

Sunshine Nursery School

Registration Packet

Dear Parents,

Welcome to Sunshine Nursery school!!!! Please select the class you are registering for below.

Click Here to Select a Class

Things your need to know…

* To lock in your spot here at Sunshine you will need to have submitted your $35 non-refundable registration fee no later than 2 weeks after registration. If we have not received your registration fee your spot will be **forfeited**.
* All Registration packets MUST be received by August 1st. If we have not received your registration packet and you have not made contact to get us the information, your spot and registration fee will be **forfeited**.
* Your child will not be allowed to attend school unless we have a up to date immunization record on file. These may be printed from your doctor and sent to:

 **Sunshine Nursery School, PO Box 342; LeRoy NY 14482.**

More information will be sent home prior to our Parent Information Night in August. Please make every attempt to attend this information night, as we will be discussing important information and missing this event may cause confusion on school policies though out the school year.

Please request to join our private FaceBook page, Parents of Sunshine Nursery School. We will be admitting new parents to the group at the end of June. We use this page to communicate important information to you quickly.

Thank you for choosing Sunshine Nursery School as your child’s first stepping stones in education. If you have any questions regarding registration or this form, please contact our Registrar Kate Garner by phone at (585)502-5389 or email us at SNSLeRoy@outlook.com

We look forward to working with your family this coming school year!

SNS School Board

Student Information

Name Click or tap here to enter text. Preferred Nickname Click or tap here to enter text.

Date of Birth Click or tap to enter a date. Gender [ ] Male [ ]  Female

Primary Street Address Click or tap here to enter text.

Primary City, State, Zip Click or tap here to enter text.

Primary Phone Number (This number will be used in our teachers group texts) Click here to enter text.

Email Click or tap here to enter text.

Parental Information

Preferred Contact [ ]  Mother [ ]  Father [ ]  Both

This person’s information will be used for primary communication, group texts ect.

Mother

Name Click or tap here to enter text. Phone Number Click here to enter text.

Address [ ]  Check box if primary address is the same

 Street Address Click or tap here to enter text.

 City, State, Zip Click or tap here to enter text.

Place of Employment Click here to enter text. Work Phone Number Click here to enter text. May we contact you at that number? [ ]  Yes [ ]  No

Father

Name Click or tap here to enter text. Phone Number Click or tap here to enter text.

Address [ ]  Check Box if primary is same

 Street Address Click or tap here to enter text.

 City, State, Zip Click or tap here to enter text.

Place of Employment Click or tap here to enter text. Work Phone Number Click or tap here to enter text. May we contact you at that number? [ ]  Yes [ ]  No

Custodial Information (If Applicable)

Who has primary custody? Choose an item.

If you chose other explain Click or tap here to enter text.

If there is a step-parent, please indicate:

Name Click or tap here to enter text. Phone Number Click or tap here to enter text.

Place of Employment Click or tap here to enter text. Work Phone Number Click or tap here to enter text. May we contact you at this number? [ ]  Yes [ ]  No

Daycare Information

Name of Daytime Daycare provider Click or tap here to enter text.

Phone Number Click or tap here to enter text.

Address Click or tap here to enter text.

Will this person be dropping off [ ]  yes [ ]  no

Will this person be picking up? [ ]  Yes [ ]  No

* **Health Information:**
	+ **Please contact your doctor to print an updated immunization record and return that form to: Sunshine Nursery School, PO Box 342, LeRoy, NY 14482. Your child will not be allowed to attend school unless we have that record.**

Doctor’s Name Click or tap here to enter text. Phone Number Click or tap here to enter text.

Address Click or tap here to enter text.

Does your child have any health-related problems? [ ]  yes [ ]  no

If yes, Please Explain: Click or tap here to enter text.

Allergies: Please include all environmental and food allergies…

[ ]  YES… indicate allergen and type of reaction. Please be detailed.

Click or tap here to enter text.

[ ]  No known allergies

Does your child have any food or drink restrictions (ie. No juice) [ ]  Yes…. Explain, please be detailed.

 Click here to enter text.

 [ ]  No my child has not food or drink restrictions

Is your child [ ]  Right handed or [ ]  Left Handed [ ]  Does not yet show a preference

Does your child have any special needs, disabilities or limitations? (ie. Needs speech therapy, OT/PT ect.) [ ]  Yes [ ]  No

If yes, please explain… Include diagnoses, therapist name and phone number ect.

Click or tap here to enter text.

Is there any additional information you would like us to have regarding your child? For example, are they shy, take a while to warm up to new people? Do they have any fears or aversions to different textures, sounds, tastes?

[ ] Yes, Please explain… Click or tap here to enter text.

[ ]  No additional information

Emergency Contact Information

In the event of an emergency while your child is at school, we need to know how to get in touch with someone other than you in case your are not available.

Please List (in order of preference) 3 people to contact in case of an emergency. Do Not Include the parent that is currently listed as primary contact.

If this list changes during the school year, please notify the Teacher and/or Registrar in writing so we may keep this list up to date.

 Name Phone Number

1. Click or tap here to enter text. Click or tap here to enter text.
2. Click or tap here to enter text. Click or tap here to enter text.
3. Click or tap here to enter text. Click or tap here to enter text.

Trusted Adults Information

Please list the names of individuals that can pick your child up from school. We will not release your child to anyone other than you the parents or individuals on this list. In order to add a person to this list you must notify your child’s teacher and/or the Registrar prior to pick up or drop off. Please inform these individuals they must walk your child down the stairs and hand them off to the teacher. Please ensure they do not drop them off at the door and leave. This policy is in place to keep your child safe while at school.

Name Relationship to child Phone Number

Click or tap here to enter text. Choose one. Click here to enter text.

Click or tap here to enter text. Choose an item. Click here to enter text.

Click or tap here to enter text. Choose an item. Click hereto enter text.

Click or tap here to enter text. Choose an item. Click here to enter text.

Click or tap here to enter text. Choose an item. Click here to enter text.

Photo Release

I, the undersigned, hereby grant Sunshine Nursery School permission to take photographs and/or videotape my child while attending class. I do not object to their publication in local newspapers and/or social media for publicity purposes only.

[ ]  I agree [ ]  I Do Not Agree

Name of Child Click or tap here to enter text. Class Choose an item.

Parent Name Click or tap here to enter text. Date Click or tap to enter a date.

(Notice typing of name will be your legal signature)

**Tuition**

Tuition is based on a yearly amount. We allow for monthly payments to bring the amount down. You are able to pay a head if you so choose. We start the payment option for Nursery and Pre-K on the 15th of August and continue to June 15th. (Example: Extended Pre-K tuition is $1150 for the year. Therefore, our monthly payment option allows for payments of $115 a month.) Playgroup monthly tuition payment option starts October 15th. Tuition payments using the monthly payment option are to be postmarked no later than the 15th of each month, unless you are have made other arrangements with the Treasure. A **$20.00 late fee is charged for all payments postmarked after the 15th** of each month. Since the school is a non-profit organization, your payment is necessary to continue the operation of the school. Any account unpaid by the 15th of the following month will result in your child being unable to attend class until the account is made current. If the account is not paid in full after the 3rd month, your child’s spot in class may be filled with someone from our waiting list. In addition, if your account is not current by the last class day of the school year we will unfortunately have to remove your child from the class they are registered in for the following year. If your child is in Pre-K they will not be allowed to participate in the graduation ceremony. There is a $30.00 service charge for all checks returned to Sunshine. The board will consider special circumstances when they are addressed properly and promptly.

**Multi-Child Tuition Discount**

There is a $10 discount if you have more than one child enrolled in the school at the same time (example: Pre-K tuition $85/month; Nursery tuition $70/month; Total monthly tuition for both students $155 - $10 discount = $145/month). **This discount applies only when at least two tuitions are being paid at the same time. This means if you have two children enrolled and one of them is in playgroup the discount only applies for the months that they both have payments due.**

*If you have any questions regarding this matter please feel free to contact Lindsay Beauchamp, Treasurer*.

