

# Highland Christian Preschool 2022-2023 Registration Information

Thank you for trusting us at Highland Christian Preschool with your child and for referring us to your friends. We appreciate each of our families and value your children. We are excited to offer a wide range of class options for the 2022-2023 school year to fit your family's schedules and financial needs.

Registration and Material Fee are due at time of registration.

Complete and return the following to register your child for preschool:

- Registration forms
- Tuition Express Form
- Immunization Record (email it in to us or bring it in)
- Email an Individual Photo of your Child
- Email a Photo of Mom & Dad

Please do not hesitate to contact us if you have any questions! We welcome the opportunity to meet you and answer your questions!

Andrea Nelson Director  
Jeanine Lewis Office Administrator

Highland Christian Preschool  
15022 Bel-Red Road  
Bellevue, WA 98007

425-276-8219  
206-953-0081  
425-641-3687 fax



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**Highland Christian Preschool  
2022-2023 Class Descriptions  
Offered Classes and Monthly Tuition Fees**

<b>Young 3's:</b> Turning 3 by March 1, 2023 Birthdate between September 1, 2019 – March 1, 2020				
<b>AM Classes</b>				
3 days	T/W/TH	9:00-12:00	\$460	
<b>PM Classes</b>				
3 days:	T/W/TH	12:45-3:30	\$420	

<b>Preschool:</b> 3 years turning 4 by August 31, 2023 Birthdate between September 1, 2018 - August 31, 2019				
<b>AM Classes</b>				
3 days:	M/W/F	9:00-12:00	\$460	
5 days:	M-F	9:00-12:00	\$675	
<b>PM Classes</b>				
3 days:	T/W/TH	12:45-3:30	\$420	

<b>Pre-Kindergarten:</b> 4 years turning 5 by August 31, 2023 Birthdate between September 1, 2017 - August 31, 2018				
<b>AM Classes</b>				
5 days:	M-F	9:00-12:00	\$675	
5 days:	M-F	9:00-1:00	\$825	
<b>PM Classes</b>				
3 days:	T/W/TH	12:45-3:30	\$420	

**Registration & Material Fee & Last Month Tuition Information**

<b>Student Registration Fee</b>	\$100	
<b>Classroom Material Fee</b>	\$80	2 days a week
	\$120	3 days a week
	\$200	5 days a week
<b>Last Month Tuition</b> June 2023 tuition is due July 1 or at time of registration.		
Registration & Material fees are one time only. The material fee is based on the number of days a child attends school and covers class and art supplies, curriculum and in-house field trips. Registration fee and material fee are due at time of registration.		

Highland Christian Preschool is pleased to offer scholarships to pastors. HCP accepts tuition payments through automatic bank payments. All fees including tuition, registration and material fees are non-refundable unless a class is cancelled due to insufficient enrollment. HCP reserves the right to balance class ratios or change class offerings based on registration to meet and balance the needs of family request and school needs. HCP does not discriminate based on the basis of sex, color, race, national or ethnic origin in its policies or program.

## HIGHLAND CHRISTIAN PRESCHOOL CLASS DESCRIPTIONS

At Highland Christian Preschool we aim to create a nurturing environment while preparing your child for kindergarten. We do our best to offer a variety of classes to meet your family's schedule.

### **2's and 3's Classes (Older 2's and Young 3's)**

These classes are for children who miss the August cut off for the preschool classes but are ready to start school. With a small class, the teachers are able to create a nurturing environment; keeping in mind this may be their first experience being separated from their parents. The focus is geared on socialization and gaining social and emotional skills. These classes offer weekly themes, story time, ZooPhonics, free play, art projects, science exploration, fine motor skill activities and large motor activities outside on the playground. The ratio is 10:2.



### **3's and 4's Classes – Preschool (Older 3's young 4's)**

We create a nurturing environment for your preschooler, keeping in mind this may be their first school experience. The focus is geared on socialization and gaining social and emotional skills combined with an introduction to academics to create a positive start to the school experience. These classes offer weekly themes, letter of the week, story time, phonics, writing, free play, art projects, social studies, science exploration, fine motor skill activities and large motor activity outside. The curriculums used are Play to Learn, ZooPhonics, Learning Without Tears and STEAM Education. The ratio is 16:2.

### **Pre-Kindergarten Classes (Ages 4s and 5s)**

The Pre-K classes focus on preparing your preschooler for kindergarten not only academically, but social and emotionally with an emphasis of becoming self-confident. These classes offer weekly themes, letter of the week, story time, phonics, writing, free play, art projects, social studies, chapel, science exploration, fine motor skill activities and large motor activity outside. The curriculums used are Play to Learn, ZooPhonics, Learning Without Tears and STEAM Education. We offer a 3 hour Pre-Kindergarten class or a 4 hour Pre-Kindergarten class. In the 4 hour class, students will bring their lunch to eat at school. The maximum ratio is 16:2.

