God's Kids Preschool

A Ministry of The Woodlands Christian Church
1202 N. Millbend Drive
The Woodlands, TX 77380
281-367-7139 Fax 281-292-8881
godskids@twcc.org

Registration Form 2022-2023

Today's Date _____

Child's Full Name _____

Age as of September 1st, 2022 _____ ___Boy ___Girl Birth date _____/_____/_____

Parent's Names _____ Home Phone _____

Address: _____

Cell Phone _____ E-mail _____

Tuition is calculated on an annual amount that is divided into 9 equal payments.

Please Choose the Program your Child Will Be In:

Program	Days	Tuition
_____ Mother's Day Out **Toddlers and Two's**	F	$40 per week
_____ 2 Day Toddlers (18 months by Sep 1st)	T/Th	$330 per month
_____ 3 Day Toddlers	T, W, Th	$412 per month
_____ 2 Day Two Year Olds	T/Th or W/F	$330 per month
_____ 3 Day Two Year Olds	T, W, Th	$412 per month
_____ 4 Day Two Year Olds	T-F	$462 per month
_____ 3 Day Three Year Olds	T, W, Th	$412 per month
_____ 4 Day Three Year Olds	T-F	$462 per month
_____ Pre-K (Four Year Olds)	T-F	$462 per month

* 15% sibling discount on tuition * 15% discount for paying whole year in full
* 10% discount for paying each semester in full **(only one discount can be used)**

Registration Fee: $120
(Non-refundable, due at enrollment; no registration fee due for MDO)

Supply Fee: $85 2 day program
(Due in Sept and Jan) $105 3 day program
$125 4 day program

How did you hear about our school?
_____Woodlands Online ____Internet____ Woodlands Greeter Service ____Other

If you were referred by one of our families please let us know who so we can thank them _____

God's Kids Preschool Admission Information

Child's Full Name	Child's Date of Birth	□ Male □ Female
Child's Home Address		Child's Home Telephone Number
Date of Admission	Date of Withdrawal	Mother's Email Address Father's Email Address
Parent's or Guardian's Name		Address (if different from child's address)

List of telephone numbers below where parents/guardian may be reached while child will be in care:

Mother's Telephone Numbers cell: work:	Father's Telephone Numbers cell: work:	Guardian's Telephone Numbers cell: work:

Give the name, address and phone number of person to call in case of emergency if parents /guardian cannot be reached:	Relationship

I hereby authorize the childcare operation to allow my child to leave the childcare operation ONLY with the following persons.

Please list name & telephone number for each. Children will only be released to a parent or a person designated by the parent/guardian after ID verification.

I hereby ☐ give ☐ do not give consent for my child to be transported and supervised by the operation's employees for emergency care.

I hereby ☐ give ☐ do not give consent for my child to participate in water activities: □ sprinkler play □ water table play

I hereby ☐ give ☐ do not give God's Kids Preschool permission to photograph or videotape my child during school activities. These photos may be used for bulletin boards, crafts and special event slideshows.

☐ I hereby release God's Kids Preschool, all officers, directors, and staff from any liability in the event of an accident of injury occurring on the premises.

☐ I acknowledge receipt of the Parent Handbook and policies including those for discipline and guidance.

☐ I understand that God's Kids Preschool will provide a morning snack for my child and that a lunch that I provide will be served to my child in the afternoon.

MY CHILD IS NORMALLY IN CARE ON THE FOLLOWING DAYS:

☐ Mondays from 9am to 2pm ☐ Wednesdays from 9am to 2pm ☐ Fridays from 9am to 2pm

☐ Tuesdays from 9am to 2pm ☐ Thursdays from 9am to 2pm

AUTHORIZATION FOR EMERGENCY MEDICAL ATTENTION:

In the event I cannot be reached to make arrangements for emergency medical care, I authorize the person in charge to take my child to:

Name of Physician:	Address:	Phone #:
Name of Emergency Medical Care Facility:	Address:	Phone #:

I give consent for the facility to secure any and all necessary emergency medical care for my child.

Signature - Parent or Legal Guardian

List any special needs that your child may have, such as environmental allergies, food intolerances, existing illness, previous serious illness, injury and hospitalization during the past 12 months, any medications prescribed for long term continuous, and any other information which caregiver should be aware of:

Does your child have diagnosed food allergies? YES ☐ NO ☐ If yes plan submitted on: _____

ild Day Care operations are public accommodations under the Americans with Disabilities Act (ADA), Title III. If you believe that such an operation maybe practicing discrimination in violation of Title III you may call the ADA Information Line at 800-514-0301 (voice) or 800-514-0383 (TTY).

Signature - Parent or Legal Guardian

Date

Immunization and Physician's Statement

Immunization Record:	The Texas Department of Public Safety requires us to have an up to date copy of your child's immunization record.
☐ I have provided God's Kids with a copy of my child's most current immunization record.	
☐ I understand that I am to provide God's Kids with an updated copy of my child's immunization record each time he/she receives them.	
☐ I am excluding my child from immunizations due to religious beliefs or reasons of conscience. I have provided God's Kids with a signed affidavit as required by the State of Texas.	
For More informations regarding immunization exemption please visit the Texas Department of State Health Services at: www.dshs.state.tx.us/immunize	

Physician's Statement:	One of the following must be presented within one week of admission.
Please check an option:	
1. ☐ HEALTH-CARE PROFESSIONAL'S STATEMENT: I have examined the above named child within the past year and find that he/she is able to take part in the child care program.	
_____ Health Care Professional's Signature	_____ Date
2. ☐ A signed and dated copy of a health care professional's statement is attached.	
3. ☐ My child has been examined within the past year by a health care professional and is able to participate in the day care program. Within 12 months of admission, I will obtain a health care professional's signed statment and will submit it to God's Kids.	

Vision and Hearing Screening:	The Texas Health and Safety Code requires that children 4 years and older must be screened or have a professional examination for possible hearing and vision problems. Screening is also offered at God's Kids each fall.
☐ I have provided God's Kids with a vision and hearing screening signed by a health care professional.	

Vision	R 20/_____	L 20/_____		☐ Pass ☐ Fail
_____ Health Care Professional's Signature			_____ Date	

Hearing	1000 Hz	2000 Hz	4000 Hz	☐ Pass
R				☐ Fail
L				

_____ Health Care Professional's Signature _____ Date

_____ Signature – Parent or Legal Guardian _____ Date

Parent Handbook Acknowledgement

I _____ parent/guardian of _____
acknowledge God's Kids Preschool has made available to me the state required access to licensing information and the related telephone numbers and website addresses.

I am aware that I may visit God's Kids Preschool at any time without making prior arrangements.

I have received the God's Kids Preschool Parents Handbook, have read and agree to abide by these policies and that we will be notified in writing of any changes done to these policies.

_____ _____

Parent Signature Date

Parents please sign this acknowledgement to the Parent Handbook and return it to the God's Kids office.

Discipline and Guidance Policy for God's Kids Preschool

Name of Operation

- Discipline must be:
  (1) Individualized and consistent for each child;
  (2) Appropriate to the child's level of understanding; and
  (3) Directed toward teaching the child acceptable behavior and self-control.

- A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:
  (1) Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
  (2) Reminding a child of behavior expectations daily by using clear, positive statements;
  (3) Redirecting behavior using positive statements; and
  (4) Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

- There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:
  (1) Corporal punishment or threats of corporal punishment;
  (2) Punishment associated with food, naps, or toilet training;
  (3) Pinching, shaking, or biting a child;
  (4) Hitting a child with a hand or instrument;
  (5) Putting anything in or on a child's mouth;
  (6) Humiliating, ridiculing, rejecting, or yelling at a child;
  (7) Subjecting a child to harsh, abusive, or profane language;
  (8) Placing a child in a locked or dark room, bathroom, or closet with the door closed; and
  (9) Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

Texas Administrative Code, Title 40, Chapters 746 and 747, Subchapters L, Discipline and Guidance

My signature verifies I have read and received a copy of this discipline and guidance policy.

_____ _____

Signature Date

Check one please:

☐ parent ☐ employee/caregiver ☐ household member of child-care home

Parent Handbook

A Ministry of
The Woodlands Christian Church
Disciples of Christ
1202 N. Millbend Dr.
The Woodlands, Texas 77380
281-367-7139

Revised: Jan 2018

Tuition and Fees

Tuition is due on the first day of each month. Payment is due by the 10th of each month unless previous arrangements have been made with the Program Director. **If tuition has not been received by the 10th day of the month, a $10 penalty will be charged.** All checks should be made payable to God's Kids and placed in the gold mailbox.

Registration Fee

A $120.00 registration fee is due at the time of

enrollment and is non-refundable.

Supply Fee

A supply fee is collected twice yearly, at registration and again in January to help defray the costs of supplies used.

2 Days $85

3 Days $105

4 Days $125

Returned Check Fee

A **$25.00 fee** is charged for all returned checks. God's Kids reserves the right to request cash or equivalent for future payments when a check is returned due to insufficient funds.

Refunds

God's Kids is a non profit program. Our school expenses are consistent, which prevent credits, refunds, or discount for missed school days including but not limited to illness, in-service days, natural disasters, inclement weather, pandemic, national/local emergencies or school holidays. We follow CISD as

closely as possible.

Cancellation of Enrollment

If, based on the observation of the preschool staff, a child shows by his/her participation or development that he/she is not ready for this type of activity, the school reserves the right to request cancellation of the enrollment. In this event, any unused tuition would be refunded. If for other reasons a child is withdrawn by the parents, the school requires one month written notice. If this written notice is not given, God's Kids reserves the right to charge for the amount of time the child would otherwise be present. **If a child is withdrawn during the school year for a short time and plans to return within the same school year, tuition for the missed time must be kept current or the child must re-register based**

upon space availability.

School Closings

Inclement Weather

We follow the Conroe ISD inclement weather policies; therefore, if school is closed due to bad weather, God's Kids will also be closed. Parents will be contacted to pick up their child if unsafe conditions arise and children are already in school. There will be no tuition or schedule adjustment due to inclement weather.

Medication

Please inform your child's teacher, if you give your child any medication before coming to school. Medicine often affects the way your child responds in class. The preschool **will not** administer any medication to a child during the school day. If parents find it necessary for

their child to receive medication during the school day, they may come to the school to administer such medication.

Sunscreen & Insect Repellant

Please apply sunscreen and insect repellant before your child is drop off at school. If you find it necessary for a re-application to be done for our Pre-K students who go out a little later; please bring the items in a labeled ziplog bag. We will only apply according to instructions on bottle.

Accidents/Injuries

Parents will be notified of minor scrapes, bumps, and bites on an incident form that will be sent home with the child. In case of a serious accident, a parent or other designated person will be notified. If medically necessary, we will follow the directives on the child's emergency information form on file. If it's a major incident we call 911 and follow operators directions and notify parent.

Emergency Preparedness Plan

Fire

During a fire emergency (signified by alarm) teachers will escort students to back parking lot having student in a line. Students will be accounted for by checking the class roster, then informing the director that all students are accounted for. Staff and students will be permitted back into the school after the director has been given notice that it is safe to return.

Tornado

Tornado emergencies will be notified verbally. Staff must take students to the hallway going towards the ministry center and sit with backs against the wall.

Volatile Person

Staff will be discretely notified that there is a volatile person present on the premises and will gather the children to the small hallway inside each class. We do maintain the front door locked

for security purposes.

Evacuation Location

In case we have to evacuate the premises we will go to Lamar Elementary 1300 Many Pines Rd, Spring TX 77380 (832) 592-5800

Phone Numbers

Local Police: (936) 760-5871

Fire Department: (281) 367-3444

Security

To insure the safety of your child, the following procedures have been set up:

If your child is to be released to a person other than the parent or persons on file, a handwritten note from the parent must come to the office in the morning. This "pickup" person will be required to present their driver's license at the school office to verify their identity. The State of Texas requires the school to keep

a copy of this information on file for a minimum of 24 hours.

If a parent has an emergency and must call to authorize the emergency release of the child to a person unknown to the staff, the school will ask for the parent's driver's license number at the time the request is made. The parent should give this number to the person picking up the child as it will be requested by the staff along with the "pick-up" person's driver's license to verify their authority to pick up the student. **Please notify the office, not the teacher, of any changes in pick-up. The message will be given to the teacher.**

Arrival/Departure Time

Our school is not an all year round school we follow the Conroe ISD calendar year. Our school day is 9:00 a.m. - 2:00 p.m. The doors will be locked until 8:55 a.m. The staff uses this time to prepare their classrooms for the start of their day. If a child arrives before 9:00 a.m., the

parent must be prepared to supervise the child. Children arriving at school must be dropped off by an adult and signed in and out on our attendance log at each classroom. Children must not be sent into the building alone. ***Please try to arrive on time so your child can benefit by being able to participate in all of the activities we have planned for the day.***

Afternoon Dismissal / Late Pick-Up Fee

School is dismissed at 2:00 p.m. Please be sure to sign your child out on our attendance logs at each classroom. A late pick-up penalty is charged at the rate of $5 per minute per child for children remaining after 2:10 p.m. Parents may pick up their child in the Director's office and pay the penalty. Habitual lateness may result in additional fees. If your student needs to be

picked up prior to 1:30 p.m., we ask that you **come to the office** and one of our staff will go to the classroom. This minimizes the disruption to the classroom.

