

# Parkminster Preschool 2018 - 2019

2710 Chili Avenue  
Rochester, NY 14624  
(585)247-2425  
parkminsterpreschool.com



**Please complete and return all pages of registration form**

## Child's Information

Name: \_\_\_\_\_ DOB: \_\_\_\_\_

\_\_\_\_\_ Street address \_\_\_\_\_ City \_\_\_\_\_ Zip

School District: \_\_\_\_\_ Circle one: Boy Girl

## Mother's Information

Name: \_\_\_\_\_

\_\_\_\_\_ Street address (only if different) \_\_\_\_\_ City \_\_\_\_\_ Zip

Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Work Phone \_\_\_\_\_

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

## Father's Information

Name: \_\_\_\_\_

\_\_\_\_\_ Street address (only if different) \_\_\_\_\_ City \_\_\_\_\_ Zip

Cell Phone: \_\_\_\_\_ Home phone: \_\_\_\_\_ Work Phone \_\_\_\_\_

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

## Billing Information

Send bills to:  mother  father  other

If other: name: \_\_\_\_\_ Phone: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

## For Registrar Use Only

Confirmed class: Th/F AM M/T/W AM Pre-K

**Class Choice 2018 - 2019**

Please indicate with an X beside the class you would like your child to attend.

**Preschool Three year old Class: tuition: \$886.00**

\_\_\_\_\_ Thursday/Friday class 9-11:30 AM (age 3 by Dec. 1, 2018)\*

**Preschool Four year old Class: tuition: \$1179.00**

\_\_\_\_\_ Monday/Tuesday/Wednesday class 9-11:30 AM (age 4 by Dec. 1, 2018)\*

**Pre-Kindergarten Class: tuition: \$1608.00**

\_\_\_\_\_ Monday-Thursday 9:15-11:45 AM (age 5 by June 1, 2019)\*\*

\* 18 children maximum: teacher, assistant, aide  
 \*\*12 children maximum: teacher, assistant  
 Class composition may be adjusted as needed.

**Financial Agreement**

**I agree to pay the full tuition amount on or before June 15<sup>th</sup> or pay a partial payment as outlined below.**

Due Date	2 Day Classes	3 Day Classes	Pre-K classes
Due with Registration	\$45.00	\$45.00	\$45.00
By June 15 <sup>th</sup>	\$221.50	\$294.75	\$402.00
By September 15 <sup>th</sup>	\$221.50	\$294.75	\$402.00
By November 15 <sup>th</sup>	\$221.50	\$294.75	\$402.00
By January 15 <sup>th</sup>	\$221.50	\$294.75	\$402.00

\* We offer a 10% tuition discount for families with 2 or more children enrolled.

Please return this form with your non-refundable registration fee to the registrar (add \$10.00 for each additional child). **Make your check payable to: Parkminster Preschool.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Mail Forms to Registrar:**

Parkminster Preschool Registrar  
 c/o Elsa Craig  
 27 Pinewood Knoll  
 Rochester, NY 14624  
 (585)472-2309

Child's Name: \_\_\_\_\_

**Medical Information**

Doctor's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Hospital Affiliation: \_\_\_\_\_

Insurance Carrier: \_\_\_\_\_ Policy #: \_\_\_\_\_

Allergies: \_\_\_\_\_

Other behavioral or medical issues: \_\_\_\_\_

Special food/activity instructions: \_\_\_\_\_

In compliance with New York State Law, a current physical form with up to date immunizations must be received before your child may begin the school year. A copy of this form must be obtained from child's pediatrician and sent to the registrar prior to the start of school.

**Photography Permission**

Please check all that apply:

I give my permission for my child's picture to be taken and used in publicity for Parkminster Preschool (no names will be used).

I give my permission for my child's picture to be taken and used on the official Parkminster Preschool Facebook page and/or Parkminster Preschool website (no names will be used).

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

<b>For Registrar Use Only</b>			
Confirmed class:	Th/F AM	M/T/W AM	Pre-K

Child's Name: \_\_\_\_\_

## **Parkminster Preschool's Policy Statement**

**(Please read, sign and return with registration form. A copy of this policy statement can be found in the preschool handbook and on the website for your reference)**

### **Financial Policies**

- The Registration fee is non-refundable.
- Prompt payments are essential for the operation of the school.
- *There will be a \$25 late fee for any payment received after the due date.*
- Tuition is paid in four installments. A statement will be mailed to parents approximately two weeks before the due date. Due dates are: June 15<sup>th</sup>, September 15<sup>th</sup>, November 15<sup>th</sup> and January 15<sup>th</sup>.
- There will be a \$20.00 fee for any cancelled or returned checks.
- Withdrawal policy: There will be no tuition refund unless the vacancy is filled.

### **Health Policies**

- In compliance with New York State Law, a current physical form with up to date immunizations must be received before your child may begin the school year. A copy of this form must be obtained from child's pediatrician and sent to the registrar prior to the start of school.
- In case of accident or injury, every effort will be made to contact the parent. However, emergency medical care may be given in the event that a parent or designated person cannot be reached.
- **There is not a nurse on staff at Parkminster Preschool.** Any emergency medication that might need to be administered to a child by a staff member must be accompanied by a physician's note. (i.e. epipen or Benadryl)

### **Safety Policies**

- Each parent is required to bring their child into the preschool room and remain until their child is safely inside the classroom. The Preschool staff cannot assume responsibility for the child until they are within the classroom and under staff supervision.
- A child will not be dismissed with a relative or friend unless the child's parent has notified the teacher.

\_\_\_\_\_  
**Parent's Signature**

\_\_\_\_\_  
**Date**