**PARENTS’ PRESCHOOL**

**REGISTRATION FORM 2014-2015**

Parents or Guardians First and Last Name Names \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone number(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Child’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Birth \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Please Circle: BOY ~or~ GIRL

**CLASS PREFERENCE** ~ We are asking that you indicate a FIRST **(1)** and SECOND **(2)** choice for class time. Please understand that every effort will be made to accommodate your first choice. Enrollment requirements may dictate that your preference cannot be guaranteed. We make every effort in placement to mix the classes for the maximum benefit of the children and teachers. **CHILDREN MUST BE TOILET** **TRAINED.** **NO PULL-UPS!**

3 YEAR OLD CLASSES: THURSDAY and FRIDAY ($60.00 per month)

Children **MUST** be 3 years old by September 1, 2014

\_\_\_\_\_\_ 9:30 am to 11:30 am

\_\_\_\_\_\_ 12:00 noon to 2:00 pm

4 YEAR OLD CLASSES: MON – TUES – WED ($80.00 per month)

Children **MUST** be 4 years old by September 1, 2014

\_\_\_\_\_\_ 9:00 am to 11:30 am

\_\_\_\_\_\_ 12:00 noon to 2:30 pm

PRE-K CLASS: MON – TUES – WED – THURS – FRI ($120.00 per month)

Children MUST be 4 by September 1, 2014

\_\_\_\_\_\_ 8:30am to 11:00am (**MUST BE ATTENDING KINDERGARTEN THE FOLLOWING FALL**)

\*Subject to change based on registration.

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**A $35.00 NON-REFUNDABLE REGISTRATION FEE AND A $25.00 ACTIVITY FEE** (REFUNDED WHEN VOLUNTEER REQUIREMENTS ARE MET) **MUST BE RETURNED WITH THIS COMPLETED FORM, AS WELL AS A COPY OF YOUR CHILD’S BIRTH CERTIFICATE. TUITION IS SUBJECT TO CHANGE. PLEASE MAKE CHECK OR MONEY ORDER PAYABLE TO “PARENTS’ PRESCHOOL”. PAYMENT OF REGISTRATION AND ACTIVITY FEE IS REQUIRED TO HOLD YOUR CHILD’S PLACE IN ONE OF OUR CLASSES.**

**Please return all forms to Parents’ Preschool, 325 Spring Ave., Ellwood City, PA 16117**

**PARENT INFORMATION FORM**

Child’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Birth \_\_\_\_\_\_\_\_\_\_\_

CLASS (for upcoming school year)

 \_\_\_\_3 year 9:30-11:30 Th-F \_\_\_\_ 4 year 9:00-11:30 M-T-W

 \_\_\_\_ 3 year 12:00-2:00 Th-F \_\_\_\_ 4 year 12:00-2:30 M-T-W

 \_\_\_\_ Pre-K 8:30-11:00 M-T-W-Th-F

Mothers Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Home Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mothers Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fathers Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Home Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fathers Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_ Please check here if you **do not** want your address and phone number to appear on the class roster

Child’s PRIMARY residence: \_\_\_\_ Mother \_\_\_\_ Father \_\_\_\_ Both Parents

**To get important updates sooner, we like to make a group email list. Please indicate if you would like on the update list: YES NO**

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

Number of children at home, other than pre-school child \_\_\_\_

List their names and ages: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

List any food or material(s) allergies: (Physician Documented) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Your permission is required to include your child in any publicity including website and newspaper coverage.

If you approve, please sign here \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Place an **X** beside the activities in which you are interested:

\_\_\_\_ Snack Calendar – Make schedule for snack days and birthdays

\_\_\_\_Grocery Shopper – Contact teacher for list to stock classroom cupboard

\_\_\_\_ Special Parties – Help teachers in class room during special events

\_\_\_\_ Advisory Board – Provide support for Board of Directors (requires monthly meeting attendance)

\_\_\_\_ Field Trips – Help escort children on field trips

\_\_\_\_ Substitute Teacher – Fill in during teacher absence (requires teaching certificate and Act 34)

\_\_\_\_ Substitute Aide – Fill in during aide absence (requires Act 34 clearance)

**Please return all forms to Parents’ Preschool, 325 Spring Ave., Ellwood City, PA 16117**

***PARENTS’ PRESCHOOL BOARD POSITIONS***

Parents Preschool depends on parent volunteers to make the school function. We need parents to help run the Preschool for the 2014-2015 school year. Listed below are the job descriptions of each office on the Preschool Board. Any current officer would be happy to discuss their duties with you and answer any questions. A nominating committee will be formed in the near future. If you are interested in an office or would like to nominate someone, please fill in the information requested below and return the bottom portion with your registration form. ***Please get involved…your children are worth it!***

**Co-Presidents**

 Oversees business end of Preschool

 Conducts monthly board meetings

 Schedules various activities

 Liaison between teachers, aides, parents and church

**Secretary**

 Keeps attendance and minutes of all meetings/activities

 Keeps by-laws up to date

 Sends Thank You notes on behalf of the Preschool

**Registrar**

 Organizes advertisement and registration of students

 Keeps records on student enrollment

 Sends out registration information

 Organizes and follows up on class registration

**Tuition Clerk**

 Collects and records tuition payments

 Makes bank deposits

 Sends notices and contacts parents when tuition is late

**Parents Club Directors**

 Organizes fundraising events

 Organizes Thanksgiving and Christmas projects, picnic

**Halloween Float Chair**

 Organizes Halloween Parade

**Publicity Coordinator**

 Takes Pictures

 Publishes monthly newsletter

 Submits information to the Newspapers

 Advertisement for School and Fundraisers

 Maintains school’s website [www.parentspreschool.com](http://www.parentspreschool.com/) (basic computer knowledge required)

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

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

Office interested in\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Child’s name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Teacher/Class\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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