

# Little Graces Preschool & Kindergarten

## Registration Form 2010 - 2011 School Year

Child's Name (First, Middle, Last): \_\_\_\_\_ Nickname Used: \_\_\_\_\_  
\_\_\_\_\_

Birth Date: \_\_\_\_\_ Age as of Sept. 1, 2010: \_\_\_\_\_ years \_\_\_\_\_ months Sex: male female

Parent/Guardian Name: \_\_\_\_\_ Place of Employment: \_\_\_\_\_  
\_\_\_\_\_

Address: Street: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: M \_\_\_\_\_ D \_\_\_\_\_

Cell Phone: M \_\_\_\_\_ D \_\_\_\_\_ E-mail: \_\_\_\_\_

### Check all that apply:

\_\_\_\_\_ returning family/sibling      \_\_\_\_\_ pledging parishioner      \_\_\_\_\_ waitlist family from 2009-2010      \_\_\_\_\_ new family  
(must have paid \$75 registration fee)

**Please enroll my child in the following program** (*Days of the week are subject to change depending upon total school enrollment.*):

\_\_\_\_\_ 5-day Kindergarten Program (age 5 by Sept. 30, Monday-Friday, 8:50 a.m.- 2:30 p.m.)  
\$5,940/year, paid in 3 installments \*must have independent toileting skills

\_\_\_\_\_ 5-day Pre-Kindergarten Program (ages 4 to 5 yrs., Monday-Friday, 9:00 a.m.-1:00 p.m.)  
\$3,375/year or \$385/month \*must have independent toileting skills

\_\_\_\_\_ 3-day Preschool Program (ages 3 yr. 4 mo. to 4 yr. 4 mo., Monday/Tuesday/Thursday, 9:15 a.m.-12:45 p.m.)  
\$2,340/year or \$270/month \*must be potty trained

\_\_\_\_\_ 2- day Enrichment Program (ages 2 yr. 6 mo. to 3 yr. 3 mo., Wednesday/Friday, 9:15 a.m.-12:30 p.m.)  
\$1,980/year or \$230/month \*potty trained **not** a requirement

### Questions:

1. Are you available to be on a Volunteer Substitute List for either an assistant or teacher? \_\_\_\_\_ yes \_\_\_\_\_ no
  - a. Days you are available to substitute: M T W TH F
2. Class Placement/Teacher preference for your child (*We will do our best to accommodate requests, but please note that many factors go into the final decision for classroom placement. We want each year at Little Graces to be the best it can be for your children.*) \_\_\_\_\_
3. Medical Information (*a separate medical form must be completed prior to the start of school for any child needing medication during the school day*):
  - a. List any allergies or intolerance to medicine or food:
  - b. Respiratory Ailments:
  - c. Current medication including inhalers:
  - d. Restrictions/Limitations on activities:

4. I would be interested in the following grades in the future at Little Graces:

Circle grades of interest: K 1<sup>st</sup> 2<sup>nd</sup> 3<sup>rd</sup> 4<sup>th</sup> 5<sup>th</sup>

# Little Graces Preschool & Kindergarten

## Teacher Information Form (front and back- NEW students ONLY) 2010 - 2011 School Year

Please complete as thoroughly as possible so we can work together to best meet each child's individual needs.

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

1. What family members live in the home with the child:

<u>Name:</u>	<u>Relationship</u>	<u>Age (of siblings)</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

2. Has your child attended preschool before? \_\_\_\_\_ Y \_\_\_\_\_ N  
Name of School: \_\_\_\_\_ Number of Days/Hours Attended: \_\_\_\_\_  
*(if you have any progress reports from former programs, please include a copy)*

4. Has your child ever been evaluated for special services through Child Find or privately? \_\_\_\_\_ Y \_\_\_\_\_ N  
If yes, please attach results of evaluations.

