

**Pendleton Christian Church
Preschool and Kindergarten**

P.O. Box 31
Pendleton, IN 46064
765-778-2156

Dear Parents,

Thank you for your interest in Pendleton Christian Church Preschool and Kindergarten. You will find the information that you requested about our preschool, pre-kindergarten, and kindergarten classes enclosed. Please look through all of the information. Feel free to visit our great facility and meet our teachers. Next year will be our 36th year in operation.

Our classes fill up quickly. You may not want to wait for an open house to register your child for next year. Please fill out the enclosed forms as soon as possible and mail them to Pendleton Christian Church, P.O. Box 31, Pendleton, IN 46064. You may also drop them by the church office from 8:00 - 12:00 Monday through Friday, if you find it more convenient. Make sure you include the \$40.00 registration fee for preschool or pre-kindergarten. The kindergarten registration fee is \$75.00

If you have questions regarding PCCP & K, please contact the church office at 778-2156. A teacher will return your call as soon as possible.

Thank you for your interest. We look forward to meeting you and your child in the near future.

Sincerely,
The Staff of PCCP & K

Pendleton Christian Church Preschool & Kindergarten Tuition and Class Schedule

Preschool

Tuesday and Thursday

8:30-10:45 am

Registration \$40.00

Supply Fees \$40.00 September & January

Tuition \$75.00 per month September - May

Pre-Kindergarten

Monday, Wednesday, Friday

8:30-11:00 am or 12:15-2:45 pm

Registration \$40.00

Supply Fees \$40.00 September & January

Tuition \$95.00 per month September - May

Kindergarten

Monday through Friday

8:15 am – 12:15 pm

Registration \$75.00

Supply Fees \$50.00 August & January

Tuition \$200.00 per month August - May

Multiple Child Discount

1st Child – regular monthly fee

Each additional child - \$50.00 per month for preschool and pre-k

\$125.00 per month for kindergarten

The registration fee is non-refundable. Tuition is due by the 10th of the month.
Please add \$10.00 to late payments. A \$10.00 fee will be assessed on all
returned checks.

Automatic online payment options are available. Please go to www.pendcc.org
and click on the preschool link.

Pendleton Christian Church Preschool

Who are we?

The Pendleton Christian Church Preschool and Kindergarten is a self-supporting ministry of the Pendleton Christian Church.

It is our belief that a child's early years are of immense importance in their development and in their value to society. Because children need continuing appropriate challenges as they develop, we offer preschool and pre-kindergarten classes.

In an effort to instill Christian principles and values, we offer a four hour kindergarten program. This well-rounded program offers Christian education, Spanish class, Music class, and prepares students to enter first grade in the public school system. This program has been a great success.

Our calendar year closely follows the South Madison Community School Corporation's calendar.

What are your dates for admission?

Kindergarten - The child must be five years old by August 1st.

Pre-kindergarten - The child must be four years old by August 1st.

Preschool - The child must be three years old by August 1st.

What we do

We strive to educate the whole child ~ his/her senses, his/her motor skills, and his/her affective development. More specifically we hope to:

1. Provide an environment in which children can enjoy a variety of developmental activities in which they develop appropriate confidence and appreciation of their uniqueness.
2. Continually assess each student's current development in fine and gross motor skills, sensory perception, and coordination and to provide appropriate academic experiences.
3. Promote growth in basic concepts, language and other expressive abilities.
4. Promote each child's understanding of his/her strengths, his/her rights, and his/her responsibilities.
5. Promote a curiosity and responsiveness to their environment and a joy of learning and sharing.
6. Promote appropriate social skills in their interaction with their peers and others.
7. Help the child become more familiar with his/her community.

As the school year progresses, developmental assessments will be provided to parents. We will have a conference with the parents of pre-kindergarten and kindergarten students. Parents are invited to consult with the teachers at any other time. (We would prefer this not to be during class time.)

Frequently Asked Questions:

Q: How does the enrollment process work?