# Highland Christian Preschool Application for 2022-2023

Student's first name \_\_\_\_\_

Student's last name \_\_\_\_\_

Preferred name at school \_\_\_\_\_ M  F

Date of Birth \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ Age \_\_\_\_\_ Home Phone \_\_\_\_\_  
Month Day Year

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Resides with: Both parents  Mother  Father  Other \_\_\_\_\_

Names of Siblings \_\_\_\_\_

### Mother's Information

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_ email: \_\_\_\_\_

Work Number: \_\_\_\_\_

### Father's Information

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_ email: \_\_\_\_\_

Work Number: \_\_\_\_\_

### Local Emergency Contacts/School Release (other than parents):

In the case of an illness or emergency and I cannot be reached by Highland Christian Preschool, I authorize HCP to call or release my child to the following individuals and or allow them to pick up my child from school.

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Relationship to child: \_\_\_\_\_ Phone number: \_\_\_\_\_

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Relationship to child: \_\_\_\_\_ Phone number: \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

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

Office Use: Date \_\_\_\_\_ Reference #/Total \_\_\_\_\_

Previous Class: \_\_\_\_\_

Allergies: No  Yes  \_\_\_\_\_

Immunization Record:

Procure Account Name: \_\_\_\_\_

Tuition Express Form:

Office Use

# Highland Christian Preschool

2022-2023

## Child & Family Information

### Children must be restroom independent

This means that your child must be able to tell their teacher they need to use the restroom, get their clothes on and off by themselves to use the toilet, and wash their hands independently.

Is your child toilet trained/independent in the bathroom? No  Yes

### Allergy Information

Does your child have food or other allergies? No  Yes

If yes, please list the allergy: \_\_\_\_\_

Have your doctor sign and return a medical authorization to provide medicine form.

### Developmental Information

Has your child been seen by a speech therapist or an occupational therapist?

No  Yes  If yes, please explain. \_\_\_\_\_

\_\_\_\_\_

Do you have any concerns we should be aware of? No  Yes   If yes, please explain.

\_\_\_\_\_

\_\_\_\_\_

### Family Information

Are you a returning family to Highland Christian School? No  Yes  Current class \_\_\_\_\_

Church membership or attendance (name of church) \_\_\_\_\_

Tell us a little about your child \_\_\_\_\_

School/daycare most recently attended \_\_\_\_\_

How did you hear about our school? \_\_\_\_\_

If other than English:

Primary language spoken at home \_\_\_\_\_

Words in your home language we should know \_\_\_\_\_

Class Interested in: \_\_\_\_\_

Day & Time: \_\_\_\_\_

**Highland Christian Preschool**  
**2022-2023**  
**Medical Consent & Physician Information**

If your child needs emergency medical care or treatment and is less than 18 years old, hospitals and other medical providers are required to contact you for authorization before they treat your child, except in the case of life-threatening situations. Only a parent or legal guardian can give this authorization. You can help ensure that your child receives any necessary emergency treatment when you cannot be reached by completing this Medical Consent and information form. The completed, signed form will be kept in your child's records in the Highland Christian Preschool office. In the event of a medical emergency, this record will accompany your child so that prompt emergency care or treatment may be administered.

**CHILD'S INFORMATION**

Full Legal Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Does your child have food or other allergies? No  Yes

If yes, please list the allergy: \_\_\_\_\_

Chronic Illnesses or other information that may be relevant for medical treatment:

\_\_\_\_\_

Regular Medication and Dosage: \_\_\_\_\_

Have your doctor sign and return a medical authorization to provide medicine form.

Physician's Name: \_\_\_\_\_

Physician's Phone Number: \_\_\_\_\_

Hospital Preference: \_\_\_\_\_

I, \_\_\_\_\_, as parent or legal guardian, authorize all medical, surgical, diagnostic and hospital procedures, including administration of drugs or medicine, as may be performed or prescribed by a treating physician, dentist or other health care provider for \_\_\_\_\_(child's name) if I cannot be reached in the case of an emergency.

I also authorize Highland Christian Preschool to call 911 if any staff member determines that my child is in need of immediate medical attention. I agree that my medical insurance plan is the primary plan to pay any treatment given to my child and that I am responsible for all expenses incurred on behalf of my child, including without limitation any expenses not covered by my medical insurance.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

**Highland Christian Preschool  
2022-2023  
Parental Consents**

**Child' Name:** \_\_\_\_\_ **Date of Birth** \_\_\_\_/\_\_\_\_/\_\_\_\_

**MEDICAL CONSENT**

\_\_\_\_\_  
Initial

I hereby give permission that my child, ( listed above) may be given emergency treatment by a qualified child care provider at Highland Christian Preschool, 15022 NE Bel-Red Road, Bellevue WA 98007. When I cannot be contacted, I authorize and consent to medical, surgical and hospital care, treatment and procedures to be performed for my child by a licensed physician, health care provider, hospital or ambulance attendant when deemed necessary to safeguard my child's health. I waive my right of informed consent to such treatment. I give my permission for my child to be transported by ambulance to an emergency facility for treatment. I acknowledge that I am responsible for all reasonable charges in connection with care and treatment rendered in an emergency. In case of emergency, I give my permission to transport my child to a safer location.

