

**Please bring the following to Drive Up/Drop Off and Meet your Teacher:**

1. Completed Student Registration Form  
(provided in this packet, please feel free to write on the back as needed)
2. Completed Permission and Release Form (provided in this packet)
3. First month's tuition cash or check (made payable to Growing Minds Preschool)
4. Non-Refundable Co-Vid Fee of \$30 per student cash or check (can be included on tuition check)
5. School Supplies - except items listed to be brought on the first day of school
6. Copy of child's birth certificate - even if child has attended GMP in the past
7. Copy of child's immunization records -even if child has attended GMP in the past
8. 2 family pictures for your child's teacher to keep and use in the classroom. These can be pictures of anything or anyone important to your child.

**School Supplies to be brought to Drive Up/Drop Off:**

2 year olds

- 2 large tubs of disinfecting wipes
- 1 pump container of gel hand sanitizer (minimum 60% alcohol - 8 oz or larger)
- 1 can of Lysol spray
- 1 tub of Baby Wipes
- 2 rolls paper towels
- 1 - 4 pack of Play-Doh
- 2 packs of 8 count jumbo Crayola Crayons
- 1 pack of 8 count washable Crayola Markers

3-6 year olds

- 2 large tubs of disinfecting wipes
- 1 pump container of gel hand sanitizer (minimum 60% alcohol - 8 oz or larger)
- 1 can of Lysol spray
- 2 tubs of Baby Wipes
- 1 roll paper towels
- 1 box tissue
- 1 - 4 pack of Play-Doh
- 4 packs of 24 count Crayola Crayons
- 12 glue sticks must be Elmer's Washable Disappearing Purple
- 2 dry erase markers - used by kids and they love the fun colors
- 1 plastic pencil box labeled with child's name
- 1 pair of Fiskars 5 inch classic blunt-tip scissors (place inside pencil box)

### **School Supplies to be brought on the first day of class - All Students ages 2-6**

- Regular sized backpack with your child's first name clearly labeled on the outside (a regular sized folder must fit inside when zipped)
- 1 pocket folder with child's first and last name written on outside of folder in black marker
- One water bottle with flip top lid labeled with child's first and last name -this will be taken home daily to be washed
- One Zip-Loc bag with a complete change of clothes (underwear, socks, shirt and bottoms) for your child in case of an accident. Child's first and last name must be written on the ziploc bag. This will stay in their backpack and come home each day.
- Completed Parent Questionnaire (you will receive this form at DriveUp/Drop Off)

### **What should my child wear to school?**

- We ask that **all children wear tennis shoes to school everyday**. We climb, jump, run and play each day at preschool and tennis shoes work best in our active environment. We ask that tennis shoes fit well and will stay on your child's feet when running. (Non-tying shoes preferred)
- Children should wear clothes which they can easily manage on their own in the restroom. Please avoid belts, difficult buttons, one piece rompers, or anything that is difficult to manage while sitting on a toilet.
- We get messy at preschool. Children may get paint, play-doh, markers on their clothes while at school.

## **Dropping off and pick up procedures**

All of these procedures are being implemented in order to keep our students, staff and families as safe as possible.

In the past, parents have brought their child into the building and to their classroom. However, in following CDC guidelines, parents will not be allowed in the building. Please be patient with us as we implement these new procedures - it will take several days to make the process run smoothly. We also ask that everyone remains flexible as these procedures may change if necessary.

**It is very important that your child use the restroom before being dropped off at school.**

### **Drop Off**

- Arrive at your child's assigned door promptly at the start time of their class.
- Teacher and/or assistant will come outside and take your child's temperature. If your child's temperature is 100.4 or higher, they will not be allowed to come to school.
- All children will then enter the building and be taken directly to wash their hands.
- Please be prompt for daily drop off.
- If you arrive late, please go to Door C and call the phone number posted. A teacher will come to the door to take your child's temperature, wash hands and escort them to class.

### **Pick Up**

- Children will be brought, with their backpacks, to their assigned door at the end time of their class.
- All parents should line up - socially distanced at the assigned door.
- Teacher will ask for your child's code word (you submitted this at online registration)
- Children will be released one at a time to their caregiver.
- Please be prompt for daily pick up.

### **Before Care Drop Off Procedures**

Growing Minds offers before care Monday-Friday beginning at 7:15am. You may drop off your child anytime between 7:15-8:15am. The cost is \$5 per day and you do not need to register for this in advance.

- Arrive at Door D with your child. Teacher at before care will meet you at the door. Please sign your child in at the desk and pay \$5.
- Teacher will take your child's temperature and children's hands will be sanitized upon entering the building. All children will wash hands before going to their classroom.

**Late Pick Up Fine Policy:**

Excluding emergencies, if a parent is late picking up a child at the end of the school day a fine of \$5 for the first 10 minutes and \$1.00 per minute after will be assessed. Should you find yourself in an emergency, please call/text your child's teacher immediately.

If your child will be absent, please send a text to your child's teacher cell phone number.

In the event of bad weather, we follow the Silver Creek School Corporation for weather closures.

- If SCSC is closed, Growing Minds Preschool is closed as well.
- If SCSC is on a two hour delay, Growing Minds morning classes will begin 1 hour after the normal schedule. Afternoon classes will begin on time.
- In the event of a covid closing at SC schools, we will evaluate if a closing at Growing Minds is necessary and communicate as promptly as possible.

## **Tuition Information**

- Tuition is due on the first of each month and will be considered late if not paid by the 10th of the month. A \$25 late fee will be assessed after the 10th of the month.
- Tuition may be paid in cash, check, on our website (with a processing fee) or by signing up for ACH withdrawal from a checking account.
- The first tuition payment is due at your scheduled drive up/drop off night. (This is considered the September Tuition payment)
- Each child paying by cash or check on a monthly basis will receive a tuition envelope sent home each month in your child's folder. Please put the tuition inside the tuition envelope and inside your child's folder when paying.
- If paying by check, please make the check payable to Growing Minds Preschool and write your child's name in the memo section.
- There will be a \$25 returned check fee for any bounced check.
- Tuition is paid in 9 EQUAL monthly payments regardless of days in school for that month.
- Due to the rise in all costs of business this year, there will be no discount given for paying in full for the 2020-2021 school year.
- Tuition is non-refundable and is due regardless of sick days or vacations.

<b>Class</b>	<b>Monthly Tuition (9 equal payments September through May)</b>
2 year old (one day per week)	\$70
2 year old (two days per week)	\$140
3 year old	\$160
4 /5 year old (three days per week)	\$190
4 / 5 year old (two longer days per week)	\$205
4 / 5 year old (four days per week)	\$220
Stretch Class	\$325
Extended day for Stretch Class only	\$100

### **COVID Tuition Plan**

In the event that we would have to close the building and go to e-learning, tuition would drop to 50% of the normal tuition rate starting the first of the next month. Online zoom meetings/lessons along with packets will be provided for students in the event of elearning.

For example: Due to COVID we would have to close the building on November 17th. Starting in December we will charge 50%of the normal tuition. Tuition will not be prorated or refunded for a month that has already been paid.

### **COVID Fee**

For the 2020-2021 school year, each student will be asked to pay one time non-refundable COVID fee of \$30. When budgeting and setting tuition for the school year, no one had heard of COVID. We have purchased many new items that will help us maintain the highest level of safety for our families at Growing Minds Preschool. Some of the safety items have already been purchased and some items we may not know we even need yet.

Items purchased:

- Air Sanitizing Machines
- Thermometers for each classroom
- Face Shields and Masks for Staff
- Hand Sanitizer stations
- Non-toxic chemical supplies to clean toys in a quick/safe manner
- Foggers and Sprayers to dispense chemicals in play areas both indoor and outdoor

We are also working on a plan to have electrostatic cleaning done on a regular basis from an outside company.

### **Recap of New Policies**

- Masks are not required for students but are welcome to wear them if desired.
- Face coverings will be worn by the teachers.
- Temperatures will be taken at the door and logged and a child with a temperature of 100.4 or above will not be allowed to enter the building.
- No parents or visitors may come into the building for any reason, even to use the restroom.
- All children will be taken to wash hands immediately upon entering the building.
- All snacks and birthday treats must be store bought. (2 year olds do not bring snacks and birthday treats)
- No tuition discount will be given for paying in full.
- A non-refundable \$30 Co-Vid fee per child will be due at Drive Up/ Drop Off meet your teacher night.
- If Growing Minds would have to switch to e-learning, tuition would drop to 50% of the normal monthly rate.

