



Northminster Learning Center

July 10, 2017

Dear Families:

It is time to complete registration for Curiosity Corner and Discovery Preschool! We are so glad that you have chosen to join our program and look forward to a year filled with lots of learning!

Completing Registration

All of the forms you will need to complete registration are available at the Northminster Learning Center's website. To access them, go online and visit **www.northminster.us/NLC**. Follow the links to download the forms you will need. Please refer to the list below:

1. ___ Provide a **certified** copy of your child's birth certificate.
2. ___ Complete Enrollment Form — including information for emergency contacts.
3. ___ Return signed Handbook Agreement.
4. ___ Return signed Guidance Policy.
5. ___ Return signed copy DCFS Verification of Receipt. (DCFS standards can be found on our website northminster.us).
6. ___ Provide a copy of your child's last school physical — must be less than 6 months old and include immunizations, TB and lead screening (**all children except returning 4 year old students**).
7. ___ Complete EFT form for September payment

Your registration materials including your child's physical and EFT form must be received by Tuesday, August 1, 2017. Your September tuition payment will be submitted to your pay source September 15 and deducted from your account within 2-5 business days.

You may call and request a registration packet be mailed to you or stop by and pick one up from the office. Children will not be able to start school until their EFT form is received and the packet is completed as required by DCFS. Families not returning their registration materials will forfeit their enrollment, and children on the waiting list will be given the opportunity to register.

Developmental Screenings for Preschool Students

This year we are offering a **voluntary** developmental screening for all children entering Discovery Preschool. We would like to encourage you to take advantage of this opportunity if you are new to the Learning Center. The teachers will be available to screen preschool children on Tuesday, August 29th. Please call the office at 691-6322 to schedule a screening appointment. **Screenings are conducted by appointment only.**

Parent Orientation

Parent Orientation will be Thursday, August 24th from 6:30-8:30 p.m. This will be a "**parent only**" event for families in Curiosity Corner and Discovery Preschool. From 6:30-7:30, families new to Northminster will learn about Northminster Learning Center's philosophies and specific program information. All families will meet with their child's teachers beginning at 7:30 pm. Families can also sign up for their home visits at this time.

Classroom Visit Days

- Curiosity Corner students will have an opportunity to visit their classroom on Wednesday, August 30th & Thursday, August 31st from 9:00-11:00 a.m. Monday/Tuesday children should visit on Wednesday, and Wednesday/Thursday students will visit on Thursday morning. During this time, children can see their teachers and visit their classroom. You may bring your child's school supplies on the visit day. **The list can be found at the end of the Early Childhood Handbook which can be found on our website.**
- Discovery Preschool children will have the opportunity to visit their classroom Thursday, August 31st. Morning families should plan to visit between 9:00 and 11:00 a.m., and afternoon families should plan to attend between 12:30 and 2:30 p.m. Full-day preschool families should plan to visit between 9:00-11:00 a.m. During this time, children can see their teachers and visit their classroom. You may bring your child's school supplies on the visit day. **The list can be found at the end of the Early Childhood Handbook which can be found on our website.**

Important Events

- Thursday, August 24th: Parent Orientation (Parents Only) 6:30-8:30 p.m.
- Tuesday, August 29th: Preschool screenings **by appointment only.**
- Wednesday, August 30st & Thursday, August 31st: Curiosity Corner Classroom Visit Days.
- Thursday, August 31st: Half & Full-day Preschool Student Classroom Visit Day.
- Tuesday, September 5th: First Day of School.

If you have any questions, please feel free to give me a call (691-6322) or send an email. We will be happy to answer any questions you have.

Again, we look forward to working with your family and seeing you at orientation.

Sincerely,

Kevin M. Curtin

Kevin Curtin, Director
Michelle Lundquist, Associate Director
Northminster Learning Center

Northminster Presbyterian Church
10720 N. Knoxville Avenue
Peoria, IL 61615
Phone: 309-691-6322
Fax: 309-691-6031
Email: kevinc@northminster.us
michelle@northminster.us



Office Use Only:

Start date _____

Fee Rcd. _____

Northminster Learning Center
Northminster Learning Center
Enrollment Form

Please print clearly.

Date _____

Program of Enrollment:

_____ Curiosity Corner _____ Discovery Preschool _____ Full Day Discovery Preschool

_____ Kindergarten _____ Afterschool Program _____ Holiday Camp

Child's Name _____
Last First Middle

Nickname (if any) _____ Date of Birth _____ Sex _____

Child lives with _____

Mother's Name _____ Home Phone _____

Street Address _____

City/State/Zip _____ Cell Phone: _____

Place of Employment _____ Work Phone _____

Parent E-mail: _____

Father's Name _____ Home Phone _____

Street Address _____

City/State/Zip _____ Cell Phone: _____

Place of Employment _____ Work Phone _____

Parent E-mail: _____

Legal Guardian (if other than parent) _____

Street Address _____

City/State/Zip _____ Home Phone _____

Place of Employment _____ Work Phone _____

AUTHORIZED PEOPLE THAT MAY PICK UP CHILD

Name _____ Phone _____

Address _____ Relationship _____

Name _____ Phone _____

Address _____ Relationship _____

Is there anyone who is specifically NOT authorized to remove your child from our care?

