



Dear Parents and Families,

Thank you for your interest in Keystone Christian Preschool. We are a small, private preschool founded by the Keystone United Methodist Church congregation in 2009. With the continued loving support of the church and staff, our Preschool continues its journey of educating children and sharing God's love in our community. Over the years, our classes continue to experience Bible lessons, Chapel, music and special events. Our goal is to offer a well-rounded, quality preschool education that prepares little ones for the challenges they will face in kindergarten and elementary school.

KCP believes an educational program providing learning experiences through play as well as enrichment opportunities is vital to children's success. Also, in our programs, we strive to include our children's families. We strongly believe your child's experience in our Preschool will help him/her experience the wonderful world of learning from the foundations we provide.

We will help your child:

- Develop academic skills while enhancing his/her spiritual, emotional, social, and physical needs
- Develop an interest in and a desire to learn
- Develop self-reliance, mutual respect, sharing, and team work
- Be recognized for his/her unique personality, talents, and abilities

Keystone Christian Preschool is very excited you are interested in joining our KCP family!

If you need any assistance with the registration process please feel free to email the Preschool at director@keystonechristianpreschool.com. Or call the front office at 813-792-7021.

Warm Regards,
Liz DeMicheli, Director

Keystone Christian Preschool Registration Check List

Child's Name _____ Child's Date of Birth _____

It is important for you to understand that your child's Registration will be placed on hold until it is completed and all required documents and fees are included.

____1. I have completed the entire Registration Packet –inserting N/A where appropriate. I understand a completed Registration Packet includes payment of the **annual NON-REFUNDABLE Registration Fee** (a VPK eligible child is exempt). I understand the Registration Packet must include a current Health Check and Immunization Record from my child’s physician - and that I must keep these records current throughout the school year.

____2. I understand the entire Financial Commitments as outlined in the Registration Packet – including Due Dates and Late/Insufficient Fund Fees. I understand full financial payment is my responsibility and lack thereof could cause my child to be suspended from the classroom. I understand that the **annual Registration, Supply & Tuition Fees are NON-REFUNDABLE** and that Supply Fees for 2022-2023 must be paid in full by **June 1, 2022**.

____3. I understand that if my child is enrolling in the VPK program, the current Certificate of Eligibility from the Early Learning Coalition of Hillsborough County must be attached to the Registration Packet. I understand that KCP reserves the right to terminate a child's VPK enrollment if the terms of the KCP/VPK Class Agreement (included in the Registration Packet) are not met or are continually abused including Late Arrivals/Absences.

____4. I understand and have signed the *KCP Discipline Practices and Procedures* as stated in the Registration Packet.

____5. I understand that I must give a **written** 2-week notice if I intend to withdraw my child from any of the classes and that I am financially responsible for that 2-week period and all balances due must be paid in full.

____6. I understand that KCP strongly encourages family involvement in my child’s education and that I will participate in conferences, programs and/or assignments brought home from the classroom.

____7. I agree to support Keystone Christian Preschool’s Policies, Practices, Regulations, and Guidelines to insure a successful early educational journey for my child.

Signature of Parent/Guardian

Printed Name

Date

Keystone Christian Preschool

2022/2023 FINANCIAL INFORMATION

NON-REFUNDABLE ANNUAL REGISTRATION FEES

- Due at the time of registration. Registration fees are per family
- Registration Fees are **NON-REFUNDABLE** and are applied **ONLY** to the current school year
- Current Families: \$150 per Family per year.
- New Families: \$175 per Family.
- VPK (3hr/day) Class: Exempt from registration fee with current VPK Certificate of Eligibility
- VPK (5 hr/day) Class: \$150 Current Family; \$175 New Family

NON-REFUNDABLE ANNUAL SUPPLY FEES

- Supply fees must be paid in full by **June 1st**.
- Supply fees vary based on Class.
- Supply fees are per child, **NON-REFUNDABLE** and are **ONLY** applied to the current school year.