**Mail payments to: Sunshine Nursery School, P.O. Box 342, LeRoy, NY 14482 or you may drop them in the lock box at the school located at the end of the children’s cubbies.**

**Teachers will not accept tuition payments for any reason!**

**\_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_**

**In signing this form, you acknowledge you have read and understand when first months tuition is due, and the terms of the monthly tuition payment option.**

Signature Click or tap here to enter text. Date: Click or tap to enter a date.

(Notice: we will see typed name as your legal signature)

**FUNDRAISING INFORMATION AND PROCEDURES**

Sunshine Nursery School is not supported solely by tuition payments. We also need the income generated by our various fundraisers. This allows us to keep our tuitions rates down.

The Four Fundraisers we will participate in this year are as follows:

August/September: Chase Mum Flower Sale

November/ December: Chase Poinsettia/ Wreath Sale

January/February: Candle Sale

April/May: Chase Flower Sale\*

\*Subject to change due to unforeseen circumstances, change in fundraising profit margin, etc.

Families **are** **required** to participate unless they choose our ‘buy-out” program. Information on each upcoming fundraiser is sent through the teachers. However, fundraising questions should be directed to our fundraising coordinators.

**Nursery and Pre-K Families:**

Our Nursery and Pre-K families must participate in all four of our in-house fundraisers. And sell at least $50 at each fundraiser.

**Buy-Out Options**

We are offering two options for the fundraiser “buy-outs”. You may buy out of all 4 fundraisers at the beginning of the year for $200 that will be due on September 15th or you may choose to buy out on an individual basis at $50.00 per fundraiser. Individual buy outs are due at the time when order forms are due for each fundraiser**. If you do not participate in the required fundraising your child will not be able to finish out the school year or attend Sunshine Nursery School the following year.**

**Playgroup families** are required to do **two** internal fundraisers; choices being the Aug/Sept. Chase Mum sale, November/December Chase Poinsettia, Wreath Sale January/February Candle, or the April/May Chase Spring Flower Sale; but they are encouraged and welcome to participate in all four in an effort to keep our school running with no added tuition costs. Playgroup families may choose the buyout option for $100 for both fundraisers or $50 for an individual fundraiser. Individual buy outs are due at the time when order forms are due for each fundraiser. **If you do not participate in the required fundraising your child will not be able to finish out the school year or attend Sunshine Nursery School the following year.**

**Optional Fundraisers**

We will also have several optional fundraisers during the year that are more community

based. You may be handed out tickets to sell for these events (ex. Chicken Barbeque, or Pancake Breakfast, and our Annual Azriel Butler Memorial Fundraiser). While participation in these events are not mandatory, participation is strongly encouraged.

Our Fundraising Coordinators are always seeking parent volunteers to form a fundraising committee to help plan, implement and distribute our fundraisers. Your input is welcome and appreciated. If you are interested in participating on our fundraising committee, please contact Kristen Englerth at (585) 409-9219.

**Other ways to help support SNS:**

* We also accept donations thru the **United Way**. When you receive your donor choice cards please designated that you would like to donate specifically to **#2393 Sunshine Nursery School**.
* We have an account at **Mickels Nickels** on Lake Street (Rte 19) in LeRoy (next to Spirits). When taking back your cans and bottles, please consider having the deposit refund donated to our school.

We also have an **External Fundraising Committee**. This committee organizes fundraisers over and above the fundraisers we ask the children to participate in throughout the school year. We encourage parent participation on this fun and exciting committee. It gives parents a way to be involved with their child’s school without making a huge time commitment. Parent’s interested in participating on this committee should contact our fundraising chair, Kristen Englerth at (585) 409-9219. Participation in the external fundraisers are appreciated but, not required. If you choose to not participate, just return any tickets that you may receive to sell.

**­\_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_**

**I, the undersigned, hereby sign that I have read and understand the fundraiser information and procedures.**

Click or tap here to enter text. Click or tap to enter a date.

(Notice: We will see your typed name as your legal signature)