Name _____ Relationship _____

Signature of parent/guardian _____ Date _____

Medical Information

Child's Physician _____ Phone # _____

Primary Insurance & Policy # _____

Preferred Hospital if any _____

Does your child have any special medical needs/concerns? No _____ Yes _____

Is your child on any medications? No _____ Yes _____

Does your child have any food allergies or diet restrictions? No _____ Yes _____

Is your child a vegetarian? No _____ Yes _____

If Yes, what can your child **not** eat? _____

Signature of parent/guardian _____ Date _____

EMERGENCY CONTACT, when parent cannot be reached:

Name _____ Phone _____

Address _____ Relationship _____

Signature of parent/guardian _____ Date _____

Consent Form

Child's Name _____
Last First Middle

Emergency Medical Care

In case of emergency medical or first aid care, treatment of illness or accident, I hereby consent Northminster Learning Center to provide emergency medical care, through a hospital, clinic, and physician or by Northminster Learning Center staff.

Signature of parent/guardian _____ Date _____
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Permission for Trips and Excursions

I hereby give consent to Northminster Learning Center for my child to participate in special excursions to places of interest, with the understanding that such trips are under supervision of authorized personnel of the program, and that all possible precautions will be taken to insure the health and safety of my child. In the event there is a field trip off the premises, you will have prior notice.

Signature of parent/guardian _____ Date _____
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Photographs

Northminster Learning Center has my permission to use my child's likeness in photographs, film, video, NLC's Facebook page, and the internet for publicity purposes, advertising or for display in the church. I understand that my child's likeness or work **will not** be labeled with his/her full name.

Signature of parent/guardian _____ Date _____
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Internet

I hereby give consent to Northminster Learning Center to place my child's art work/projects on the Northminster web site. I understand the child's first name & age may be included.

Signature of parent/guardian _____ Date _____
=====

Payment of Fees

All fees are due on the 15th of the month when your tuition will be paid through EFT. Your payment will be transferred from your bank account or to your credit card. If funds are not available in your bank account, a \$20 late fee will be assessed. In the event you fail to pay all charges due within 60 days of our written notice and we must enforce our rights to collect unpaid fees, you must pay all charges, including collection agency fees, attorney fees, court costs, court reporter's fees for depositions and at trial, and others expenses we incur in enforcing our rights. **During school year programming, you are responsible for tuition fees even when you choose not to send your child (ex. family vacation, illness etc).**

Signature of parent/guardian _____ Date _____

2017-18 Program Selection Sheet

Curiosity Corner (\$174.00 per month for 2 days/week & \$214 for 3 days/week)

Please Mark: Monday/Tuesday Session Wednesday/Thursday Session

Monday/Tuesday/Friday Session Wednesday/Thursday/Friday Session

Discovery Preschool Please Mark: AM Session PM Session

Age on Sept. 1, 2017: 3-year old preschool student 4-year old preschool student

Days of Attendance:

- 3 day program Tuesday, Wednesday, Thursday (\$174/month) PM only
 4 day program Monday-Thursday (\$214/month)
 5 day program Monday-Friday (\$241/month)
 Before School Care 7:30-8:30 (Additional \$60/month)
 After School Care 3:00- 5:30 p.m. (additional \$262 per month or \$18 per day)

Full Day Discovery Preschool Please mark all that apply.

- Regular School schedule 8:00-3:00 (\$580 per month)
 Before School Care 7:30 a.m. (additional \$30 per month)
 After School Care 3:00- 5:30 p.m. (additional \$262 per month or \$18 per day)

Kindergarten Please mark all that apply.

- Regular School schedule 8:00-3:00 (\$580 per month)
 Before School Care 7:30 a.m. (additional \$30 per month)
 After School Care 3:00- 5:30 p.m. (additional \$262 per month or \$18 per day)

After School Program

Full-time (\$85 per week) Part-time (\$18 per day) Days of Attendance: M T W TH F

Other (Please describe) _____

Child's School: Banner Hickory Grove

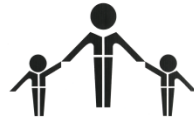
Grade: K 1st 2nd 3rd 4th 5th

First Week of School Plan: Please mark if your child will attend/begin.

My child will start Wed. Aug. 16th for Regular After Care (3:00-5:30 pm)

Special Start Date _____

Comments:



Northminster Learning Center
Guidance Policy

Please read the following policy regarding guidance and discipline. If you agree to the policy, please date and sign the bottom of the form. This form must be included in your child's enrollment forms.

Guidance Procedures

Northminster Learning Center's philosophy in addition to the laws of the state of Illinois prohibits physical punishment. We positively guide children's behavior by creating a supportive environment that:

- Focuses on children's strengths.
- Encourages adults to form positive, authentic relationships with children.
- Makes a commitment to supporting child's play.
- Offers plenty of opportunity for children to make meaningful choices.
- Uses re-direction as a guidance technique.
- At times, ignores inappropriate behavior.
- Has a consistent, yet flexible daily schedule.
- Provides for both active and quiet times.
- Uses positive key phrases to guide children's behavior.
- Offers respectful reminders.
- Acknowledges each child's developmental stage.
- Adopts a problem solving approach to conflict.
- Has age appropriate expectations.
- Allows expression of feelings and emotions.