NON-REFUNDABLE TUITION FEES

- Tuition fees are per child, **NON-REFUNDABLE**, and are **ONLY** applied to the current school year.
- Tuition Fees vary by Class and are paid monthly beginning Aug 1st - May 1st.
- Sibling or Military: \$20/Monthly Tuition Discount per child.

ADDITIONAL FEES and INFORMATION

- We accept cash or checks. We do not accept debit or credit cards.
- A \$25 late fee is charged when a tuition payment is not received by the 10th of the month. A child may be suspended from attending classes until the account balance is paid in full including late fees.
- A \$35 fee is charged to the family account the first time a check is returned for nonsufficient funds. The second time a check is returned - regardless of reason - another \$35 charge is applied. Afterwards, all subsequent payments must be made with money order or cash.
- Checks and money orders should be made out to Keystone Christian Preschool.
- For cash payments - please obtain a signed receipt from the office.

Keystone Christian Preschool Application for Admission

Please Print Legibly – Do not leave any blanks – Write N/A where applicable

Child's Name _____ Date of Birth _____
First Last

Preferred Name _____ Male _____ Female _____

Current USA Citizen? _____ Yes _____ No _____ If no, which country? _____

Home Address _____
Street City State Zip

Father's Name _____ Mother's Name _____
First Last First Last

Father's Cell Phone _____ Mother's Cell Phone _____

Father's Email _____ Mother's Email _____

Father Alternate Phone _____ Mother Alternate Phone _____

Is there a stepfather or stepmother in the family? _____ Yes _____ No

If yes, please provide full name and a contact phone number if the person has legal rights to obtain information about your child or is authorized to pick-up child from school _____

The following person(s) are authorized to remove my child from Keystone Christian Preschool. The person(s) listed below shall also be considered Emergency Contacts: Formal identification will be required if the staff does not recognize the person.

First and Last Name Relationship Cell Phone Number

First and Last Name Relationship Cell Phone Number

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Are you a member of or attending Keystone United Methodist Church? _____

If not, which church does your family attend? _____

How did you hear about Keystone Christian Preschool? _____

Keystone Christian Preschool Application for Admission (Continued)

In a few words, please provide us with a brief description of your child’s personality traits, learning styles, and behavior characteristics

Please list your child’s siblings and their ages _____

Is English your child’s primary language? _____ If not, which language is spoken? _____

Can your child speak clearly? _____ If not, is he/she able to express wants and needs? _____

What type of discipline is used at home? _____

Is your child able to handle bathroom functions unassisted? _____

Does your child have frequent wetting accidents? _____

Does your child experience separation anxiety? _____

Is your child more reserved or outgoing? _____

Are you concerned about any of the following developmental issues?

Social Skills Yes/No Behavior Yes/No Speech/Language Yes/No

Is your child currently receiving any of the following therapies?

Speech/Language Yes/No Occupational Yes/No Physical Yes/No

Is your child proficient in any of the following academic areas?

Alphabet Visual/Verbal Colors Visual/Verbal Numbers Visual/Verbal

Do you have any special requests or additional concerns you would like to share with our staff?

Keystone Christian Preschool Application for Admission (Continued)

Please check all that apply:

- Allergies
Does your child have an Epipen? _____
Epipens must be in the original, unopened package with the prescription information attached. We must also have a current written prescription from your child’s doctor explaining the directions for use of the Epipen.
- For Allergies check all that apply:
- Animals _____ Hay Fever/Pollen _____ Insect Stings _____
- Nuts of any kind (List all)

- Medicines (List all)

- Food (List all) _____
- Other _____
- Does your child have any of the following medical conditions?
Hypertension ____ Diabetes ____ Bleeding/Clotting Disorders ____
Heart Defects ____ Asthma ____ Seizures ____ Musculoskeletal ____
Other (List all)

- Does your child have any of the following health concerns?
Bed wetting ____ Emotional disturbances ____ Motion sickness ____
Constipation ____ Fainting ____ Nosebleeds ____ Sleep disorders ____
Special dietary requirements (List All)

Hearing Impairment ____ Lactose intolerant ____ Speech Disorders ____
Other (List All) _____

Please list any additional information that may help us with your child’s health and physical fitness.
Include any restrictions regarding activities.

