

Florissant Presbyterian Church Learning Center



The 2020/2021 school year will begin on Tuesday, September 1, 2020. School hours are 9am-1pm. The Open House is scheduled for Thursday, August 20, 2020 at 6:30pm. Your child's teacher will be sending them a reminder about the Open House and a letter to welcome them to school this year. This information will be mailed out at the end of July.

The Learning Center handbook has our policies, procedures, tuition rules, fees, parent information, medicine distribution policy, and calendar of days off. We will follow the Hazelwood School District Calendar. The handbook and August Newsletter will be given to you on the night of the Open House.

ALL FORMS NEED TO BE FILLED OUT EACH NEW SCHOOL YEAR

Registration Form:

This form is to be completed with your child's name, birth date, parent information, and how many days he/she will attend, along with the non-refundable registration fee. Please turn all forms in as soon as possible.

Enrollment Form:

Fill out all information on this form even if your child has already attended the Learning Center, especially the phone numbers and addresses of the people who will be authorized to pick up your child in case of an emergency. Also be sure to include your child's doctor's name and phone number, and any other important information we need to know about your child. Include work addresses and phone numbers for both parents. List the hospital name you prefer we use in case of an emergency.

Medical Form:

If your child already attends the Learning Center, you do not have to fill out the physical form again. If your child received any new shots, please let us know as soon as possible. A physical is required for new students along with your child's updated shot record. Please try to have all forms ready to turn in when you drop your child/children off on the first day of school.

Morning/Extended Care Form:

If you are interested in Morning or Extended care, please fill out the forms sent with the registration forms. If you have any questions, please feel free to call me at the church at (314)837-8555 or on my cell phone at (314)740-5256.

Florissant Presbyterian Church Learning Center Registration Form 2020/2021

Please enroll my child in the Preschool program at the Florissant Presbyterian Church Learning Center. I understand that there is a non-refundable supply fee of **\$80 for 1 child, \$110 for a family with 2 children, and \$130 for a family with 3 or more children** that is due at the time of registration and will secure a place for my child in the program. Please make checks payable to FPCLC.

Child's Full Name _____ Child's Birth Date _____

Child's Gender (**please circle one**) Boy / Girl

I would like to enroll my child for these days (please circle one)

2 Days—Tuesday & Thursday

3 Days—Monday, Wednesday, & Friday

5 Days—Monday-Friday

Parents' Names _____

Street Address _____

City, State, Zip _____

Signature of Parent _____

Phone # _____

Registration paid date _____

(Best number to reach you at)

Please return this form and supply fee as soon as possible to secure your child's place in the Learning Center.

Florissant Presbyterian Church Learning Center Parent/Guardian Consent Form

This form requests permission for your child's photo to be used in FPC's newsletter (the Bell Tower), and to be displayed on walls at Florissant Presbyterian Church, FPC Learning Center website and Facebook page.

Please check one of the following choices:

- I/We grant permission for this child's photo and name to be used in the Church Bell Tower Newsletter and displayed on walls of Florissant Presbyterian Church & Learning Center, the Learning Center's website or the FPC Learning Center Facebook page.

- I/We DO NOT grant permission for this child's photo and name to be used in the Church Bell Tower Newsletter and displayed on walls of Florissant Presbyterian Church & Learning Center, the Learning Center's website or the FPC Learning Center Facebook page.

Student's Name _____

Signature of Parent/Guardian _____

Date: _____

Please return this form and supply fee as soon as possible to secure your child's place in the Learning Center.



MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES
SECTION FOR CHILD CARE REGULATION
CHILD CARE ENROLLMENT FORM FOR LICENSE-EXEMPT FACILITIES

FACILITY/PROVIDER NAME	ADMISSION DATE	DISCHARGE DATE
CHILD'S NAME	GENDER	BIRTHDATE

ADDRESS (STREET, CITY, STATE, ZIP CODE)

IDENTIFYING INFORMATION

MOTHER'S/GUARDIAN'S NAME	HOME TELEPHONE NUMBER
ADDRESS (STREET, CITY, STATE, ZIP CODE) OR CHECK IF SAME AS ABOVE <input type="checkbox"/>	CELL PHONE NUMBER
E-MAIL ADDRESS	
EMPLOYER OR SCHOOL ATTEND	WORK/SCHOOL SCHEDULE
EMPLOYER/SCHOOL ADDRESS (STREET, CITY, STATE, ZIP CODE)	WORK TELEPHONE NUMBER
FATHER'S/GUARDIAN'S NAME	HOME TELEPHONE NUMBER
ADDRESS (STREET, CITY, STATE, ZIP CODE) OR CHECK IF SAME AS ABOVE <input type="checkbox"/>	CELL PHONE NUMBER
E-MAIL ADDRESS	
EMPLOYER OR SCHOOL ATTEND	WORK/SCHOOL SCHEDULE
EMPLOYER/SCHOOL ADDRESS (STREET, CITY, STATE, ZIP CODE)	WORK TELEPHONE NUMBER

**EMERGENCY CONTACT AND PERSONS AUTHORIZED TO TAKE CHILD FROM FACILITY
(OTHER THAN PARENT AT LEAST ONE EMERGENCY CONTACT IS REQUIRED)**

NAME	RELATIONSHIP TO CHILD	TELEPHONE NUMBERS (CELL, WORK, HOME)
ADDRESS (STREET, CITY, STATE, ZIP CODE)		
NAME	RELATIONSHIP TO CHILD	TELEPHONE NUMBERS (CELL, WORK, HOME)
ADDRESS (STREET, CITY, STATE, ZIP CODE)		

AUTHORIZATION FOR EMERGENCY MEDICAL CARE

I UNDERSTAND THAT I WILL BE NOTIFIED AT ONCE IN CASE OF AN EMERGENCY WITH MY CHILD, AND I WILL MAKE ARRANGEMENTS FOR MEDICAL CARE OF MY CHILD WITH THE PHYSICIAN OR HOSPITAL OF MY CHOICE.

IF I CANNOT BE REACHED TO MAKE NECESSARY ARRANGEMENTS, OR IN A CRITICAL EMERGENCY REQUIRING MEDICAL CARE, I AUTHORIZE

TO CONTACT THE FOLLOWING: DAY CARE PROVIDER

PHYSICIAN OR CLINIC	
NAME	TELEPHONE NUMBER

PREFERRED HOSPITAL	
NAME	TELEPHONE NUMBER

ACKNOWLEDGEMENTS		
A	I HAVE BEEN INFORMED OF THE REQUIRED HEALTH AND SAFETY INSPECTIONS AND THE INSPECTION FORMS ARE AVAILABLE FOR REVIEW.	PARENT/GUARDIAN INITIALS
B	WHEN MY CHILD IS ILL, I UNDERSTAND AND AGREE THAT S/HE MAY NOT BE ACCEPTED FOR CARE OR REMAIN IN CARE.	PARENT/GUARDIAN INITIALS
C	I <input type="checkbox"/> DO <input type="checkbox"/> DO NOT GIVE PERMISSION FOR FIELD TRIPS/EXCURSIONS. I UNDERSTAND I WILL BE NOTIFIED IN ADVANCE WHEN THEY ARE PLANNED.	PARENT/GUARDIAN INITIALS
D	I <input type="checkbox"/> DO <input type="checkbox"/> DO NOT GIVE PERMISSION FOR THE FACILITY TO TRANSPORT MY CHILD.	PARENT/GUARDIAN INITIALS
E	I HAVE BEEN NOTIFIED THAT I MAY REQUEST NOTICE AT INITIAL ENROLLMENT OR ANY TIME THERE AFTER WHETHER THERE ARE CHILDREN CURRENTLY ENROLLED IN OR ATTENDING THE FACILITY FOR WHOM AN IMMUNIZATION EXEMPTION HAS BEEN FILED.	PARENT/GUARDIAN INITIALS

**HEALTH REPORT FOR SCHOOL-AGE CHILD
CHILD'S HEALTH HISTORY AND CURRENT HEALTH PROBLEMS**

- MY CHILD IS IN GOOD HEALTH, IS ABLE TO PARTICIPATE IN GROUP CARE, HAS NO SPECIAL HEALTH OR MEDICAL REQUIREMENTS.
- MY CHILD IS ABLE TO PARTICIPATE IN GROUP CARE BUT HAS SPECIAL HEALTH OR MEDICAL REQUIREMENTS AS LISTED BELOW.

ANY ALLERGIES, SPECIAL MEDICAL CONDITIONS, INCLUDING CHRONIC HEALTH PROBLEMS

[Empty space for reporting allergies and medical conditions]

ANY SPECIAL MEDICATIONS AND/ OR RESTRICTIONS

[Empty space for reporting special medications and restrictions]

PARENT/GUARDIAN SIGNATURE	DATE
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FORM TO BE RETAINED FOR ONE YEAR AFTER DISCHARGE.
FILING: FILE FORM IN CHILD'S INDIVIDUAL RECORD.

Florissant Presbyterian Church Learning Center 2020/2021 Tuition Information Sheet



Supply Fee: There is a non-refundable supply fee of \$80 per child, \$110 for a family with two children, and \$130 for a family of three. This fee is to be paid at the time of enrollment.

Monthly Tuition is as listed below.

	Tues/Thurs	M/W/F	Mon-Fri
1 child	\$116.00	\$171.00	\$280.00
2 children	\$197.00	\$296.00	\$486.00
3 children	\$279.00	\$414.00	\$688.00

School hours are from 9:00 am to 1:00 pm.

Monthly tuition fees are due by the first school day of each month, regardless of how many days your child attends each month.

An additional fee of \$10 will be charged for late payment (received 5 or more days late).

There will be a \$33 fee charged on all returned checks.

Checks should be made payable to Florissant Presbyterian Church Learning Center or **FPCLC**.

No refunds/partial refunds will be given if your child needs to be withdrawn.

Late pick-up fees:

- \$5 5-15 minutes late
- \$10 16-30 minutes late
- \$5 each additional 15 minutes late

I have read the above policy and understand that I am responsible for the fee of \$_____ per month.

Signature _____ Date _____



MISSOURI IMMUNIZATION RECORD

OFFICIAL DOCUMENT

Retain this document as proof of immunizations. According to Missouri law, your child must meet the State of Missouri immunization requirements to be enrolled in school or child care.

NAME OF CHILD		
DATE OF BIRTH	DCN (DEPARTMENT CLIENT NUMBER)	
NAME OF PARENTS OR LEGAL GUARDIAN		
ADDRESS		
CITY	STATE	ZIP

ALWAYS KEEP A RECORD

The immunization record plays a vital role in protecting the health of the individual throughout life, for health care providers, school, child care and employers.

Missouri Department of Health and Senior Services • P.O. Box 570
Jefferson City, MO 65102-0570

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER
Services provided on a nondiscriminatory basis.

If you desire a copy of this publication in an alternate form, contact the Department of Health and Senior Services' immunization program at 573-751-6124. Hearing-impaired citizens may contact the department by phone through Missouri Relay, 800-735-2966.

ALLERGIES / COMMENTS / VACCINE REACTIONS

VACCINE	DATE GIVEN MO / DAY / YR	PHYSICIAN / CLINIC	
PNEUMOCOCCAL POLYSACCHARIDE (23 valent)			
INFLUENZA (annual) List mo / day / yr of each vaccine			

TUBERCULIN SKIN TEST			
DATE GIVEN MO / DAY / YR	DATE READ MO / DAY / YR	PHYSICIAN / NURSE SIGNATURE	RESULTS
			mm
			mm
			mm

LEAD SCREENING					
LEVEL	DATE	LEVEL	DATE	LEVEL	DATE

VACCINE	DATE GIVEN MO / DAY / YR	PHYSICIAN / CLINIC
DTaP, DTP, or DT Diphtheria, Tetanus, Pertussis (Whooping Cough) specify if DT	1	
	2	
	3	
	4	
	5	
POLIO Specify IPV or OPV	1	
	2	
	3	
	4	
	5	
HAEMOPHILUS INFLUENZAE type b (Hib)	1	
	2	
	3	
	4	
HBIG		
HEPATITIS B circle type	1	adult/ped
	2	adult/ped
	3	adult/ped
	4	adult/ped
PNEUMOCOCCAL CONJUGATE	1	
	2	
	3	
	4	
	5	
MMR (Measles, Mumps, Rubella)	1	
	2	
VARICELLA (Chickenpox)	1	
	2	
HEPATITIS A	1	
	2	
	3	
Tdap / Td Tetanus, Pertussis, Diphtheria Adult (every 10 yrs)	1	Tdap/Td
	2	Tdap/Td
	3	Tdap/Td
	4	Tdap/Td
Meningococcal	1	
	2	
Rotavirus	1	
	2	
	3	
HPV (Human Papillomavirus)	1	
	2	
	3	
OTHER _____ _____		

Morning and Extended Care Policy 2020/2021

Morning and Extended Care Schedule

Morning Care children are to be checked in at 8 a.m. in the Art Room (Room 3B). Children should be dropped off and picked up at the same doors.

