

# Highland Christian Preschool 2023-2024 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 2023-2024 school year to fit your family's schedules and financial needs.

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  
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Highland Christian Preschool  
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Bellevue, WA 98007

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**Highland Christian Preschool  
2023-2024 Class Descriptions  
Offered Classes and Monthly Tuition Fees**

<b>Young 3's:</b> Turning 3 by March 1, 2024 Birthdate between September 1, 2020 – March 1, 2021			
<b>AM Classes</b>			
3 days	T/W/TH	9:00-12:00	\$475

<b>Preschool:</b> 3 years turning 4 by August 31, 2024 Birthdate between September 1, 2019 - August 31, 2020			
<b>AM Classes</b>			
3 days:	T/W/TH	9:00-12:00	\$475
5 days:	M-F	9:00-12:00	\$700
<b>PM Classes</b>			
3 days:	T/W/TH	12:45-3:30	\$460

<b>Pre-Kindergarten:</b> 4 years turning 5 by August 31, 2024 Birthdate between September 1, 2018 - August 31, 2019			
<b>AM Classes</b>			
5 days:	M-F	9:00-12:00	\$700
<b>PM Classes</b>			
3 days:	T/W/TH	12:45-3:30	\$460

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

<b>Student Registration Fee</b>	\$100	
<b>Classroom Material Fee</b>	\$120	3 days a week
	\$200	5 days a week
 <b>Last Month Tuition</b> June 2024 tuition is due July 1 or at time of registration.		
<p>Registration &amp; Material fees are one time only due at time of registration. If you withdraw for a month or longer during the school year, there will be a \$50 fee to reregister. 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.</p>		

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. The ratio is 16:2.

# Highland Christian Preschool Application for 2023-2024

Office Use

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: \_\_\_\_\_

### Father's Information

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

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

### 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: \_\_\_\_\_

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

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

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

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

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

Immunization Record:

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

Tuition Express Form:

**Highland Christian Preschool  
2023-2024  
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

**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 \_\_\_\_\_

Former sibling who attended \_\_\_\_\_

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

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

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 \_\_\_\_\_

**Highland Christian Preschool  
2023-2024  
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: \_\_\_\_\_

Have your doctor sign and return a medical authorization to provide medicine form if medication is needed.

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  
2023-2024  
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  
2023-2024  
Financial Agreement**

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

Morning Classes	3 days	\$475/month
	5 days	\$700/month
Afternoon Classes:	3 days	\$460/month
Registration Fee		\$100
Materials Fee	3 days	\$120
	5 days	\$200

**Monthly tuition payments are due one month in advance on the following dates:**

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

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. If you withdraw for a month or longer during the school year, there will be a \$50 fee to reregister.

The last month's tuition (June 2024) is due by July 1, 2023 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 due one month in advance. 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, one month in advance on August 1 through April 1.
- \$50 late charge in addition to the tuition amount after the 5th.
- \$50 fee charged for returned checks (NSF fee).
- Payments are due and processed on the 1st of the month for the following month.
- Any changes to enrollment must be made by the 25<sup>th</sup> of the prior month in writing.
- If payment is not received by the 5th of the prior 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**  
**COVID-19 NOTICE AND ACKNOWLEDGEMENT OF STUDENT and FAMILY RISK**

Each family making the decision for your student to participate in Highland Christian Preschool should do so after considering the risk presented by COVID-19. The **individual voluntary decision** to participate should be based on your individual health status and other personal considerations. Highland Christian Preschool holds as paramount the health, safety, and welfare of every member of its community. Having said that, the reality is our Program Staff cannot guarantee a COVID-19-free environment.

**Taking steps to minimize the risk of COVID-19 infections (or any other spread of disease) at any Highland Christian Preschool program is a shared responsibility. Every member of our community, including individual students and their families -- must do their part.** This means adhering to national, state, and local health guidelines and requirements, and adhering to those measures Highland Christian Preschool deems safe and appropriate for its school. Specific details will be provided as circumstances dictate, but these may include measures such as: temperature checks, physical distancing, wearing cloth face coverings or other facial coverings, using other personal protective equipment, not attending school if sick, and isolating and quarantining when required.

**Families must agree to do all of this not just for themselves but for the safety of others**, and because this is consistent with their obligations as members of the Highland Christian Preschool community. Families making the decision for students to participate in Highland Christian Preschool must understand that **there are inherent risks associated with this decision that cannot be eliminated regardless of the care taken to avoid infection.** Although the Highland Christian Preschool will be taking steps to mitigate these risks, Highland Christian Preschool cannot guarantee that students and parents will not become infected and/or infect others.

By voluntarily deciding for students to participate in Highland Christian Preschool each family acknowledges their individual responsibility to comply with the following requirements (which may be modified as guidance and conditions change):

- Frequently check themselves for any symptoms of COVID-19 and maintain ongoing awareness of whether they are experiencing any symptoms;
- Notify a healthcare provider immediately and not attend Highland Christian Preschool if they become sick and/or exhibit any of the following symptoms of COVID-19: fever (100.4 F or higher) or chills, shortness of breath or difficulty breathing, cough, fatigue, sore throat, congestion or runny nose, headache, muscle or body aches, diarrhea, nausea or vomiting, and/or the new loss of sense of smell;
- Comply with the public health requirements and directives issued by Highland Christian Preschool, the City of Bellevue, the King County of Public Health, the Washington State Department of Health, other Washington state agencies, and the Washington Governor, including temperature checks, physical distancing, wearing cloth face coverings or other facial coverings, using other personal protective equipment, not attending Programs if sick, and isolating and quarantining when required;
- And understand that their decision to participate in Highland Christian may result in additional costs, including healthcare costs, and additional costs of at home childcare, including, but not limited to, costs arising from isolation and quarantine.

**If Highland Christian Preschool needs to close your child's classroom or the entire school due to COVID-19, your child will shift to on-line learning for that period.**

**Please contact the director of Highland Christian Preschool, if you believe:**

- **Your student or a member of your family may have been exposed to COVID-19 or has a confirmed case of COVID-19, or**
- **if you have any questions or concerns about acknowledging this statement.**

Please insert the name of the student that will participate in Highland Christian Preschool during the 2023-2024 school year:

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

Parent or legal guardian of the student identified above, please sign below acknowledging your reading of this COVID-19 Notice and agreement to abide by the protocols outlined in this COVID-19 Notice.

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: