



**2010 – 2011
Enrollment Packet
Information**

Little Ones at Living Word Preschool
2031 West Northwest Highway
Grapevine, Texas 76051

Preschool number: (817) 442-1799

Metro number: (817) 481-8626

Fax number: (817) 421-0315

E-mail: littleones@lwlc.com

Website: www.lwlc.com

License Permit Number: 531492



INFORMATION FOR ENROLLMENT 2010 - 2011

Little Ones at Living Word Christian Mission Statement

Welcome to Little Ones at Living Word Preschool! We are pleased you have chosen to enroll your child in our school. We offer a developmental, Christian-centered program, which is “process” rather than “product” oriented. Children learn best by doing. Learning is more than repeating what someone else says: it requires active thinking and experimenting to find out how things work and to learn firsthand about the world in which we live. Play is the work of young children and it provides the foundation for academic learning. A child-centered and child-directed approach means our classrooms are happy and busy places where the children are all actively involved.

REGISTRATION PROCEDURES - PLEASE READ CAREFULLY

Please read the instructions carefully and fill in all the needed information completely.

1. Enrollment applications will be available on **Friday, February 12, 2010**.
2. All classes are enrolled on a first come first enroll basis.
3. Enrollment will begin on **Wednesday, February 17, 2010 at 9:00am**. For current students, siblings of current students, siblings of former students and church members.
4. Applications for enrollment should be filled out and returned to the preschool office along with the registration fee as soon as possible. All applications must be turned into Barbara Gant or the main Living Word front office. Upon receipt of applications a date and time stamp will be given.
5. Open enrollment will begin on **Monday, March 1, 2010 at 9:00am** in the preschool office.
6. We currently offer classes for two year olds, three year olds and four year olds. Children in these classes may add an optional extended day or days to their school week. We also offer a five year old class for children who need an extra year before going to formal kindergarten. **All classes are contingent upon reaching a minimum number of enrollees.**
7. **If all the spaces in a class are filled, a waiting list will be started for that age group.** The waiting lists are maintained on a first come first serve basis. **A second class for any age group will not open until enrollment reaches a minimum size requirement for that specific age group.** You will be notified as soon as possible when space becomes available for your child.
8. For enrollment purposes please fill out the forms as completely as possible. **Shot records and physicals must be in the office by August 15, 2010. This is a state requirement. Medical forms must be on file before the child attends class.** An extra medical form is enclosed to take to your doctor. Late registrants must submit a shot record with registration, and have one week to return the medical form.
9. **There is a non-refundable registration fee due at the time of registration.** The registration fee includes your supply fee for the year. Checks will be deposited as received.
10. Upon receipt of your child’s registration form you will be notified as quickly as possible if your child has a confirmed space in our program. A letter will be mailed in late June with a school calendar.

Enrollment at Little Ones at Living Word is accepted without regard to race, religion, sex, or national origin.

LITTLE ONES AT LIVING WORD

2010 - 2011 Class Offerings

Fees are listed below. There is a 10% discount for additional children in a family on tuition only. We also offer a 5% discount on tuition for persons who pay the full year's tuition by the first day of class.

All classes are always contingent upon reaching a minimum number of enrollees.

All children must be completely potty trained, except for students in the 2 year old program.

2 Year Old Class: (Children must be 2 by September 1st)

3 Day a week Program

Monday, Wednesday, and Friday 9:00am – 12:00pm

Registration fee: \$185.00 – due at the time of enrollment

3 Year Old Class (Children must be 3 by September 1)

3 Day a week Program

Monday and Friday 9:00am - 12:00pm Wednesday 9:00am - 2:00pm

Registration fee - \$200.00 – due at time of enrollment

4 Year Old Class (Children must be 4 by September 1)

3 Day Program

Monday and Wednesday 9:00am - 2:00pm Friday 9:00am – 12:00pm

Registration fee - \$235.00 – due at time of enrollment

5 Year Old Class (Children must be 5 by October 1)

3 Day Program

Monday, Wednesday and Friday: 9:00am – 2:00pm

Registration fee - \$275.00 – due at time of enrollment

Extended Day Program (For children in our 2 and 3 year old program who are three)

Mondays: 12:00pm – 2:00pm

Registration fee - \$45.00 – due at time of enrollment

Extended Day Program (For children in our 2 year old program)

Wednesdays: 12:00pm – 2:00pm

Registration fee - \$45.00 – due at time of enrollment

Extended Day Program (For children in our 3 and 4 year old program)

Fridays: 12:00pm – 2:00pm

Registration fee - \$45.00 – due at time of enrollment

Tuesday Bible Study (For children who are 3 through 5 years old by September 1st)

Tuesdays: 9:00am – 12:00pm

Registration fee - \$50.00 – due at time of enrollment

Children who stay until 2:00pm in any program must bring in a nut-free lunch from home. You must be enrolled in one of the age level classes to enroll in the Extended Day Program.

LITTLE ONES AT LIVING WORD

2010 - 2011 Fees

REGISTRATION PAYMENT

CLASS	REGISTRATION FEE
2 YEAR OLD CLASS	\$185.00
3 YEAR OLD CLASS	\$200.00
4 YEAR OLD CLASS	\$235.00
5 YEAR OLD CLASS	\$275.00
EXTENDED DAY	\$45.00
TUESDAY BIBLE STUDY	\$50.00

TUITION PAYMENT

CLASS	MONTHLY TUITION	ANNUAL TUITION
2 YEAR OLD CLASS	\$185.00	\$1665.00
3 YEAR OLD CLASS	\$200.00	\$1800.00
4 YEAR OLD CLASS	\$235.00	\$2115.00
5 YEAR OLD CLASS	\$275.00	\$2475.00
EXTENDED DAY	(PER DAY) \$45.00	\$405.00
TUESDAY BIBLE STUDY	\$50.00	\$450.00

Due monthly August 1 thru April 1

Tuition payments are due on the first day of school each month. Checks should be made payable to LOLW. Late fees of \$5.00 per school day will be applied. There will be a 1-day grace period. There is a \$25 charge for a returned check to the preschool.

PLEASE RETURN FORMS ALONG WITH REGISTRATION FEES TO PRESCHOOL OFFICE

Date Received:
Time Received:
For office use only

ADMISSION INFORMATION

Registration fee paid:
Class:
For office use only

Operation Name: Little Ones at Living Word		Director's Name: Barbara Gant		
Child's Full Name:		Child's Nickname:	Gender (circle one): Male or Female	Date of Birth:
Child's Address:		City:	State:	Zip Code:
Date of Admission:	Date of Withdrawal:	Email:		Home Phone Number:
Mother's name:		Address (if different from child's address)		
Father's name:		Address (if different from child's address)		
Guardian's name:		Address (if different from child's address)		
List telephone numbers below where parents/guardian may be reached while child will be in care:				
Mother's phone:		Father's phone:		Guardian's phone:
Mother's cell:		Father's cell:		Guardian's cell:
Mother's Employer:		Father's Employer:		Guardian's Employer:
Give the name, address, and phone number of person to call in case of an emergency if parents/guardian cannot be reached:				Relationship
Name: address: phone				
I hereby authorize the childcare operation to allow my child to leave the childcare operation ONLY with the following persons. Please list names & telephone numbers for each. Children will only be released to a parent or a person designated by the parent/guardian after verification of ID				
List any special problems that your child may have, such as allergies, existing illness, previous serious illness, injuries during the past 12 months, any medication prescribed for long-term continuous use, and any other information which staff should be aware of: (If does not apply please write N/A):				
Hours and days child will be in care:			Are you a member of a church? If yes, name of church	
<input type="checkbox"/> Mondays: from: to: <input type="checkbox"/> Tuesdays: from: to: <input type="checkbox"/> Wednesdays: from: to: <input type="checkbox"/> Fridays: from: to:				
<input type="checkbox"/> Photography: I hereby <input type="checkbox"/> give <input type="checkbox"/> do not give my consent to Little Ones at Living Word Preschool to photograph my child for purposes of school projects and promotional materials. <input type="checkbox"/> Water Activities: I hereby <input type="checkbox"/> give <input type="checkbox"/> do not give my consent for my child to participate in the following water activities: <input type="checkbox"/> sprinkler play <input type="checkbox"/> wading pools <input type="checkbox"/> water table play <input type="checkbox"/> Receipt of written operational policies. I acknowledge receipt of the facility's operational policies including those for discipline and guidance. I understand the contents of the Little Ones at Living Word Parent Handbook. <input type="checkbox"/> School Directory: I hereby <input type="checkbox"/> give <input type="checkbox"/> do not give Little Ones at Living Word Preschool permission to place my child's name, address, and phone number in the Preschool Directory. This directory is given to only preschool families and cannot be used to promote other businesses. <input type="checkbox"/> Meals: I will provide my child a healthy, peanut free lunch when my child eats lunch at the preschool. I further understand that the following meals will be provided to my child while in care: AM Snack				
AUTHORIZATION FOR EMERGENCY MEDICAL ATTENTION:				
In the event I cannot be reached to make arrangements for emergency medical care, I authorize the person in charge to take my child to:				
Name of Physician:		Address:	Phone number	
Name of Emergency Medical Care Facility:		Address:	Phone number:	
I give consent for the facility to secure any and all necessary emergency medical care for my child				
_____ Signature – Parent or Legal Guardian				

Child daycare operations are public accommodations under the Americans with Disabilities Act (ADA), Title III. If you believe that such an operation may be practicing discrimination in violation of Title III, you may call the ADA Information Line at (800) 514-3001 (voice) or (800) 514-0383 (TTY).

I hereby claim that the information provided to be true.

Print - Parent or Legal Guardian

Signature – Parent or Legal Guardian

Date



Physician's Statement

Child's Name

I have examined the above named child within the past year and find that he/she is physically able to take part in a preschool program.

Healthcare Professional's Signature

Date

Or

My child has been examined within the past year by a healthcare professional and is able to participate in the preschool program. Within 12 months of admission, I will obtain a healthcare professional's signed statement and will submit it to the preschool program.

Name and address of health care professional

Date

Parent Signature

Vision and Hearing

All children who are four years and older

All children who are four years of age and older must have their vision and hearing tested prior to the start of school. You can opt to have your children tested in the fall at the preschool.

Vision testing done: _____

Hearing testing done: _____

***PLEASE ATTACH AT COPY OF YOUR CHILD'S
IMMUNIZATION RECORD OR RECORD OF EXEMPTION.***

Discipline and Guidance Policy for

Little Ones at Living Word

Name of Operation

- ❖ Discipline must be:
 1. Individualized and consistent for each child;
 2. Appropriate to the child's level of understanding; and
 3. Directed toward teaching the child acceptable behavior and self-control.

- ❖ A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:
 1. Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
 2. Reminding a child of behavior expectations daily by using clear, positive statements;
 3. Redirecting behavior using positive statements; and
 4. Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

- ❖ There must be not harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:
 1. Corporal punishment or threats of corporal punishment;
 2. Punishment associated with food, naps, or toilet training;
 3. Pinching, shaking, or biting a child;
 4. Hitting a child with a hand or instrument;
 5. Putting anything in or on a child's mouth;
 6. Humiliating, ridiculing, rejecting, or yelling at a child;
 7. Subjecting a child to harsh, abusive, or profane language;
 8. Placing a child in a locked or dark room, bathroom, or closet with the door closed; and
 9. Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

Texas Administrative Code, Title 40, chapters 746 and 747, Subchapter L, Discipline and Guidance

My signature verifies I have read and received a copy of this discipline and guidance policy.