Parking

Please park in a parking spot and walk your child into the school. For safety reasons, please do not park or block the entrance doors as this creates a dangerous environment for anyone entering and exiting our building. We appreciate your cooperation!

Birthday Parties

Since birthdays are special, we celebrate them during snack time. Please coordinate with your child's teacher to provide special birthday treats.

We ask that you keep birthday treats simple. We find that cookies, brownies, and doughnut holes are well-received by the children.

All food brought into the school to share with the children must be store bought. Due to State requirements and allergies, we are no longer able to serve homemade food or treats to the children.

Birthday party invitations may be distributed in the classroom if there is one for each child. A class list will be available. Also, check with your child's teacher to see how she prefers to celebrate summer birthdays.

Class Holiday Parties

We recognize appropriate traditional holidays. These holiday parties present a variety of opportunities for parents to assist in the

classroom or to help with special events and be actively involved at God's Kids Preschool.

Potty Training

The teachers in the two-year-old classes work with children to assist efforts at home toward toilet training success. Please send a bag of diapers and wipes and label with your child's name. **Children enrolled in our three-year-old program must be potty trained.**

Extra Clothing

Please send an extra set of clothing. Accidents happen and children may spill or get dirty. Children are more comfortable in their own clothing.

Toys

Please do not allow your child to bring toys from home. They are easily lost, sometimes broken, and not easily shared! An exception is the nap toy which should be kept in the backpack until naptime.

Lunch/Snacks

Children are required to bring a lunch along with a non-carbonated beverage from home each day. Please send food that your child can eat by himself/herself and that does not need to be heated. Children are encouraged to be as self-sufficient at lunch time as possible. A mid-morning snack is provided and served to the children. Snack menus are available to parents.

Rest Time

All children rest after lunch. No one is required

to sleep, but children are expected to lay quietly on their mats with a soft toy or a book, we do turn out the lights and play soft music or read quiet stories to induce rest. An adult supervises all children during the rest period. Please provide your child a rest mat, blanket, and whatever comfort item to make rest time more pleasant.

Accommodation

If you are a mom who is breastfeeding we can happily accommodate you in a private area, please ask any staff member.

Curriculum

God's Kids Bible based program that encourages hands-on participation in activities that promote growth in all developmental areas—social,

emotional, cognitive, gross motor, fine motor, spiritual, creative, language and communication, self-help and hygiene.

Classrooms are set up to provide the children with learning center experiences. This allows the children to make choices, interact with other children, interact with the teacher, be self-directed, and follow their own interests. This also provides for each child to work and grow at his/her own pace.

In addition to the classroom activities, a separate chapel class and music class are offered on a regular basis, as well as daily outside time. Weekly chapel time aids in spiritual development and allows for additional time to learn of God's love in the sanctuary. Class schedules are set to

balance active and quiet times. Each teacher posts a daily schedule in the classroom.

Admission

God's Kids Preschool does not discriminate against a child because of race, color, sex, national origin or creed. Enrollment is open to children who are at least 18 months of age by September 1, of the current school year. Admission is based on availability of space and enrollment is for the full school year.

Before a child's first day of attendance, the following enrollment forms must be on file with the preschool office:

Registration Form

Admission Form

Immunization Form

Health statement signed by a physician

Copy of updated immunization records

Child Information form

Statement of allergies

Allergy Plan if applicable

Vision/Hearing Test for all children 4 years of age

If school office has not received all documents in a timely fashion we do reserve the right to un enroll the student from God's Kids Preschool.

Holidays

God's Kids observes the holiday schedule of Conroe Independent School District. On days when the district has early release, we are closed for the full day.

Medical Records

A medical statement signed by a physician, updated immunization record, and an emergency care statement must be on file prior to the child's first day of attendance. All children four years old, as of September 1, are required by the state to have a hearing and vision statement on file. We will offer this service for a fee one time per year. A written notice of any special needs that your child may have, such as environmental allergies, food intolerances, existing illness, previous serious illness, injuries and hospitalizations during the past 12 months, any medication prescribed for long term continuous use, and any other information should be mad in writing on Admission Form. If child has a diagnosed allergy a food allergy plan will be required. From time to time we have children that are not immunized but attend with a consent from

their doctor due to medical reasons. We also encourage our staff to be vaccinated but do not require it.

Illness

As a child enters their class a teacher will do a health check making sure child's wellness. If a child becomes ill at school, parents will be notified and are requested to make arrangements to pick up the child. The preschool does not have a nurse on staff or a sick room and cannot keep an ill child.

An ill child is not admitted to school if one or more of the following exist:

Any of the following: vomiting, diarrhea, an undiagnosed rash, cold and/or heavy sinus discharge or fever of 100 degrees within 24 hours.

The illness results in a greater need for care than the staff can provide without compromising the health, safety, and supervision of the other children.

The illness prevents the child from participating comfortably in the preschool's activities.

Children should be free of fever at least 24 hours, without the aid of medication before returning to school. In cases of a communicable disease being suspected in the classroom (chicken pox, etc.) parents will be notified in writing.

Parents may be required to obtain a physician's statement certifying that the child is well before the child returns to school following absence due to contagious illness.

Discipline and Guidance

Discipline and guidance shall be consistent and based on an understanding of the child's needs and development. Teachers work toward promoting positive self-esteem, self-discipline,

and acceptable behavior. Children are redirected to other activities, encouraged to use words, and given choices. Teachers try to use natural and logical consequences and help children learn problem-solving skills.

No child shall ever receive corporal punishment. If very difficult behavior occurs where the child does not respond to the normal ways of gaining cooperation, a brief supervised separation from the group may be used either in the classroom or in the Director's office. Should further guidance be necessary, parents may be asked to pick up their child from school. If a child does not handle the normal routine, structure and rules of the classroom well with the normal discipline, the Director reserves the right to counsel with parents and suspend the child from school either

temporarily or expel the child permanently.

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God's Kids Preschool Mission

The mission of God's Kids Preschool is to provide a loving, Christian atmosphere where children are given the opportunities to develop intellectually, physically, socially, emotionally, and spiritually.

Every child is a precious gift from God, and they will come to know Him through all of their activities with our devoted Christian teachers and staff.

Each child will be encouraged to express themselves through age appropriate instruction, learning centers and play and loved for their individualism.

Thank you for choosing God's Kids for your child's preschool education. We look forward to a wonderful year!

Teacher Conferences

Parents of all Pre-K children will have the option to ask for one scheduled parent conference during the school year. Formal discussion of your child's progress may be requested at any time during the year that is convenient for both parent and teacher. It is our policy not to discuss concerns about children at the classroom door in front of the children and/or other parents. Teachers will send notes home, make phone calls, or schedule a time to talk with you privately.

Communication

Please remember to check your child's backpack daily for important notes and daily communications. Any and all changes to policies

will be made in writing and sent home. The administration of God's Kids Preschool is here to serve you and your children. We welcome your phone calls and written messages with any questions or concerns. Please feel free to contact us via email, phone call, or in person at our office. During the day our teachers are busy interacting with your children, so please do not try to contact them by phone during school hours. If something urgent arises, call the school office.

School Visits

Parents are welcome to visit the school any time during our operating hours of 9:00 a.m.—2:00 p.m. without having to secure prior arrangements. Visiting may happen at any time to observe your child, for any of our program activities, or for any reason you may think is needed. Please check-in at the office to let us know of your arrival.

American with Disabilities Act

Child day care operations are public accommodations under the American with Disabilities Act A(ADA), Title III. If you believe that such an operation may be practicing discrimination in violation of Title III, you may call the ADA Information Line at (800) 514-0301 (voice) or (800) 514-0383 (TTY).

State Licensed

God's Kids Preschool is a state licensed facility and as such, you are entitled to review a copy of the minimum standards and our most recent Licensing Inspection Report. You may also access this information online at the Texas Department of Protective and Regulatory Services (PRS) website: **www.tdprs.state.tx.us**

Listed below are a few other helpful phone numbers:

Texas Department of Protective
and Regulatory Services
2017 N. Frazier, Suite C1

Conroe, Texas 77301
(936) 525-2187
PRS child abuse hotline: 1-800-252-5400
Dear Parents,

Welcome to God's Kids Preschool. We strive to provide a loving, Christian atmosphere where children love to learn and learn to love.

We look forward to getting to know you and your child. We want to create an environment where children feel loved and special for their uniqueness, and have a supportive relationship between the parents and staff.

Our program strives for high standards of excellence, but they can't be reached without your prayers and support. Thank you for partnering with us.

Blessings,
The God's Kids Staff

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