5. Has your child worked with any therapists or specialists on developmental issues? \_\_\_\_\_ Y \_\_\_\_\_ N  
If yes, please share the following: Title of specialist/therapist, frequency of service, years of service

6. Is child potty trained? \_\_\_\_\_ Y \_\_\_\_\_ N  
Words used at home for urination:  
Words used at home for bowel movement:  
Level of independence with toileting skills *(what help does your child require?)*:

7. Does your child interact regularly with other children his/her age? \_\_\_\_\_ Y \_\_\_\_\_ N

8. Does your child engage in small motor activities regularly (ie., play dough, glue, paint, crayons)? \_\_\_\_\_ Y \_\_\_\_\_ N  
Does your child use scissors properly? \_\_\_\_\_ Y \_\_\_\_\_ N  
Does your child show an interest in drawing or coloring? \_\_\_\_\_ Y \_\_\_\_\_ N  
Does your child show right or left hand dominance? \_\_\_\_\_ Right \_\_\_\_\_ Left

9. Does your child enjoy listening to stories? \_\_\_\_\_ Y \_\_\_\_\_ N  
Does your child enjoy telling stories? \_\_\_\_\_ Y \_\_\_\_\_ N  
Do you feel that your child's attention span is age appropriate? \_\_\_\_\_ Y \_\_\_\_\_ N

10. Which of the following does your child recognize? colors shapes numbers letters

11. Describe how your child separates from parents; how does your child feel about school?

12. How do you discipline your child and how does he/she usually react?

13. Please share any pertinent developmental information and/or chronic physical problems we should know about (ie., premature, delays: This is the place to share more information about specialists/therapists and things they are working on with your child so we can work together to best meet your child's needs):

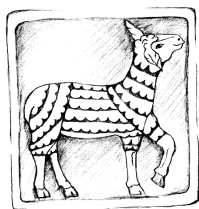
14. Please share any concerns about the development of your child's speech (if applicable).

15. Please share any family issues that may affect your child at school (if applicable).

16. Describe some of your child's interests and strengths; share his/her favorite activities:

17. Share any fears or concerns of your child's:

18. Describe what you hope your child will gain from this year at school:



# Little Graces Preschool & Kindergarten

Established 2001 A.D.

Grace Episcopal Church, P.O. Box 32,  
6507 Main Street, The Plains, Virginia 20198  
(540) 253-9800 fax (540) 253-5193

February 1, 2010

Dear Families,

Thank you for your interest in Little Graces Preschool & Kindergarten. We are proud of the high quality early childhood program we have created over the past 9 years at Grace Church. We look forward to providing a loving "home" for your whole family. Our goal is to challenge the minds and bodies of our Little Graces while fostering independence, self-confidence and a life-long love of learning. We are looking forward to working with you as we plan many hands-on, creative and enriching learning opportunities to help make many wonderful memories at Little Graces. We are grateful that your family has chosen to be part of our 2010 - 2011 school year.

Enclosed are the forms that are required to complete your child's registration file. Note the deadline that applies to your family.

**February 1-5 Registration for Returning Families, Siblings, and Grace Church Parishioners**  
**February 8-12 Registration for Waitlist Families from 2009-2010** (*registration fee paid for 2009-2010 secured a wait list spot*)  
**February 16 Open Registration**

(\*Registration may be returned via mail, but if received prior to applicable registration date, it will be dated the first day of the applicable registration week. You will receive written confirmation of your registration status within approximately four weeks of your established deadline.)

### **Registration Fee:**

To complete your child's registration file, please fill out and return the enclosed forms (*see list below*) with an annual registration/administrative fee of \$100 (*made payable to Little Graces Preschool*) before the applicable deadline. **This registration/administrative fee is non refundable regardless of placement/waitlist status.** Waitlist families from 2009-2010 who already paid their registration fee only need to pay a \$50 administrative fee when reapplying.

### **Enclosed Forms:**

- Registration Form (*be sure to include registration fee*)
- Teacher Information Form (*for newly enrolling students only!*)

We will provide information regarding some incredible Little Grace's Summer Camp opportunities (*June 1-4, June 7-11, June 14-18, and 1 week t.b.d. in July*) and Vacation Bible School (*date t.b.d.*) when we mail acceptance and wait list letters. Don't forget to mark your calendars for the 10<sup>th</sup> annual Little Grace's Fun Fair on Sat., April 24 from 10:00-3:00 for a FUN family day!! If you have any questions, please call me at Little Graces Preschool at (540) 253-9800 or email me at [littlegraces@gracechurch.net](mailto:littlegraces@gracechurch.net).

Sincerely,

Michelle Adzima, Director, Little Graces Preschool & Kindergarten

### ***PLEASE NOTE:***

*An annual, non-refundable registration/administrative fee of \$100 is required with your application (this fee is \$50 for any wait list family from 2009-2010 who already paid a registration fee). Please make checks payable to Little Graces Preschool.*

*Within two weeks of acceptance into the preschool program, one month's tuition is due to LG to reserve your placement. This payment is non-refundable and will become your May tuition payment.*

*Tuition Payment Options: 1. Payment in full due to LG by May 1; 2. Monthly Payment Plan. Tuition would be due on the first day of each month with September's payment due on August 1 (to Little Graces). A late fee of \$50 will be applied to any tuition received after the 7<sup>th</sup> of each month. (Kindergarten payment schedule=\$1980 within 2 weeks of acceptance; \$1980 due May 1; \$1980 due July 1)*

*Any family enrolling more than one child will be offered a \$25/month discount after the first tuition.*

*In the event it becomes necessary to withdraw your child, a written notice must be given at least 30 days in advance to the Director. If the Preschool is unable to fill your child's place, you will be responsible for the remainder of the year's tuition. Kindergarten tuition is non-refundable. All tuition deposits are nonrefundable.*

*\*\*Families are required to assist in a once a month or every other month rotation for their child's classroom. Your child's teacher will provide a schedule at the beginning of the year. We have a multitude of volunteer opportunities all year long at all age levels and will work with you to find what*

works best for your family situation. **Volunteers are the heart and soul of our school and make our Little Graces program an incredible experience for our children.**

Thank you in advance for your support!

Please contact the Preschool Office for scholarship information, 540-253-9800.

# Little Graces Preschool & Kindergarten

Established 2001 A.D.

P.O. Box 32,  
6507 Main Street, The Plains, Virginia 20198  
(540) 253-9800 fax (540) 253-5193

## Confidential Referral Form

(new students only, transferring from another school)

I hereby authorize (name of school) \_\_\_\_\_ to complete the following form and share the documents requested.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*This information is confidential. Thank you for your assistance in completing this form.  
Please mail all information directly to **Little Graces Preschool, PO Box 32, The Plains, VA 20198.***

Child's Name: \_\_\_\_\_ Present Placement: \_\_\_\_\_

	<u>Still Developing</u>	<u>Age Appropriate</u>	<u>Exceeds Age Expectations</u>
<b>Social/Emotional</b>			
Separates easily from parents	_____	_____	_____
Cooperates	_____	_____	_____
Shares well	_____	_____	_____
Is imaginative	_____	_____	_____
Exhibits leadership	_____	_____	_____
Uses materials purposefully	_____	_____	_____
Is inquisitive	_____	_____	_____
Is comfortable with adults	_____	_____	_____
Works and plays independently	_____	_____	_____
Responds positively to correction	_____	_____	_____
<b>Physical</b>			
Uses bathroom independently	_____	_____	_____
Small muscle control/coordination	_____	_____	_____
Large muscle control/coordination	_____	_____	_____
Speech development	_____	_____	_____
Stamina	_____	_____	_____
<b>Pre-Academic Skills</b>			
Handles materials appropriately	_____	_____	_____
Is attentive	_____	_____	_____
Listens in a group	_____	_____	_____
Contributes to discussions	_____	_____	_____
Follows directions	_____	_____	_____
Works cooperatively	_____	_____	_____
Completes tasks	_____	_____	_____
Can focus on one task	_____	_____	_____
Moves easily from task to task	_____	_____	_____
Initiates tasks	_____	_____	_____
Exhibits problem-solving	_____	_____	_____
Expresses thoughts clearly	_____	_____	_____
Eager to take on challenges	_____	_____	_____