Check-in by child's teacher at 1pm for Extended Care

Playtime, Snack, Rest Time, Prepare to go home

Extended care also follows the Hazelwood District Schedule of days off. Please see your handbook for the school year calendar. In the event of inclement weather, the extended care program may choose to close early. Phone calls will be made to notify parents/caregivers if this should occur.

Items needed from home

Children need to bring a blanket, large bath towel, and a favorite toy for rest time along with a complete change of weather-appropriate clothing to be left at school for the week. **Please be sure to label all belongings with your child's name.**

Late pick-up fees

Late fees will be applied to anyone picking up a child after the scheduled pick-up time. The Learning Center extended-care hours end promptly at 5 p.m. and a late fee will be charged to cover the cost of the teacher who must stay late. You must notify the director (Angie) if you need to make any changes to your pick-up schedule. Please do this in advance of the changes.

Rates for late pick-up

5-15 Minutes late	\$5
16-30 Minutes late	\$10
Every 15 minutes beyond 30 add	\$5

Please Note. We have families who have paid registration for Extended-Care. We realize emergencies do occur, but please remember that, if your child is not signed up for Extended-Care, you cannot use Extended-Care and the above-mentioned charges will apply.

Morning Care Teacher Information

Morning Care begins promptly at 8 a.m. Children are to be checked in with their Morning Care teacher in the Art Room (Room 3B). You may contact a Morning care teacher at any of the following numbers, during Morning Care hours only. If you have any questions please feel free to call.

Mon.-Fri..	Ms. Lisa Dailey	(314)712-7354
Mon.-Fri.	Ms. Angie Rugger, Dir.	(314)740-5256

Extended Care Teacher Information

All doors into the building will be locked at 1 p.m. If you will be picking up your child earlier than your scheduled time, please feel free to call before you arrive to let the teachers know. When you arrive to pick your child up, please go to the Learning Center door via the sidewalk off the driveway and buzz for a teacher to let you in. You may contact an Extended Care teacher at any of the following numbers during Extended Care hours only. If you have any questions please feel free to call.

Ms. Kendra Bentley	Friday Evenings	(314)479-1483
Ms. Lisa Dailey	Mon-Fri (morning), Mon/Wed/Alternate Friday	(314)712-7354
Ms. Lori Farley	Tues/Thurs (evening)/Alternate Friday	(314)223-5421
Ms. Monica O'Brien	Tues/Thurs (evening)	(314)322-0572
Ms. Angie	Mon-Fri (early-evening)	(314)740-5256
Church Office	Mon-Thurs	(314)837-8555

Morning & Extended Care Registration Form

The Learning Center will once again be offering Morning & Extended Care hours for the 2020/2021 school year. Morning care hours are from 8am to 9am. Extended care hours are from 1pm to 5pm. Our regular 9-1 school hours will remain the same.

Morning Care 8am-9am

1 child— \$6 per day
2 children—\$9 per day
3 children—\$11 per day

Extended Care 1pm-4pm

1 child— \$12 per day
2 children—\$19 per day
3 children—\$26 per day

Extended Care 1pm-5pm

1 child— \$14 per day
2 children—\$22 per day
3 children—\$30 per day

(These charges will apply regardless of the length of the time your child stays)

Extended hours will be open to anyone enrolled in the Learning Center with an additional non-refundable \$25 registration fee per family regardless of the number of times this service is used. Registration fees and Extended Care tuition will be a separate fee from regular school registration/tuition fees.

Also, as a reminder, **the Learning Center follows the schedule of the Hazelwood School District.** Please review your Learning Center Handbook for additional information. Also, in the event of inclement weather, the Extended Care program may choose to close early. Phone calls will be made to notify parents/caregivers if this should occur.

If you plan on utilizing the morning/extended care, please fill out and return the attached registration form along with the \$25 non-refundable registration fee.

We hope that this will be a great benefit to our Learning Center Families. If you have any questions, please feel free to call.

Thank you,

Ms. Angie
(314)740-5256 (cell)
(314)837-8555 (Church Office)

Child/Children's Name: _____

Please circle the days your child/children will be attending **M T W Th F**

Please circle the hours your child/children will be staying

8am-9am

1pm-4pm

1pm-5pm

A non-refundable registration fee of \$25 per family is due at the time of registration.