## **Snacks**

Growing Minds teachers will assign each child to a certain number of snack days throughout the year. On this day your child will be responsible for providing healthy **STORE BOUGHT** snacks for the entire class. Snacks must still be sealed in the original packaging when brought to school.

### **Healthy Snack List**

- Cheese Sticks
- Yogurt
- Pretzels
- Applesauce
- Granola Bars
- Goldfish
- Muffins
- Crackers of Graham Crackers

Children will drink water from their cups they bring to school each day in their backpacks. Please bring 16 napkins and 16 healthy snacks.

## **Birthday Treats**

At Growing Minds, we look forward to celebrating your child's birthday with them at school. Each teacher has a different way to celebrate in the classroom but children are welcome to bring a treat to celebrate with their classmates. All treats must be store bought.

### **Birthday Treat List**

- Cookies
  - Brownies
  - Little Debbie Snacks
  - Individual Ice Cream Cups
  - Rice Krispy Treats
  - NO CUPCAKES PLEASE, these create too much of a mess with 16 little ones.
- Thank you!!

## **Classroom and School Events**

In the past years, we have enjoyed classroom parties and family events. This year none of these events will be scheduled due to COVID. We will re-evaluate this and bring back family events if we are able later in the school year.

## Student Registration Form 2020-2021

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

Name Child is Called: \_\_\_\_\_ Child's Gender: Male \_\_\_\_\_ Female \_\_\_\_\_

Code Word:(same as listed online) \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Allergies: \_\_\_\_\_ Medication to be taken/or left at school \_\_\_\_\_

Health Issues: \_\_\_\_\_ Speech Concerns: \_\_\_\_\_

Full Address: \_\_\_\_\_

Child's Pediatrician Name and Number: \_\_\_\_\_

Mother's Name: \_\_\_\_\_ Cell Number: \_\_\_\_\_

Mother's Email Address: \_\_\_\_\_

Occupation/Employer/Work #: \_\_\_\_\_

Father's Name: \_\_\_\_\_ Cell Number: \_\_\_\_\_

Father's Email Address: \_\_\_\_\_

Occupation/Employer/Work #: \_\_\_\_\_

Siblings and Ages: \_\_\_\_\_

Child Lives With: \_\_\_\_\_

Any Custody Issues: \_\_\_\_\_

Any additional information we should know: \_\_\_\_\_

\_\_\_\_\_

My child can be picked up by the following adults: \_\_\_\_\_

\_\_\_\_\_

Emergency Contact 1/Phone Number: \_\_\_\_\_

Emergency Contact 2/Phone Number: \_\_\_\_\_

Emergency Contact 3/Phone Number: \_\_\_\_\_



# PLEASE READ AND INITIAL ALL SECTIONS

## Permission and Release Form

Student's Name \_\_\_\_\_

**Emergency Release Consent to Medical Care and Transportation:** In the event that I cannot be reached immediately, medical treatment can be administered to my child in case of an accident or emergency. I hereby give permission that my child may be given emergency treatment by a staff member of Growing Minds Preschool. I give permission for my child to be transported by ambulance to an emergency room for treatment, and agree to hold Growing Minds Preschool and its employees harmless.

\_\_\_\_\_

**Media Release:** I grant permission for my child to be included in the documentation of programs and activities at Growing Minds Preschool through the use of photography, video, social media, website, and printed materials as is presumed appropriate by school personnel. The forms of documentation may include but are not limited to promotional literature published by Growing Minds, articles and /or photographs to be published in area newspapers, and photographs for school web pages, Facebook, and Instagram. \_\_\_\_\_

**Educational Needs:** I understand that if Growing Minds Preschool staff feel that they can't meet the specific educational needs of my child and or keep my child and others safe, it may be recommended that my child find an alternate preschool setting to better meet his/her needs. \_\_\_\_\_