Signature

Date

Check one please:

Parent

Employee/caregiver

Household member of child-care home

Contact Information for Classroom/Teacher

(Please Print)

Student's Name _____

Student's birthday _____

Home Phone Number _____

Does the student attend church _____ If so, which church _____

Mother's Name _____

Mother's Home Number _____

Mother's Address (if different from student) _____

Mother's Cell Phone Number _____

Mother's E-mail _____

Father's Name _____

Father's Home Phone Number _____

Father's Address (if different from student) _____

Father's Cell Phone Number _____

Father's E-mail _____

Guardian's Name(s) and Relation (if any) _____

Guardian's Home Phone Number _____

Guardian's Address (if different from student) _____

Guardian's Cell Phone Number _____

Guardian's E-mail _____

Little Ones at Living Word

Extended Day Program

12:00pm ~ 2:00pm

Extended Day is available for children:

- ❖ In the two year old program on Wednesdays
- ❖ In the two year old program, who have turned three and are fully potty trained, on Mondays
- ❖ In the three year old program on Mondays and/or Fridays
- ❖ In the four year old program on Fridays

All children will need to bring a healthy, nut free lunch from home. We are not able to hear any meals for your child.

The children will eat, rest for a short period of time, have a planned activity and play either in the family life center or outside.

All children must be picked up by 2:00pm. There is NO car line for extended day. You must sign your child out when you pick him/her up.

This is a mixed age program, with the exception of Wednesdays and is designed to be fun and educational.

The registration fee is \$45.00 for the program. The tuition is \$45.00 a month per day enrolled. A 30 day notice is required if you are withdrawing your child from the extended day program. You can enroll at any time during the year if there is space available in the program. This program does fill up quickly; so if you need a certain day, you should enroll during the regular enrollment period.

I would like to enroll my child _____ for the extended day program. I would like to enroll for the following days:

Please circle choices:

Mondays

Wednesdays

Fridays

Age as of September 1, 2010 _____

Address _____

Parent's Name _____ Phone # _____

Special Needs _____

Parent's Signature _____ Date _____

Little Ones at Living Word Tuesday Morning bible Study for Preschoolers

Egypt ~ Joseph's Journey from Prison to Palace will immerse the children in Bible-times culture. Our preschoolers will get to taste and smell new foods, explore Christian traditions, and discover new talents as they try their hand at arts and crafts. We will begin our day with a gathering time in the Sanctuary. Children will sit with their group and the guardian who brings them to Bible Study. For about 15 minutes during this time, we will talk about what we will experience for the day and worship the Lord. The children will then leave with their teacher. There will be three areas for the children to explore each day. Egypt is the first area your child will visit. The activities your child will explore in the marketplace throughout the year include:

- | | |
|----------------------|---------------------------|
| † Pottery Shop | † Carpentry Shop |
| † Candy Shop | † Herbs and Spices Shop |
| † Bakery | † Musical Instrument Shop |
| † Basket-Making Shop | † Jewelry Making Shop |

The next areas are the Village Playground and Bible School. At our Village Playground, the children will get to run and play as well as learn games that children played in biblical times. At Bible School, the children will hear traditional Bible Stories. At Bible School, we will also eat our snack for the day. When our morning comes to an end, we will meet again in the Sanctuary to review what we have learned, sing and praise the Lord.

Tuesdays from 9:00am ~ 12:00pm

This program is for children 3 to 5 years old by September 1st, who are fully potty trained. Registration will be limited to 14 children and then we will have a wait list. Nonrefundable Registration Fee ~ \$50.00 / Monthly Tuition ~ \$50.00
For more information call (817) 442-1799

Child's Name _____

Age as of September 1, 2010 _____

Address _____

Parent's Name _____

Phone Number _____

Special Needs _____

Parent's Signature _____

Date _____