



Securing Each Child's Future
ZION LUTHERAN SCHOOL

15342 Jeraldo Drive
Victorville, CA 92394
760-243-3074
Facebook: Zion Lutheran Preschool

School Administrator: Pastor Lewis Busch
Early Childhood Director: Mrs. Rosemarie Carrizosa
www.zionvv.org

Admission Policies

I/We understand that this application begins enrollment and that the following must be completed before our child's enrollment will be accepted.

- Preadmission Health History
- Emergency Information
- Preadmission Health Evaluation or Date of Evaluation
- Emergency Treatment Consent Form
- Parent Rights and Personal Rights Form
- Immunizations up to date
- Child Care Food Program
- Copy of Birth Certificate
- Registration Fee paid
- Additional Information
- Tuition Policies
- Photo Release Form
- Directory Information
- Parent Consent for Walking
- Email
- Joyful Response

The undersigned has read all conditions and agrees to comply by all rules and regulations there set out and agree to cooperate with the school in its program and policies for the Christian education of their children.

Signature of Father _____

Date: _____

Signature of Mother _____

Date: _____

Signature of Director _____

Date: _____

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Securing Each Child's Future Welcome Letter

Our preschool is for your child and you. We hope that you feel free to discuss with us any and all questions that may arise. You will be given a Parent – Teacher Handbook upon enrollment.

Our daily plan is as follows:

6:00	8:30	Open doors, supervised free play
8:30	8:50	Breakfast
8:50	11:30	Each class has their own schedule- Bible time Lesson time Planned activities (craft, centers, play, etc.) Indoor & outdoor movement Music and Movement Communication time
11:30	12:00	Lunch time
12:00	12:30	Clean up from lunch, prepare for nap
12:30	2:30	Nap time
2:30	3:00	Up from nap, bathroom, quiet activities
3:00	3:15	Snack time
3:15	5:00	Planned activities inside and outside
5:00	6:00	Supervised free play, closing

We will have slight changes for field trips, special days or Tuesday/Wednesday for Chapel at 9:15 AM with Pastor or one of the preschool teachers. Parents are welcome to visit us any time. We need your input on problems in the home or special needs.

If your child needs medication for an illness, a permission slip must be filled out and signed by both the doctor and parent/guardian in order for the staff to administer any medication. All medication must be in the original container and all prescription medications must have child's name on container. No expired medication will be accepted.

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Securing Each Child's Future Additional Information

Full name of child _____

Father's Place of Employment _____

Mother's Place of Employment _____

Father's Social Security # _____ Mother's Social Security # _____

Father's Drivers License # _____ Mother's Drivers License # _____

Father's Cell Phone _____ Mother's Cell Phone _____

Email address _____

Please Circle:

Parents are: Married Separated Divorced Deceased Single

Child lives with: Mother Father Stepmother Stepfather
Grandmother Grandfather other _____

Church attendance: Regular Often Occasionally Seldom

Parents Church Affiliation _____

Child Baptized _____ Date _____ Child Dedicated _____ Date _____

Language spoken at home _____ Ethnicity _____

Would you like to be contacted by someone from our church? _____

How did you hear about us? _____



Securing Each Child's Future Tuition Policies

- 1 The Enrichment Program runs from 8:30 A.M. to 12:00 P.M. There is a 10 minute grace period before and after the set time, anything beyond that is subject to additional fees.
- 2 The Part Time schedule is any 6 hours per day. Any time after the 6 hours is subject to additional fees.
- 3 Contracted hours – if your child is scheduled for less than 5 days per week, they **MUST** only attend the set days scheduled. Any extra days will be charged. There are no ‘make-up’ days if your child misses their scheduled day.
- 4 California State Law strictly demands that preschools only operate within the hours that they are licensed, which is at Zion Lutheran School – Early Childhood Department 6:00 AM to 6:00 PM. Due to those laws, Zion is forced to charge \$1.50 per minute fine for every minute your child stays after 6:00 PM.
- 5 Zion Lutheran School requires a **two-week notice** if you should have to withdraw your child. Failure to give notice will result in being charged for two weeks after the last day of attendance.
- 6 Tuition is due in advance on the first day of each month and delinquent on the last day of the month, incurring a \$35.00 late fee at that time.
- 7 Annual registration is due on or before the first day of attendance and renewable each September. Registration fee is non-refundable.