**Sick Policy:** I understand that my child should not attend or return to school until they are completely well including no fever( including fever reducing medication for 24 hours), diarrhea, or vomiting for at least 24 hours from typical preschool related illnesses - Covid - 19 related illnesses will need to follow CDC guidelines on a return to school - see sick policy 2020-2021) \_\_\_\_\_

**Returned checks:** We will charge a \$25.00 fee for each returned check. Our banking institution charges us and we must pass this charge along to you. \_\_\_\_\_

**Late Fee:** Excluding emergencies, if a parent is late picking up a child at the end of the school day a fine of \$5.00 for the first 10 minutes and \$1.00 per minute after that will be assessed. Should you find yourself in an emergency, please call or text your child's teacher to let us know that you are delayed. \_\_\_\_\_

**Parking Lot Procedures:** Please help us be great neighbors. When using the back parking lot please DO NOT cut through the lot of the Methodist Church. Our two year old program will be housed in that building. Please DO NOT block driveways of the area businesses and homes. For the safety of the children attending GMP, please drive slowly. \_\_\_\_\_

**Records:** We must have a copy of your child's birth certificate and current shot records on file. My child is current on all immunizations. \_\_\_\_\_

**Medical and Allergies (Food or Other):** Please confirm you have listed all of your child's medical and allergy (food or other) in the student's medical information section located on the online registration form. \_\_\_\_\_

**Restroom:** I understand my child must be potty trained to attend GMP, LLC. (Children do not need to be potty trained for the two year old program). \_\_\_\_\_

**Tuition:** Tuition is paid in 9 equal monthly payments - September through May. Tuition is due the first week of the month. After the 10th of the month there will be a \$25.00 late fee assessed to your tuition. There is no reduction in tuition for absenteeism, vacations, snow days, or other weather related missed days. Please make all checks out to Growing Minds and put your child's name in the memo section. \_\_\_\_\_

**COVID-19 Tuition Plan:** In the event that we would have to close the building and go to e-learning, tuition would drop to 50% of the normal tuition rate starting the first of the next month. Online zoom meetings/lessons along with packets will be provided for students in the event of elearning. *For Example* - Due to COVID we would have to close the building on November 17th. Starting in December we will charge 50% of the normal tuition. Tuition will not be prorated or refunded for a month that has already been paid. \_\_\_\_\_

***To be signed by both parents or legal guardians.***

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

## Disclosures Related to COVID-19

(Please read all sentences and initial on the provided lines)

I understand that my child's temperature will be checked each day upon entry of Growing Minds Preschool. If a child's temperature is 100.4 or higher upon arrival to school he/or she will not be permitted into the building. \_\_\_\_\_

I understand if my child has a fever of 100.4 or higher during the school day, I will be called immediately to pick up my child. Someone from Growing Minds Preschool will walk him/her outside to the parent to be picked-up. \_\_\_\_\_

I understand that if my child has a fever of 100.4 or higher, they must stay home and be fever free (without the use of fever reducing medication) for 72 hours. \_\_\_\_\_

I understand if my child has any of the following symptoms they must remain home until symptom free, fever free (for 72 hours without the use of fever reducing medicine). If a COVID-19 test is performed, we will need confirmation of the negative test before returning to school.

- Cough
  - Muscle aches
  - Difficult breathing
  - Loss of taste or smell
  - Runny nose
  - Vomiting
  - Diarrhea
  - Fatigue
- \_\_\_\_\_

If anyone in your household tests positive for COVID - 19, all members living in the house will be required to remain out of the school for 14 days unless medical clearance is provided by a physician indicating that the presenting symptoms are associated with a known non COVID -19 illness. The physician's note must not be from a family member. \_\_\_\_\_

I understand that I should call Kerri Eckert (812-989-6292) or Robin Long (502-287-2979) immediately if my child or anyone in my household tests positive for COVID - 19. \_\_\_\_\_

I understand that Growing Minds Preschool has implemented safe and healthy strategies during COVID - 19 such as increased cleaning and sanitizing, increased hand washing, temperature checks, hand sanitizer stations, and social spacing when possible, and limited adults in the building. However, I understand that no list of restrictions, guidelines, or practices will remove 100% of the risks of exposure to COVID - 19. \_\_\_\_\_

***To be signed by both parents or legal guardians.***

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_