A: Applications for the following school year will be accepted until each classroom is filled. Applications will be prioritized by current students first and then on a first come first served basis. Programs are usually full by May 1st. Please note that current students who do not return their registration forms in a timely manner are not guaranteed a spot for the following school year.

Q: What is the age requirement and cutoff date for appropriate enrollment?

A: A preschool student must be 3 years old by August 1 of the school year to enroll in the preschool program. A pre-kindergarten student must be 4 years old by August 1 of the school year to enroll. Kindergarten students must be 5 years old by August 1 of the school year to enroll.

Q: What if my child is not toilet trained by the first day of school?

A: Children in the PCCP programs must be trained and able to take care of their own restroom needs.

Q: What are your student teacher ratios?

A: We try to maintain an average of 16 students to 2 teachers in each classroom.

Q: What are the qualifications of your staff?

A: Our teachers have a variety of educational backgrounds. These include teaching degrees in early childhood to elementary education. Each teacher is dedicated to providing your child with a meaningful and educational experience in a safe nurturing environment.

Q: How will I be informed of my child's progress during the year?

A: PCCP has an open door policy. You are welcome to visit, call, or inquire by note about your child. Assessments will be sent out three times during the school year. Pre-kindergarten and kindergarten parents will have spring conferences with their child's teacher.

Pendleton Christian Church Preschool and Kindergarten

Enrollment Contract

The Pendleton Christian Preschool (PCCP) is a ministry program of Pendleton Christian Church. The PCCP is authorized to enter into this contract as an agent of Pendleton Christian Church.

I hereby enroll (child's name) _____ in the Pendleton Christian Preschool for the 2010-2011 school year.

Policies

The child and I agree to adhere to the policies, rules, and regulations of the PCCP as described in the PCCP Guidelines Handout. I understand that PCCP reserves the right to dismiss a student at any time and for any reason deemed appropriate by the staff of Pendleton Christian Preschool, and that neither the PCCP Guidelines Handout nor this document limit that right.

Attendance

I understand and agree that my child is enrolled for the full program year. A full program year is defined as 9 months for preschool and pre-kindergarten and 10 months for kindergarten as cited by the PCCP calendar. I realize that PCCP may not be open on all the dates set forth in the PCCP calendar for varying reasons, including, but not excluding, weather or the inability to use the facility.

Tuition

Tuition is calculated on an annual basis and is due in equal monthly payments. I agree to pay all fees for the PCCP program in which my child is enrolled according to the current tuition listed in the PCCP brochure. My signature below acknowledges the receipt of said brochures. I understand that all tuition payments are due on the first of each month and considered late after the 10th. I further understand that a \$10 late fee will be assessed to my account if I choose to pay after the 10th. Any returned checks will be subject to a \$10 fee. Furthermore, I agree that if tuition is not paid in accordance with the contract, PCCP staff has the right to refuse admission of my child to class. PCCP cannot carry a delinquent account more than thirty days. If collection of this account becomes necessary, I agree to pay all reasonable collection cost including attorney fees. Make checks payable to PCCP.

Withdrawal

I agree that enrollment as specified herein may be canceled with thirty (30) days notice to the PCCP staff. I will be responsible for thirty days tuition regardless of attendance. In any case, I forfeit my registration fee, and any tuition and other fees already collected.

Late Pick-Up Fee

I understand that after a 10-minute grace period following the daily closure of my child's program, a late fee of \$10.00 per 20 minutes per child will be assessed. Payment should be made to the student's teacher.

My signature below confirms that I have read this contract and accept its terms and conditions. I further attest that I have full authority as parent or legal guardian of the above child to enter into this contract.

Parent or Legal Guardian Signature _____ Date _____

Pendleton Christian Church Preschool
Class Registration

Child's Name _____ Nickname _____

Date of Birth _____ Sex: Male Female (Circle)

Parent/Guardian _____

Home Phone _____ Work Phone _____

Cell Phone _____ Email _____

Resident of School District (i.e. Pendleton, Anderson etc.) _____

Home Church _____

Siblings at PCCP _____

Please enroll my child in the following class:

_____ Preschool Age 3 by August 1, 2010

Tuesday & Thursday

8:30 – 10:45 am

_____ Pre-Kindergarten AM Age 4 by August 1, 2010

Monday, Wednesday, Friday

8:30 – 11:00 am

_____ Pre-Kindergarten PM Age 4 by August 1, 2010

Monday, Wednesday, Friday

12:15 – 2:45 pm

_____ Kindergarten Age 5 by August 1, 2010

Monday – Friday

8:15 am -12:15 pm

Please include the non-refundable registration fee.

Pendleton Christian Church Preschool and Kindergarten **Waiver &
Indemnity
Agreement**

The Pendleton Christian Church Preschool and Kindergarten (PCCP & K) program is a ministry of Pendleton Christian Church.

I hereby permit PCCP & K and/or its agents to take my child _____ to functions, outings, and other field trips beyond the PCCP & K campus. I understand that I will be given prior notification of such field trips. In your transporting of my child to and from these activities, I release you from any and all liability in the event my child is injured during an accident associated with PCCP & K or its agents.

In the acceptance of my child as a student at PCCP & K and having satisfied myself that supervision and attention to safety are prudent and reasonable, I agree to indemnify, defend and hold harmless PCCP & K and its agents, employees, and representatives against any and all claims and demands (including legal fees) made by me, my spouse or legal guardian of the child.

If my child has a clinical, chronic health condition, it is my responsibility to submit instructions to the staff that stipulates my child's special needs.

In case of illness or accident, I give PCCP & K permission to provide emergency care for my child deemed necessary. It is understood that a conscientious effort will be made to contact me (or the emergency contact persons designated by me) before any action is taken. In the event that no one can be reached at the phone numbers provided, I give permission to take my child to the nearest hospital for treatment.

I hereby permit PCCP & K to use pictures taken at school in which my child may appear for the purposes of public relations (i.e. newspaper, presentations, brochures and website).

My signature below confirms that I have read this Waiver and Indemnity Agreement and have willingly placed my signature below as evidence of my acceptance of all the conditions contained herein. I further attest that I have full authority as parent or legal guardian of the above named child to enter into this contract.

Parent or Legal Guardian _____ Date _____



Date _____

Child's LAST Name _____ Child's FIRST Name _____

Nickname _____ Sex _____ Birthdate _____ Age _____

My Child is RIGHT HANDED LEFT HANDED (circle one)

Street Address _____ City _____

State _____ Zip Code _____ Home Phone _____ Cell Phone _____

E-mail Address _____

Parent 1 _____ Relationship _____

Street Address _____ City _____

State _____ Zip Code _____ Employer _____ Work Phone _____

Home Phone _____ Cell Phone _____

Parent 2 _____ Relationship _____

Street Address _____ City _____

State _____ Zip Code _____ Employer _____ Work Phone _____

Home Phone _____ Cell Phone _____

Parent 3 (if applicable) _____ Relationship _____

Street Address _____ City _____

State _____ Zip Code _____ Employer _____ Work Phone _____

Home Phone _____ Cell Phone _____

Child lives with: Both parents Mother only Father only Guardian

List any specific health concerns: _____

Adults authorized to pick up your child other than those listed above:

Name: _____ Relation to child _____ Phone _____

Name: _____ Relation to child _____ Phone _____

Emergency Contact Person:: _____ Home phone _____

Work phone _____ Cell phone _____

Child's Physician: _____ Phone _____

Child's Dentist: _____ Phone _____

Hospital _____ Phone _____

Sibling's Name _____ Birthdate _____ Grade/Age _____

Sibling's Name _____ Birthdate _____ Grade/Age _____

Sibling's Name _____ Birthdate _____ Grade/Age _____

I want my child to participate in this program because:

What do you expect your child to get out of being a student in the PCCP & K program?

Would you be willing to help at PCCP & K if called upon?

So far, I would describe my child's development as:

More than anything, I hope that PCCP & K will help my child:

I would like the PCCP & K staff to be especially sensitive to my child's:

I would like to see my child grow in these areas:

Additional comments:
