

Growing...  in His name

The First Chinese Church of Christ Preschool

1061 Young Street • Honolulu, Hawaii 96814 • (808) 593-9889

Application for children ages 3-5

Fees

REGISTRATION FEE: This fee is \$50.00 and non-refundable. Until the Registration fee is received by the school, your child is on the wait list. This fee is not required for continuing students already enrolled.

How official Registration is determined:

If a vacancy is available, interested parents whose child meets the Admission Requirements will have five (5) working days to complete registration forms and submit the non-refundable Registration fee. The Registration fee is assessed in order to secure your child's space. Once the Registration fee, Preschool Application, and DHS Health Form 14 have been received, your child is considered enrolled for the school year. Registration fee is forfeited in the event the application is withdrawn.

COMPREHENSIVE FEES: This fee is \$250 and non-refundable. The Comprehensive fee is due at the beginning of each school year. This fee covers school supplies for the year, field trip reservations, special art projects, excursion transportation, consumables, and other expenditures.

TUITION FEE: Tuition is \$800 per month. Tuition payments are due at the time of the child's enrollment and on the 1st day of every month your child attends First Chinese Church of Christ Preschool. Please review this packet in its entirety to fully understand First Chinese Church of Christ's Preschool tuition policy.

ORIENTATION AND PARENT HANDBOOKS

The FCCCP Parent's Handbook will be provided at the time this Parent Agreement form is signed by the Director. Parents are required to attend the scheduled Parent's Orientation at which time the contents of the handbook will be reviewed.

The First Chinese Church of Christ Preschool

1061 Young Street • Honolulu, Hawaii 96814 • Phone: 832-2222

Student Registration Form

\$50.00 non-refundable Registration Fee due with this form

(Check payable to First Chinese Church of Christ Preschool)

Student's Name _____ Date _____
Last First Middle

Gender (M / F): _____ Birth Date: ___/___/___ T-Shirt Size: _____ Home #: _____

Address: _____
Street City State Zip code

Mailing Address: _____
Street City State Zip code

Father's INFO: Name _____ Home # _____ Cell # _____

Address _____ City _____ Zip Code _____

Email: _____ Work # _____

Employer: _____ Occupation: _____

Mother's INFO: Name _____ Home # _____ Cell # _____

Address _____ City _____ Zip Code _____

Email: _____ Work # _____

Employer: _____ Occupation: _____

Marital Status of Parents: Married Divorced Separated Single Remarried

If there are any legal restraints against other parent regarding access to or rights regarding the child, attach copy of legal documents to application

HOME LIFE INFORMATION:

Please list the family members/ person living in the same house with child: (Name, Relationship, and Age)

AUTHORIZED PICK-UP LIST: List anyone **OTHER THAN PARENTS** who might pick up your child. For your child's protection, we will only release your child to person listed below. Your child **MUST** be signed out by the person with whom they leave. We reserve the right to refuse release if proper identification is not provided and will carry the primary caregiver. List additional persons on a separate sheet.

Name	Relationship	Address	Cell #	Work #	Home #
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					

Person Assuming Responsibility When Parent Not Available:

Name: _____ Address: _____ Phone: _____

DOCTOR / MEDICAL INSURANCE INFO:

Name: _____ Address: _____ Phone: _____

Insurance Carrier: _____ Subscriber Name: _____ Policy #: _____

For Office Use Only

Date received: _____ Tour (Date/Time): _____ Form 14 Enrolled: _____

Paid: Yes _____ Waived _____ Observed By: _____ Birth Certificate Teacher: _____

CASH _____ Check#: _____ TB test Exit Date: _____

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The First Chinese Church of Christ Preschool

1061 Young Street • Honolulu, Hawaii 96814 • Phone: 832-2990

Letter of Agreement for Enrollment

School year 2015-2016

- 1.) I (we) have read the information in the Parent Handbook and I (we) understand and agree to abide by all policies, procedures and rules set by First Chinese Church of Christ Preschool as written in the Parent Handbook.
- 2.) I (we) agree to comply with all health standards set by the State of Hawaii and First Chinese Church of Christ Preschool.
- 3.) I (we) understand that my (our) child _____ (referred to as "child" hereafter) is enrolled for the entire School Year Session and I (we) are responsible for the tuition due. Therefore, once enrolled, no prorated or waiver of the tuition will be given due to absences, illness, and/or vacations. Furthermore, there are no refunds once tuition and/or fees are paid.
- 4.) I (we) understand that I (we) may pay tuition in full or in increments. By signing below, I (we) agree to pay the tuition and all fees as stated on the invoice. If (we) choose to pay in increments, I (we) will follow the incremental payment guidelines and agree to make tuition payments due on the **1st day of the month**. My (our) account will be considered delinquent after the **5th day of the month** and will be subject to a 5% late payment fee. I (we) understand that all delinquent account may also be subject to credit reporting, immediate termination of enrollment and/or legal action.
- 5.) Once enrolled, should I (we) need to withdraw my (our) child during the course of the School Year, I (we) understand that a one month written notice of withdrawal is required from school and any payment(s) of the tuition increment due during that one month period. The date of withdrawal will be no shorter than one month (approx 30 calendar days) from the date posted on the withdrawal notice is received by the Preschool Director (and not necessarily by the date posted on the notice). I (we) understand that any payments (registration, tuition, and/or fees) made to First Chinese Church of Christ Preschool prior to the date of withdrawal will be forfeited.
- 6.) If my (our) check is returned from a financial institution for any reason, a returned check fee of \$25.00 will be assessed. I (we) understand the continued occurrence of returned checks may require that future payments be made in cash, cashier's check, or money order.
- 7.) I (we) understand that First Chinese Church of Christ Preschool reserves the right to photograph and/or video tape my (our) child during any school activities, programs and excursions for school use and purposes only which does not exclude that use of such in advertisement and/or visual presentation.

- 8) I (we) understand that all information about my (our) child will be released to the First Chinese Church of Christ Preschool staff. I (we) will provide a signed "Consent of Release" form for all other private and state agencies or persons requesting information about my (our) child. I (we) understand that my (our) child's name, birth date, gender, and in certain instances address, and phone number may be released as part of a lesson or in the school roster for school use and purposes only.

- 9) I (we) understand that every precaution will be taken for my child's safety, and will not hold the teacher, director, or First Chinese Church of Christ Preschool responsible in case of an accident. In the event my (our) child to be taken to the medical facilities at Straub Clinic and Hospital, located at 888 S. King Street, Honolulu, Hi, and I (we) will be responsible for any expenses.

- 10) If I am (we are) not in agreement with any part of this form or Parent Handbook, I (we) reserve the right to submit the reason in writing before signing this form. I (we) further understand that until First Chinese Church of Christ Preschool and I (we) come to an agreement, my (our) child will be considered NOT enrolled. By signing this "Letter of Agreement for Enrollment," First Chinese Church of Christ Preschool and I (we) the parents/ legal guardian(s) understand and agree that this contract is binding.

Signature(s)

Father/Mother/Guardian	Print Name	Date
Father/Mother/Guardian	Print Name	Date

Parent Agreement Form
School Year 2015-2016

VISION: We aim to create a caring and happy community in which Christian values are upheld.

MISSION: The mission of the First Chinese Church of Christ Preschool is to provide a safe, nurturing Christian environment and to inspire an appreciation of God's creation and a love of learning in each child. Engaging hands-on activities are planned to enhance each child's intellectual, emotional, physical, social, and spiritual development.

PHILOSOPHY: Our aim is to provide a safe environment in which a child is valued as an individual made in the image of God, and in which a child can find security, acceptance, reassurance and an opportunity to develop their potential.

FCCCP DAYS & HOURS: Monday-Friday during the hours of 7:00a.m.-5:30p.m. FCCCP is closed on all Federal and State Holidays, Christmas, the Friday after Thanksgiving, Good Friday, any announced teacher in-service training days, national, and local emergency/declarations, natural emergencies, and days/times as specified by the FCCP School Calendar and/or FCCCP Newsletters.

2015-2016 School Year Session TIME SCHEDULES, TUITION RATES, & PAYMENT OPTIONS:

You have two (2) payment options:

Option A-Tuition will be paid in full (see deadline below)

Option B-Tuition will be paid in one (1) payment (see deadline below)

Once the FCCCP Director signs the Parent Agreement and accepts the Registration Fee, the child's tuition payment is due regardless of the number of days, holidays, number of days the child is absent, or days FCCCP is opened or closed within a particular month of the registered session. Although it is acceptable to give 30 days notice of withdrawal during the school year, should you decide to withdraw after October 31 (and before the new school year), we must receive 90 days notice.

Option A

3-5 Year Old Program	Payment in Full	Initial
Regular Full Day 7:00 a.m.-5:30 p.m.	\$8,800.00	

Option B

3-5 Year Old Program	Payment Per Month	Initial
Regular Full Day 7:00 a.m.-5:30 p.m.	\$800.00	

Parents Must:

Initial next to the option that indicates the preferred **PAYMENT METHOD** (In Full Or Per Month)

TUITION PAYMENTS: All tuition payments are due on the **1st day of the month**. Your account will be considered delinquent after the 3rd day of the month, and will be subject to a 5% (percent) late payment fee. Parent(s) is (are) responsible to pay tuition for the ENTIRE session checked above. If payment is NOT received after demand by FCCCP, collection proceedings may commence and you will be responsible for costs enforcing the terms of this Agreement.

Payment NOT received by the 1st of the month: Notice will be sent home.

Payment NOT received by the 3rd of the month: Account is considered delinquent and 5% late fee charged.

Payment NOT received by the 5th of the month: Additional 5% will be charged and the child will be suspended.

Payment NOT received by the last day of the month: Your child's space will be terminated and parents WILL be responsible to pay FULL tuition amount for the remainder of the school year.

PARENT HANDBOOK: The FCCCP Parent's Handbook will be provided at the time this Parent Agreement form is signed by the Director. Parents are required to attend the scheduled Parent's Orientation at which time the contents of the handbook will be reviewed.

Food and Nutrition: FCCCP will provide breakfast, lunch and PM snack for the children, all approved by the Office of Child Nutrition and the USDA, and reviewed annually by a qualified nutrition consultant. All catered meals will be provided by Keiki Gourmet. We believe that every child needs to eat healthy, balance meal. Menus will be available for each month of food service, which are also approved by the Office of Child Nutrition through USDA.

Children are encouraged, but not required to eat the food provided by our school, and food is not used as punishment or a reward. On excursion days, Keiki Gourmet may also provide a "sack lunch" style meal for our convenience.

Full Name of Child (Legal): _____ Birth Date _____
Last First Middle

Home Address _____ City/State/Zip _____ Home Phone _____

By signing this agreement, I (we) acknowledge that I (we) have read and fully understand the above statement and agree that I (we) will be responsible for all personal, legal, and financial obligations. I (we) also agree to read and abide by all FCCCP policies and procedures as stated in the 2014-2015 Parent's Handbook .

Name of Father/Legal Guardian (Print)

Name of Mother/Legal Guardian (Print)

Signature of Father/Legal Guardian Date

Signature of Mother/Legal Guardian Date

Father's Phone: _____

Mother's Phone _____

Note: Both Parents, as listed on the child's birth certificate, **MUST** sign the Parent Agreement Form. Otherwise, the registered parent(s) **must** provide FCCCP the **legal proof of guardianship**, such as a copy of the legal court document that declares full/joint custody to the registered parent(s).

Accepted by the FCCCP Director: _____ Date: _____

First Chinese Church of Christ Preschool and/or Director reserves the right to refuse service at any time.

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Child's History

Please help us get to know your child by answering the following questions completely

Primary Caregiver (Child spends the most time during the day with...)

Mother Father Grandparent Babysitter Day Care Provider

Another School: Name of School _____

Reason for change: _____

What is your child's attitude toward entering school? _____

Methods of home discipline: _____

Describe your child's present daytime environment: _____

What goals do you have for your child while in preschool? _____

Language

Is English your child's first language? ___ Yes ___ No If no, first language is: _____

How well does your child speak English? ___ Fluently for his/her age ___ Fairly well ___ Very limited

Do parents need translation? ___ Yes ___ No Language: _____

Ethnicity

African American Caucasian Chinese Filipino Hawaiian Hispanic Japanese

(choose only one) Korean Vietnamese Other: _____

Toilet Habits

(Our school policy is that all children age 3 and up must be potty trained before enrollment)

Words use for urination: _____ Words used for bowel movement: _____

Comments: _____

Sleeping Habits

Does your child nap at home? Yes No If so, how long? _____

Does your child use a blanket or other items for security? Yes No It is called _____

What time does your child go to bed at night? _____

Appetite

Describe your child's eating habits: _____

General Health

- Yes No Does your child have frequent colds or sore throat?
- Yes No Has your child ever had convulsions?
- Yes No Is your child currently receiving treatment or care from a physician?
- Yes No Does your child have special physical limitations?
- Yes No Has your child had any serious illnesses in the past?
- Yes No Does your child have speech difficulties?
- Yes NO Has your child received any physical or educational evaluations in the past?

If you answered YES to any of the above questions, please provide specific with dates:

List any known allergies: _____

List any special needs: _____

Personality

(Place an X on the line to indicate your child's traits)

- Prefers to play alone < _____ > Enjoys playing in a group
- Plays actively < _____ > Plays quietly
- Is outgoing < _____ > Is shy

List any definite fears: _____

Religious

Child's Previous Church / Sunday School Experience: _____

Background

Family practices: Christianity Buddhism Islam None Other: _____

Family attends church: Weekly One/twice a month Once / twice a year Never

Marketing

Why did you choose First Chinese Church of Christ Preschool? _____

Information

How did you hear about us? Friend / Family Church announcement Street Side Banner
 School Staff member Web Site Other: _____

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AUTHORIZATION TO ADMINISTER MEDICATION

Please give my child (name): _____

The following:

Cream/Lotion: _____

Sunscreen: _____

Medication: _____

As prescribed by his/her physician: _____

Amount of Dosage To Be Given: _____

Time (s) Dosage Is To Be Given: _____

Date (s) Medication Is To Be Given: _____

I understand that all medication to be given to my child must meet the following criteria:

1. The medication must be in its original container with the child's name and his/her physician's name and prescription on it.
2. The child is clear of any illness and/or fever symptoms.

As agreed in my/our Overall Parent Permission form, I and/or my spouse do not and will not hold First Chinese church of Christ Preschool nor any of its staff members, nor its affiliates responsible for any adverse effect concerning the administration or failure to administer medications, lotions, creams and sunscreen. I assure full responsibility for granting this permission.

Signature of Parent/Legal Guardian

Date Signed

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1061 Young Street • Honolulu, Hawaii 96814 • Tel: 733-3330

EXCURSION/ACTIVITY Permission Forms

School year 2015-2016

Name of Child: _____

Check One:

I (we) hereby give my (our) permission for my (our) child to participate in all scheduled excursions and/or activities held on and off school premises during school hours sponsored by First Chinese Church of Christ Preschool. I (we) attest that my (our) child is in good health and see no reason why my (our) child cannot participate.

I (we) hereby deny permission for my (our) child to participate in any of the scheduled excursions and/or activities held on and off the school premises during school hours sponsored by First Chinese Church of Christ Preschool. I (we) will submit reason in writing to the Preschool Director. I (we) understand that on days of scheduled excursions and/or activities held on and off school premises, I (we) must provide supervision and care for my (our) own child.

Check one:

I (we) give permission for my (our) child to walk, where appropriate, or ride in a chartered vehicle, school bus on the days of excursion and/or activities off school premises.

I (we) deny permission for my (our) child to walk or ride in a chartered vehicle. I (we) understand that I am (we are) responsible for providing my own transportation on the day of excursions and/or activities off school premises.

I (we) have read and will abide by the excursion policies and procedures in the Parent Handbook. I (we) understand that it is my (our) responsibility to review the excursion list and activities scheduled on and off school premises. I (we) reserve the right, upon reviewing the information regarding an excursion or activity, to deny permission to attend a particular excursion and/or activity, the reason for which will be submitted in writing. I (we) understand that tuition and/or fees will not be credited or refunded for those days my child is not in school.

Signature(s) _____

Father/Mother/Guardian

Print name

Date

Father/Mother/Guardian

Print name

Date

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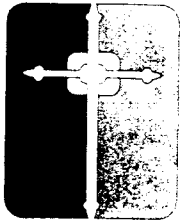
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PHOTO AND / OR STORY RELEASE

I hereby give The First Chinese Church of Christ permission to use photographs of my child, alone or with others; products created by my child; and general information stories about children in the Preschool and their activities for purposes of display or publication in newsletters, newspapers, magazines, journals, books, or advertisements sponsored by the church and / or First Chinese Church of Christ. I understand there will be no pay of remuneration.

Parent Signature or guardian

Date



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PARENT'S SIGNED CONSENT FOR EMERGENCY MEDICAL CARE

NAME OF CHILD: _____ AGE: _____

TEACHER: _____ DATE: _____

In case the parent(s) cannot be reached, I give my permission to the First Chinese Church of Christ Preschool to call my child's physician. In case of an emergency, I authorize my child's

doctor: _____; Doctor's phone number: _____
to care for my child.

Father's Signature: _____ Date: _____

Mother's Signature: _____ Date: _____

Medical Insurance Carrier: _____ Group No. _____

Policy Number: _____

In case parents, doctor or other designated individual cannot be reached, I give my permission to the First Chinese Church of Christ Preschool to secure adequate medical care for my child.

Fathers' Signature: _____ Date: _____

Mother's Signature: _____ Date: _____

Please list any information the attending medical professional should know (allergies, medication, diabetes, hyper hypo tension, heart ailments, asthma, etc.)

This is an addendum to the First Chinese Church of Christ Preschool Parent's Agreement Forms and Emergency Contact Information, as requested by Dennis Boniog, Department of Health agent. **February 2013**