**DISASTER PLANNING**

\_\_\_\_\_  
Initial

Highland Christian Preschool has implemented a plan for major emergency situations such as an earthquake. PLEASE NOTE: IT IS IMPORTANT THAT STUDENTS NOT LEAVE WITHOUT SIGNING OUT as our staff needs to account for all students. Search and Rescue teams may put their lives in danger looking for students who are not present as a result of not properly being released from school.

If my child requires medication, I will send to school at least three full day's dosage of each medicine and include a letter from his/her physician giving permission to administer this medicine in the event of an emergency of more than a day's duration.

**PHOTOGRAPH & CLASSLIST PERMISSION**

\_\_\_\_\_  
Initial

I give my permission for my child to be photographed during class or during school sponsored activities. I further give permission for photos of my child to be used by the school for publicity or educational purposes. Children's names will never be used.

I give permission for my child's information (birthdate, phone number and parent's names) to be included on the class list that will be handed out to other parents or guardians of children in the school. I understand Highland Christian Preschool will not hand out this information to advertisers or any other solicitors.

**RELEASE AND WAIVER OR LIABILITY**

\_\_\_\_\_  
Initial

In exchange for my child named above being allowed to participate in Highland Christian Preschool, I as parent or guardian waive and I release and discharge Highland Christian Preschool, Highland Covenant Church and its directors, officers, employees, volunteers, members and agents from any and all claims, damages or expenses arising from or related to my child's participation in the school. I also agree to indemnify, hold harmless and defend Highland Covenant Church and each of the other parties listed above with regard to such claims, losses or expenses, including without limitation any claims made by or on behalf of my child.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

**Highland Christian Preschool  
2022-2023  
Financial Agreement**

**Annual Tuition Program Rate Paid in 10 monthly payments and one time fees**

Morning Preschool Classes:	3 days	\$4600
	5 days	\$6750
Afternoon Preschool Classes:	3 days	\$4200
Morning Pre-K Classes	5 days	\$6750/\$8250
Afternoon Pre-K Classes	3 days	\$4200
Registration Fee		\$100
Materials Fee	3 days	\$120
	5 days	\$200

**Monthly tuition payments are due on the following dates:**

July 1 (or at time of registration)	November 20	February 20
August 20	December 20	March 20
September 20	January 20	April 20
October 20		

The registration fee and material fee is due at time of registration. Tuition for the last month of the year is collected at the beginning of the year for the preschool's financial security and in order for us to keep tuition down for all families. HCP does not give refunds or transfer money to other families' accounts. If you need to withdraw from the school, before the end of the school year, you may use unused fees as a donation. All tuition payments are to be made by online payment.

The last month's tuition (June 2023) is due by July 1, 2022 to guarantee your child's spot in the class. June's tuition is non-refundable and is not assignable to another month or family. You will not pay for the last month of school if you have paid consecutive months throughout the academic year.

Tuition is set depending on the financial needs of the school for the year, so each month is an equal payment adding up to the total tuition dues. As such, the school cannot afford to lower tuition for families due to illness, vacation, holidays, etc.

**Tuition and reoccurring payments**

- Payments are made through Tuition Express processing system. Please see reverse page for bank payment set up.
- First tuition payment is due July 1 or at time of registration if registering after July 1.
- Payments are due monthly August 20 through April 20.
- \$50 late charge in addition to the tuition amount after the 25th.
- \$50 fee charged for returned checks (NSF fee).
- Payments are due and processed at the 20<sup>th</sup> of the month.
- Any changes to enrollment must be made by the 15<sup>th</sup> of the prior month.
- If payment is not received by the 1st of the month, your child may be dropped from the class.

I have read and agree to these financial guidelines:

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_





Highland Christian Preschool has chosen the safety and convenience of Tuition Express® – a payment processing system that allows on-time tuition and fee payments to be made from your bank account.

**ELECTRONIC FUNDS TRANSFER AUTHORIZATION FOR BANK ACCOUNT.**

I (we) hereby authorize Highland Christian Preschool to initiate debit entries to my (our) Checking or Savings Account, indicated below. To properly affect the cancellation of this agreement, I (we) are required to give 10 days minimum written notice. I (we) will pay an NSF fee of \$50 for any payment the bank deems non-sufficient funds. Credit Union Members: Please contact your Credit Union to verify account and routing numbers for automatic payments.

**Bank Account**

\_\_\_\_\_  
First Name Last Name Phone #

\_\_\_\_\_  
Bank or Credit Union Name

Checking  Savings

\_\_\_\_\_  
Routing Transit Number Account Number

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

\_\_\_\_\_  
Child's Name Class

Office Use:
Date
Initials:
Procure Account Name: