



Early Learning Center

NEW ORLEANS BAPTIST THEOLOGICAL SEMINARY
4148 Providence Place
New Orleans, LA 70126
Phone: (504) 816-8585
Fax: (504) 816-8485
preschool@nobts.edu

Registration Forms 2019-2020 **General Information**

Child's Name _____ Gender _____ Birth Date _____

Child's preferred name (name child is called) _____

Father's name _____ Mother's Name _____

Dad's religious preference _____ Church member, where? _____

Mom's religious preference _____ Church member, where? _____

These next questions will help us better care for your child:

Describe your child's past illnesses _____

Describe any developmental delays _____

Describe any allergies _____

Describe any dietary restrictions _____

Please tell us about your child's:

Likes _____

Dislikes _____

*Any additional information that you would like to share with us? Please use the space below or the back of this packet, if needed.



Early Learning Center

NEW ORLEANS BAPTIST THEOLOGICAL SEMINARY
4148 Providence Place
New Orleans, LA 70126
Phone: (504) 816-8585
Fax: (504) 816-8485
preschool@nobts.edu

Registration Forms 2019-2020 Tuition Agreement

Child's Name _____

Date of Admission: _____

*Are you a student or staff member of NOBTS? ____ YES ____ NO

If yes, please provide your NOBTS ID number _____

I agree to pay a non-refundable registration fee of \$ _____.

I agree to pay a monthly tuition fee in the amount of \$ _____.

My child will attend (please check one):

_____ Two days _____ Three days _____ Five days.

For those in part time care, please circle the days your child will attend. Please note, upon a conversation between the parents and the director, these dates can be changed based on the family's need and room availability.

Monday Tuesday Wednesday Thursday Friday

I understand that **tuition is due by the fifth of every month.** Tuition not paid in a timely manner may result in the dismissal of my child from the program. Tuition payments may be made by cash, money order, check, e-check, and credit or debit card. (Please note, an additional fee will be charged for e-check, credit and debit cards.) A fee of \$50.00 will be charged for all NSF checks. **A two week written notice is required upon withdrawing from the Early Learning Center of NOBTS.**

I also understand that there is no discount in tuition for holidays, sickness, emergency closings, absenteeism, or vacations. I remember I am paying for my child's spot and not his/her attendance.

Parent's Signature

Date



Early Learning Center

NEW ORLEANS BAPTIST THEOLOGICAL SEMINARY

Emergency Information and Pick Up Authorization

Primary Pick up Person (s) _____

My child has permission to be released to the following individuals, child care facilities or transportation services in addition to the emergency contact persons listed below. (Families, please notify these individuals that they may be asked to show proof of identity.)

Person(s) with whom the child lives _____

.....
Individual's Name _____ **Relationship to Child** _____

Phone Numbers: Cell _____ Work _____ Home _____

- Emergency Contact**
- Authorized to Pick Up**

.....
Individual's Name _____ **Relationship to Child** _____

Phone Numbers: Cell _____ Work _____ Home _____

- Emergency Contact**
- Authorized to Pick Up**

.....
Individual's Name _____ **Relationship to Child** _____

Phone Numbers: Cell _____ Work _____ Home _____

- Emergency Contact**
- Authorized to Pick Up**

.....
Individual's Name _____ **Relationship to Child** _____

Phone Numbers: Cell _____ Work _____ Home _____

- Emergency Contact**
- Authorized to Pick Up**

.....
Individual's Name _____ **Relationship to Child** _____

Phone Numbers: Cell _____ Work _____ Home _____

- Emergency Contact**
- Authorized to Pick Up**

.....
Individual's Name _____ **Relationship to Child** _____

Phone Numbers: Cell _____ Work _____ Home _____

- Emergency Contact**
- Authorized to Pick Up**



Early Learning Center

NEW ORLEANS BAPTIST THEOLOGICAL SEMINARY

Registration Forms 2019-2020 **Recordings and Photographs**

Parental Awareness of Recordings

I am aware that Early Learning Center of NOBTS utilizes recordings and/or taping of my child such as digital recordings, videotaping, audio recordings, or web cam while in the center for observation/security purposes.

Parent's Signature

Date

Permission to Release Photograph

I give permission for Early Learning Center of NOBTS to release a photograph/recording of my child _____ to
(Child's name)

Early Learning Center of NOBTS. I understand these photographs may be used in the classroom, in the hallways, and in art projects. I further understand that my child's pictures will not be shared on public publications such as newsletters, brochures, and the website without my permission, either verbally or written.

Parent's Signature

Date



Registration Forms 2019-2020
Social Media Consent and Release Form

The Early Learning Center uses Social Media as a way to celebrate successes of our students and staff and share new things going on in our classrooms. Please follow us on Facebook and Instagram to keep up with important reminders, announcements and weekly activities.

*We at the ELC strive to honor each families request regarding social media permission however, we cannot be responsible for the postings of each individual family. As a reminder and a courtesy, **please only post pictures of YOUR child at the ELC setting.***

Check one of the following:

- I **agree** to give the Early Learning Center of NOBTS permission to post my child's photograph on Social Media with NO personally identifying information and for educational purposes only.