All children are required to have a current Child Care Licensing Health Check Form #3040 as well as a current Immunization Form #680 prior to enrolling in our preschool. Please provide these forms with your registration.

Name of Child’s Physician _____ Phone _____

If my child, _____, should become ill or injured at Keystone Christian Preschool, I understand that the staff at KCP will contact me immediately or contact the person(s) I have designated as Emergency Contacts should the staff be unable to reach me. I give the staff at KCP permission to contact my child’s physician to arrange for immediate medical treatment if needed to insure the health and safety of my child.

_____ I accept full responsibility for any payment of medical services rendered for my child.

Keystone Christian Preschool Two Years Old Class Options

Child's Name _____ Child's Date of Birth _____

Child must be Two Years Old by September 1st (No Exceptions)

Two's Class meets 9 AM - Noon

	Age	Days	Time	Supply Fee	Monthly Tuition
_____	Ages 24 - 29 Months	Tues Thurs	9 AM - Noon	\$150	\$280 *\$260 toilet trained
_____	Ages 30 -35 Months Must be completely Toilet Trained. No Diapers or Pull Ups	Mon Wed Fri	9 AM - Noon	\$225	\$325

Please check which class your child will be attending

FEES

Supply and Tuition fees are per child, **NON-REFUNDABLE** and only applied to the current school year. Supply fees must be paid by **June 1st**. Tuition payments are due the first of each month beginning August 1st and ending May 1st.

*I understand that a child seeking enrollment in the Two's class (ages 30 - 35 Months) meeting on MWF must be completely toilet-trained – no diapers/no pull-ups - and that KCP reserves the right to suspend the child's attendance if he/she does not exhibit full toilet-training skills in this classroom.

Signature of Parent/Guardian Printed Name Date

Keystone Christian Preschool
Three Years Old Class Options

Child's Name _____ Child's Date of Birth _____

Child must be Three Years Old by September 1st (No Exceptions)

All children must be completely toilet-trained to enroll in this class
No diapers/No pull-ups

	Days	Hours	Supply Fee	Monthly Tuition
_____	Tues Thurs	9AM - Noon	\$150	\$260
_____	Tues Thurs	9 AM - 2PM	\$200	\$375
_____	Mon Wed Fri	9 AM - Noon	\$225	\$325
_____	Mon Wed Fri	9 AM - 2 PM	\$300	\$500
_____	Mon - Fri	9 AM - Noon	\$375	\$525
_____	Mon - Fri	9 AM - 2 PM	\$450	\$750

Please check which class your child will be attending

FEES

Supply and Tuition fees are per child, **NON-REFUNDABLE** and only applied to the current school year. Supply fees must be paid by **June 1st**. Tuition payments are due the first of each month beginning August 1st and ending May 1st.

I understand that my child seeking enrollment in the Three's Class must be completely toilet trained - no diapers/no pull-ups - and that KCP reserves the right to suspend my child's attendance if he/she does not exhibit full toilet-training skills in this classroom.

Signature of Parent/Guardian Printed Name Date

Keystone Christian Preschool VPK & Non-VPK Class Options

Child's Name _____ Child's Date of Birth _____

Child must be Four Years Old by September 1st (No Exceptions)

VPK & Non-VPK Class meets Monday - Friday

	Hours	Registration Fee	Supply Fee	Monthly Tuition Certificate
_____	9 AM - Noon	N/A	N/A	
_____	9 AM - 2 PM	Family Fee	\$200	Certificate + \$300
_____	Non -VPK 9 AM - Noon	Family Fee	\$375	\$525
_____	Non VPK 9 AM - 2 PM	Family Fee	\$450	\$750

Please check which class your child will be attending

Your child may enroll in the 9AM - Noon Class (No Fees), the 9 AM - 2 PM Class (Fees Apply), or Non-VPK (Fees Apply).

If your child is enrolling with the VPK Certificate, you MUST read and initial each item, verifying that you understand and will comply with the regulations, requirements, and policies of our VPK program. Continual disregard for any of the policies listed below will result in your child's dismissal from the VPK program or you will have the option to change your child to our Non-VPK class which is tuition based.

_____ 1. **Be On Time:** Parents must adhere to the arrival time for the program. Late arrivals are very disruptive to the classroom and awkward for the late arriving child. The tardy child misses a great deal of instruction by being late. **Class begins at 9 AM.** Continued tardiness negatively affects your child's education. Late arrival time also counts toward absences from instructional days as mentioned in #2 below.

_____ 2. **Absences:** Children are not permitted to miss more than 20% of the instructional class time each month. Instructional class time is defined as any time designated by classroom instruction. This does not include weekends, days off, and holidays. In other words, if the

school is closed for two weeks during the month of December, this means that there are only 15 instructional class days (or 45 hours) during this month. Twenty percent of 45 hours equals 9 hours or 3 instructional days. This does not include any late arrivals or early dismissals.

_____ 3. **Early Release:** We understand that there are times when a parent must remove a child from the classroom before the **normal dismissal time of 12:00 PM**. However, when a child must leave early, it is disruptive to children in the classroom and the lessons being taught. Early dismissal time is also calculated in the overall 20% of absences policy. It adds up very quickly when a parent chooses to regularly remove the child from the classroom before dismissal time.

_____ 4. KCP reserves the right to determine if any child’s tardiness, absences, or early releases are cause for suspension or termination from the VPK program. The Director will reach out to you if your child’s eligibility status is in jeopardy.

_____ 5. Parents are required to sign the monthly ELCHC Attendance Certificate verifying their child’s daily attendance in the program. If a parent does not sign the form within the first 3 school days of the month, the child’s tuition may not be covered by the state. This may require the parent to pay for that month’s tuition.

_____ 6. If your child is terminated from the VPK program due to your inability to follow the above requirements, you will be given the option of changing your child to our Non-VPK class which is tuition based.

I have read, understand, and agree to the KCP VPK Attendance Policy as outlined above.

Signature of Parent/Guardian

Printed Name

Date

Keystone Christian Preschool **Discipline Practices and Procedures**

Child's Name _____

Child's Date of Birth _____

The Hillsborough County Florida Code of Ordinance and Laws, Chapter 28, Section 171 as amended by Hillsborough County Ordinance #13-5, and the associated Rules & Regulations regarding the regulation of child care facilities, Section 5.02(1)(B), requires that parents are notified in writing - prior to enrollment - of the disciplinary practices used at Keystone Christian Preschool. We support the Hillsborough County mandate that prohibits the spanking or any other form of physical punishment of children. And discipline will not be associated with food, rest, or toileting. Children will not be subjected to discipline which is severe, humiliating, or frightening.

Keystone Christian Preschool adheres to these disciplinary policies by:

- Allowing the child choices to provide a feeling of control over his/her environment to avoid conflict;
- Guiding in the development of language skills that help the child resolve conflicts with words not with actions;
- Redirecting the child to a different area in the classroom to prevent conflict escalation;
- Providing a location separate from the group for the child to quietly regain control over his/her emotions;
- Scheduling parent conferences to discuss a team approach to remedy behavioral concerns.

Signature of Parent/Guardian

Printed Name

Date

Keystone Christian Preschool
Interview/Photograph/Electronic Media Permission Form

Child's Name _____ Child's Date of Birth _____

I, the parent/legal guardian of _____, grant my permission for Keystone Christian Preschool to exhibit photographs or likenesses of the above-named child in the following types of media publications. No names will be published except in preschool and/or classroom publications.

Only Initial If You Are Granting Permission:

- KCP Publications _____
- Press/Media Releases _____
- Classroom Electronic Communications Account _____
- Keystone United Methodist Church Media/Publications _____

By signing this release, I acknowledge that I hereby release and forever discharge Keystone Christian Preschool/Keystone United Methodist Church from and against any and all claims, damages, or suits that may arise from the use of, but not limited to, photographs or likenesses of the above-named child in the above stated Press/Media Publications and/or Electronic Communications.

Signature of Parent/Guardian Printed Name Date