b>Home Address</b>
<b>Mailing Address</b>

<b>Home Phone #</b>
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<b>Cell Phone #</b>
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<b>Work Phone #</b>
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<b>Email Address</b>
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<b>Preferred Method of Contact (Circle)</b>	<b>Phone Call Email Text Other (List):</b>
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**Emergency Contact**  
If we are unable to reach you

<b>Name</b>
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<b>Home Address</b>
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<b>Mailing Address</b>
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<b>Home Phone #</b>
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<b>Cell Phone #</b>
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<b>Relation to Child</b>
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**Additional Contacts**  
Those permissible to pick up child from school

<b>Name</b>	<b>Phone #</b>	<b>Relationship</b>

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**For your child's safety, we need to know that we are releasing your child to only those permitted. We understand that family schedules may change but please inform teacher right away if a new person/ family member is picking up your child. If changes are not communicated with the teacher they will not release child.**

### **About Your Child/ Home Life**

**My child is interested in:**

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**My child doesn't like:**

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**Other children living with child along with ages:**

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**Special information about family (recent moves, death of family members, divorces, new baby):**

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**Has your child interacted with other children his/ her age (circle if applicable)?**

Child Care Schools Others \_\_\_\_\_

**Do you have any concerns about your child's development or behavior?**

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## Medical Information

Please list any allergies or medical conditions that your child might have, any foods or activities that these conditions might prohibit.

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Child's Medical Physician:

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Phone #: \_\_\_\_\_ P

Child's Dentists:

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Phone # \_\_\_\_\_

## Permission Policies/ Authorization

Please initial each item to ensure that you have read and understand each one.

- In the event that emergency medical treatment is needed; I hereby consent to Cove Preschool to provide or acquire that emergency treatment, including transportation to a medical facilities, at my expense. \_\_\_\_\_
- May participate in school field trips. \_\_\_\_\_
- May release photos and names to local media. \_\_\_\_\_
- May post photos to Cove Preschool website and Facebook page. \_\_\_\_\_

By signing the registration application, you acknowledge that you have read, understand, and will comply with all Cove Preschool's rules, responsibilities, and terms listed within.

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Mother/ Guardian Date Father/ Guardian signature and Date

# Keep at Home Handbook

All students must be potty trained before attending class.

We reserve the right to release students for any reason. It is our desire to maintain a safe, productive learning environment with age appropriate curriculum for all students. If there is problems that need to be addressed the teacher will be in contact with parents. If the problem continues we may release a student.

A \$100.00 enrollment fee is due with your enrollment forms. This fee holds your child's spot in the preschool and buys all supplies, snacks, and activities that we do in class. The enrollment fee is nonrefundable unless we are unable to place your child.

Tuition for preschool is \$125.00 per month for 2 days per week and \$200.00 per month for 4 day per week. Tuition payments are the same each month, regardless of the number of school days in a month, including Christmas Break, Spring Break, or school cancellation due to inclement weather/sickness. School days will not be made up for classes canceled due to inclement weather or sickness. No refunds for canceled classes.

Tuition is paid on the first school day of each month. Accounts that are 30 days past due will result in a discontinued service. Your child's spot will be held for two weeks, after which time a child from the waiting list may take your child's spot.

If a check is returned for non-sufficient funds and additional fee of \$25.00 will apply. Tuition is due monthly regardless of attendance, unless you are withdrawing your child for the rest of the year.

Children must be signed in and out by an adult daily. A quick health check (verbal questions, temperature check if needed) will be done upon arrival to ensure children are not coming to school with a known illness.

We need to have a working phone number that we can contact you in case of emergencies, changes in schedules, and problems that may arise. If you have a change in phone number please make needed changes

If your child becomes ill at preschool, he/she will be isolated from the other children and you will be notified to pick them up as soon as possible. It is extremely important to keep your child's file up to date with your current phone number for notifications.

Please keep your child home whenever he/she has a fever, vomiting, diarrhea, eye infections, head lice, or signs of a communicable disease. These things can spread quickly in a school setting and Oregon law requires that sick children be removed from the school setting. If your child has had an illness with a fever and/or a cough they must be symptom-free for 24hrs before returning to preschool.

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In case the teacher is unable to be at school every attempt will be made to find a substitute, if a substitute is unavailable school we be canceled.

School opens 10 minutes before class starts. Students need to be picked up on time after class. This will allow adequate prep time for the teacher.

### REGISTRATION AND TUITION COSTS

THERE IS A NONREFUNDABLE \$100 FEE TO REGISTER YOUR CHILD. THIS COST IS TO BUY ALL SCHOOL SUPPLIES AND MATERIALS THAT WILL BE NEEDED FOR THE ENTIRE SCHOOL YEAR. IF WE ARE UNABLE TO PLACE YOUR CHILD INTO OUR PROGRAM YOUR MONEY WILL BE REFUNDED.

<b>2 days a week (Tuesdays and Thursday) 8:05 AM- 11:05 AM</b>	<b>\$125.00 Per Month</b>
<b>4 Days a week (Monday – Thursday) 12:15 PM-3: 15 PM</b>	<b>\$200.00 Per Month</b>

Payment methods are by cash or checks. Checks should be made out to  
Cove Preschool.

### Other Important Classroom Information

**\*\*We are a non- profit organization that uses their funds to improve their school, buys all the supplies needed for the classroom, and continues to grow their program. To help fund the classroom/ playground areas we fundraise through the year. We try to have one or two fundraisers that will help fund the needed project of the year. In the spring of 2020 we upgraded our playground.**

**\*\*Parent/ board meetings are extremely important to the success of our school. Board members**

are elected officials (parents) that play a vital role in our program. All parents are encouraged to attend the meetings to stay informed about current events taking part in the classroom as well as future events.

**\*\*The teacher will send out emails/ letters home to remind parents of upcoming events and will try to keep updates regularly.**

**\*\*If you would like to help out in the classroom please let the teacher know. We always need helping hands in the classroom.**