My signature below confirms that I have been informed about the tuition policies.

Signature of Parent or Guardian_____

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Securing Each Child's Future Emergency Preparedness

Dear Parents:

Always in the back of our minds is the fact that a major disaster could happen when we are separated from our loved ones. In this event, Zion Lutheran School would like to be prepared and able to ease some of the fears you may have.

We ask parents to pack a gallon size bag full of dry foods, water and a note or picture of family to keep on hand in case of emergency. All staff members are trained in 1st aid and CPR. There is an extensive first aid kit for staff to use as part of the emergency plan.

We ask that each family discuss what to do in case of emergency at home. Remind your child to always listen to the adults in charge and to never wander off. It is important to remind your child that you will be there to pick them up.

Each fall we participate in a school disaster drill. This year's drill will coincide with the State of California's mass disaster drill "The Great Southern California Shake-out." In October at 10:15 am.

If you have any questions please contact the office at 243-3074.

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Securing Each Child's Future
Photo Release Forms for
Minors

I, being the parent, guardian of _____, hereby consent that the photographs or videos taken of him/her during their tenure while he/she is enrolled at Zion Lutheran School as a student may be used by Zion Lutheran School.

These pictures may be used throughout the school, on Zion's Facebook page, in the local newspapers or the school's website.

Furthermore, I consent that such photographs and or videos shall be the property of Zion Lutheran School, which has the right to duplicate, reproduce and make other uses as Zion Lutheran School deems necessary. Please check the appropriate statement.

_____ It is ok to use my son/daughter's photograph, etc. as described above.

_____ I **DO NOT** give my consent to have photographs of my son/daughter used by Zion Lutheran School in any way, as specified above.

Name of Student: _____ Grade: _____

Signature of Parent: _____

Street Address: _____

City: _____ Phone: _____

Please sign and return this to the school office. This paper will be kept on file in the student's permanent record. Parents always have the right to update and change this at any time during the school year.



Securing Each Child's Future Directory Information

Directory Information

Under the Federal Family Educational Rights and Privacy Act of 1974, and the California Educational Code, there is a listing of certain "Directory Information". According to the law, school boards must determine the categories of information designated as directory information and for what purposes such information can be released. Parents must have the opportunity to notify the school district if the information is not to be released. If you do not wish to have any category of directory information about your child released, please so indicate on the form below and return to the school office.

Name, address, telephone number, age, and grade level, have been designated as Directory Information by Zion Lutheran School to be released when pertinent to the Parent Support Group, room mothers, newspaper reporters, pupil list for others in class, and on school activity programs.

Please do not release the above information regarding my child.

Child's Name

The school may release the directory information regarding my child.

Child's Name

If no response is received by the school within two weeks, it will be assumed that the parents do not object to the release of directory information for this child.

Date

Signature

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Securing Each Child's Future Parent/ Guardian Consent For Walking Field Trip

Child's Name

The undersigned hereby requests and gives permission to take my child on walking field trips during the tenure of their time at Zion. I understand the field trip will be local and teachers will ensure there is proper supervision of students on the walking field trip. I acknowledge I will be notified by the teachers about the event at least 3 days prior to the trip. **This consent form includes walking trips to Zion Lutheran Church for chapel.**

By signing this agreement I absolve the teachers, Zion Lutheran School, and any and all members of its governing boards of any responsibility for the safety, welfare, health and well-being of the child named above, beyond such matters as may be called reasonable care of children in the custody of a teacher and subject to the teacher's clear instructions.

THIS FORM MUST BE SIGNED, DATED, AND RETURNED TO BE GRANTED PERMISSION TO PARTICIPATE IN ANY WALKING FIELD TRIP.

Parent/Guardian Signature: _____

Date Signed: _____

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Email or Paper Statements

**Would you rather receive your monthly statements
and or reminders by e-mail?**

We would like to cut down on the amount of paper used by the school and sending your statements and reminders by e-mail would cut down at least 300 sheets of paper per month. That's a lot of trees we could save throughout the year.

Parent Name (Print Please)

Child's Name: _____

Child's Name: _____

Child's Name: _____

- Yes I would like to receive statements and reminders by e-mail.
○ E-mail address: _____
- No I'd like to keep receiving a paper copy.

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