Due to the fact that these children are very young, we have chosen a few simple rules.

1. Follow safety rules.
2. Listen to your teachers.
3. Help others.

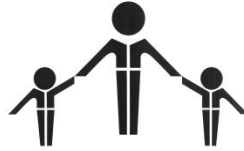
If a child needs to sit for a short period of time and think about his or her actions and choices, teachers will use time out methods. Teachers and parents should feel free to communicate with each other regarding behavior issues. If a child exhibits a behavior that could endanger him/her or other children in the program, the child may be discharged from the program.

Children are entitled to a pleasant and safe environment in their classroom at Northminster Learning Center. When a child persistently exhibits negative behaviors or functions at a significantly lower developmental level than most children, the environment, schedule, or activity level of the classroom may be a challenge and Northminster Learning Center is not the best educational placement for the student. In order to best serve all children, Northminster Learning Center cannot serve children who display chronically disruptive behavior or children who have been determined to be significantly delayed developmentally. Chronically disruptive behavior is defined as verbal or physical activity which may include but is not limited to such behavior that: requires constant attention from the staff, inflicts physical or emotional harm on other children, abuses the staff, ignores or disobeys the rules which guide behavior during the school day and program time. Negative or unhealthy behaviors such as spitting or any behaviors which endanger the child (such as leaving the building) will not be accepted. If a child cannot adjust to the program setting and behave appropriately, the child may be discharged. When three incidents of the behaviors listed above are documented, the student will face dismissal from the program. Significant developmental delays include children who function at a much lower level than a typically-developing child and exhibit the following challenges at a severe level: verbal and written communication, toilet training, attention span, and the ability to interact with other children.

Parent Name: _____

Date: _____

Student Name: _____



Northminster Learning Center

Agreement to Abide by the Early Childhood Handbook

I have received, read, and understand the 2017-2018 program handbook for Kindergarten at Northminster Learning Center and agree to abide by the policies and procedures. I agree to follow the policies regarding payment, absence, and illness. I am aware of the birth certificate requirement. The handbook can be found on our website, northminster.us, or you may pick up a copy in the office.

Student Name _____

Parent Name _____

Date _____

Northminster Learning Center
10720 N. Knoxville
Peoria, IL 61615

Licensing Standards may be found on our website, northminster.us.

CFS 581
Rev. 12/2000

Illinois Department of Children and Family Services

VERIFICATION OF RECEIPT

I/WE, _____

Please Print Name(s)

hereby certify that I/we have parent(s) of:

Name(s) of Child(ren)

received a copy of a summary of licensing standards printed by the Illinois Department of Children and Family Services in the Northminster Learning Center enrollment packet.

Signature of Parent (s) _____

Date _____

THIS COMPLETED FORM IS TO BE PLACED IN EACH CHILD'S FILE AT THE DAY CARE FACILITY.

CFS 581



Electronic Tuition Payment Due with Enrollment Papers

**VOIDED
CHECK IS
REQUIRED
PLEASE!**

Northminster Learning Center **requires** Electronic Funds Transfer (EFT) for all families paying **monthly and weekly** tuition.

Your payment will be conveniently transferred approximately the 15th of each month from your bank account **or** to your credit card from September through May.

If you would prefer to pay the complete tuition for the school year by check as another option, please contact Kim Holdham for your total.

Steps to Enroll:

- Fill out the form below and sign your name.
- Include a **voided check** if deducting from a checking account or a **voided deposit ticket** if deducting from a savings account.

Authorization Agreement for Pre-Authorized Payment or Credit Card Charges Northminster Learning Center, 10720 North Knoxville Avenue, Peoria, IL 61615

I (We) hereby authorize Northminster Learning Center of Peoria, Illinois, to initiate electronic debit entries to my checking or savings account listed or to post charges to my credit card as listed below to fulfill my tuition payments. I am supplying my financial institution's name and my account number below.

Checking/Savings: Name of Bank: _____ City/State/Zip: _____
_____ Checking or _____ Savings Routing # _____ Account # _____

Credit Card: If electing to pay by credit card, your tuition payments will be increased by 5% to cover credit card processing fees.
<div style="display: flex; justify-content: space-around;"> _____ Mastercard _____ Visa _____ Discover </div>
Credit Card #: _____ Expiration Date: _____
Name on Card: _____ Billing Zip Code: _____

I understand that my payment will be transferred directly from the account/credit card noted above approximately the 15 of each month from September through May. A record of my payments will appear on my bank or credit card statement. I realize that the transferred amount can change slightly from month to month for Aftercare families. If I have any questions regarding this payment, I may call Kim Holdham, (309) 691-6322.

Parent Name(s) _____ Student Name(s): _____

Signature: _____ Date: _____

Signature: _____ Date: _____

PLEASE CONTACT KIM WITH ANY CHANGES TO YOUR ACCOUNT INFORMATION.