- I **do not agree** to give the Early Learning Center permission to post my child's photograph on Social Media.

Print child's name _____

Print parent's name _____

Parents Signature _____

Date _____



Registration Forms 2019-2020
Parent Handbook

I have received a copy, either a hard copy or electronic, of the parent handbook. I have read and understand the contents of the Early Learning Center of NOBTS Parent Handbook. I agree to the policies written therein.

I also received a list of parent resources, which is located on the back page of the parent handbook.

Parent's Signature

Date



Early Learning Center
NEW ORLEANS BAPTIST THEOLOGICAL SEMINARY

Registration Forms 2019-2020
Non-Vehicular Excursion Authorization

My child, _____, has my permission to participate in the following
(child's name)

off-site activities when the children are walking and accompanied by staff of the center:

Type of Activity

- Bye-Bye buggy
- Neighborhood walk
- Other

This authorization is valid for one year from the date below.

Parent's Signature

Date

*Examples of non-vehicular excursions would be a nature walk around the neighborhood, walking to the library, Sunshine Park, Post Office, etc...



Early Learning Center
NEW ORLEANS BAPTIST THEOLOGICAL SEMINARY

Registration Forms 2019-2020
Authorization for the Application of Topical Products

Child's Name: _____

I give permission for center staff to apply the following topical products to my child whether center provided or parent provided:

- | <u>Yes</u> | <u>No</u> | |
|--------------------------|--------------------------|-----------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | sunscreen |
| <input type="checkbox"/> | <input type="checkbox"/> | insect repellent |
| <input type="checkbox"/> | <input type="checkbox"/> | diaper rash cream |
| <input type="checkbox"/> | <input type="checkbox"/> | other _____
(Name) |

This one time authorization will remain in effect until a new authorization is signed.

Parent's Signature

Date



Early Learning Center
NEW ORLEANS BAPTIST THEOLOGICAL SEMINARY

Registration Forms 2019-2020
Water Play Activities Permission Form

My child _____ has permission to participate
(child's name)

in the following type of water play activity:

Water tables, and water play day in the summer months, which may include sprinklers and other water play day activities.

Location of activity:

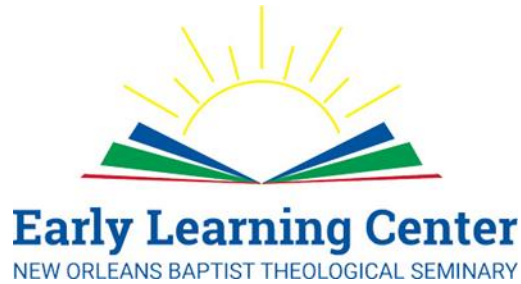
Early Learning Center of NOBTS play yards and classrooms.

Parent's Signature

Date

*Permission must be updated at least annually.

*If activity is off-site, transportation authorization is required and regulations regarding transportation must be followed.



Registration Forms 2019-2020
Holiday Schedule

The Early Learning Center will be closed on the following dates for the holidays listed.

2019

LABOR DAY – September 2, 2019

THANKSGIVING – NOON on Wednesday, November 27, 2019 through Friday, November 29, 2019.

CHRISTMAS AND NEW YEAR'S – CLOSED Friday, December 23, 2019 and will reopen on Wednesday, January 2, 2020.

2020

MARTIN LUTHER KING, JR DAY – Monday, January 20, 2020

MARDI GRAS – Tuesday, February 25, 2020

GOOD FRIDAY – Friday, April 10, 2020

INDEPENDENCE DAY – Thursday, July 3, 2020

ANNUAL TEACHER TRAINING – Late July 2020, closed for two days**

Special Events

Parents are offered many opportunities for involvement each year. For all events, parents and family are welcome to come and participate. Our annual events include, but are not limited to the following:

<i>Fall Fest</i>	Friday, Oct. 25, 2019	6-8PM
<i>Thanksgiving Feast</i>	Friday, Nov. 22, 2019	lunch
<i>Christmas Program & Party</i>	Wednesday, Dec. 11, 2019	lunch
<i>Mardi Gras Parade (rain or shine)</i>	Friday, Feb. 21, 2020	3:30PM
<i>Dr. Seuss week</i>	March 2-6, 2020	all week
<i>Easter parties</i>	Thursday, April 9, 2020	2:30PM
<i>Teacher Appreciation Week</i>	May 4-8, 2020	all week
<i>Muffins with Mom</i>	Friday, May 8, 2020	7:30-9:00PM
<i>Promotion Day</i>	Friday, May 22, 2020	10:00AM
<i>Donuts for Dads</i>	Friday, June 12, 2020	7:30-9:00AM
<i>Parent Meeting</i>	Tuesday, August 11, 2020	6:00-7:30PM
<i>Back to School Party</i>	Monday, August 17, 2020	2:30pm

