

**Timothy Lutheran Full Time Preschool  
425 NW RD Mize Rd  
Blue Springs, MO 64014  
816-228-5300**

**February 2009**

*Throughout the Bible, families are directed to bring up their children in the way of the Lord. "Train a child in the way he should go, and even when he is old he will not turn away from it." Proverbs 22:6. Growing in God's Word is a lifelong faith journey.*  
Christ-centered teaching is rooted in God's Word. Jesus is at the heart of teaching to the Lutheran school.

The staff at Timothy Lutheran Early Childhood Center is diligent about preparing and teaching lessons that are developmentally appropriate and challenging. Your child is our number one priority. Every aspect of our program has been well thought out, designed and prepared to meet the needs of your child. Our purpose is to "Touch Lives For Christ".

Attached is the enrollment packet for classes at Timothy Lutheran Early Childhood Center. We offer Part Time Preschool programs for children ages two through six. Our Part Time program is in session September through May, and classes are either two days or three days a week from 8:45-12:45 PM or 9:30 AM to 1:30 PM.

We hope that this information will answer many of your questions about our program. If you need further information, please feel free to call us at 228-5300 ext. 312. We would love the opportunity to furnish you with a tour of our school at a time convenient for you.

To enroll your child, return the attached enrollment forms with the enrollment fee. Once we receive this information, a class spot will be reserved especially for your child. Robin Bartolotta, our Administrative Assistant, will review the paperwork with you as you enroll your child. Your child's Enrollment Fee is due at this time. The medical form needs to be returned within the first 30 days of attendance.

Timothy Lutheran Church began offering preschool in 1976 and has shared Jesus with many children and their families. The church has purchased 68 acres of land on South 7 Highway and is constructing a new Elementary School. We love to share the love of Jesus with children, and we look forward to your family joining the Timothy Lutheran Early Childhood Center and School family.

Joy in Jesus,

Patty Koogler  
Early Childhood Administrator

Robin Bartolotta  
Early Childhood Administrative Assistant

**TIMOTHY LUTHERN PART TIME PRESCHOOL  
EARLY CHILDHOOD CENTER**

*September 2009 to May 2010*

(Please mark your **first** and **second** choices)

**2 Year Old**

Prefer Children are 2 years old by May 1, 2009  
Enrollment Fee of \$80.00 is assessed at enrollment.

**Enrollment Fees are non-refundable**

**Early Bird enrollment for fall classes will be between March 2-31<sup>st</sup>  
And earns a \$15.00 discount off the enrollment fee  
SO USE YOUR EARLY BIRD COUPON!!!**

\_\_\_\_\_ 9:30 – 1:30 on Tues/Thurs at \$160.00 per month

\_\_\_\_\_ 9:30 – 1:30 on Wed/Fri at \$160.00 per month

**3 Year Old**

Prefer Children are 3-years-old by July 31, 2009  
Enrollment Fee of \$80.00 is assessed at enrollment.

**Enrollment Fees are non-refundable**

**Early Bird enrollment for fall classes will be between March 2-31<sup>st</sup>  
And earns a \$15.00 discount off the enrollment fee  
SO USE YOUR EARLY BIRD COUPON!!!**

\_\_\_\_\_ 8:45-12:45 on Tues/Thurs at \$155.00 per month

\_\_\_\_\_ 9:30-1:30 on Tues/Thurs at \$155.00 per month

\_\_\_\_\_ 8:45-12:45 on Wed/Fri at \$155.00 per month

\_\_\_\_\_ 9:30-1:30 on Wed/Fri at \$155.00 per month

\_\_\_\_\_ 8:45-12:45 on Mon/Wed/Fri at \$223.00 per month

\_\_\_\_\_ 9:30-1:30 on Mon/Wed/Fri at \$223.00 per month

**Pre-K 4-5 Year Old**

Must be 4-years-old by July 31, 2009  
Enrollment fee of \$80.00 is assessed at enrollment.

**Enrollment fees are non-refundable**

**Early Bird enrollment for fall classes will be between March 2-31<sup>st</sup>  
And earns a \$15.00 discount off the enrollment fee  
SO USE YOUR EARLY BIRD COUPON!!!**

\_\_\_\_\_ 8:45-12:45 on Tues/Thurs at \$155.00 per month

\_\_\_\_\_ 9:30-1:30 on Tues/Thurs at \$155.00 per month

\_\_\_\_\_ 8:45-12:45 on Wed/Fri at \$155.00 per month

\_\_\_\_\_ 9:30-1:30 on Wed/Fri at \$155.00 per month

\_\_\_\_\_ 8:45-12:45 on Mon/Wed/Fri at \$223.00 per month

\_\_\_\_\_ 9:30-1:30 on Mon/Wed/Fri at \$223.00 per month

Enrollment of children will determine the classes offered. ALL classes are subject to availability. ALL Preschool and Pre-Kindergarten children must be independent in using the restroom.

Parents with more than one child enrolled in any Timothy Lutheran School and/or Early Childhood Center program, receive a 10% discount on the tuition for multiple children in the family.

The more expensive tuition is payable at full price, with the discount being applied to the less expensive tuition. **No discount is given on the enrollment fees.**  
**(Except for Coupon)**

You may either choose to pay through our “**Automatic Deduction through Timothy Lutheran Church**” or you may pay monthly by check or M.O. **A \$100.00 Management Fee will be charged if paying without the “Automatic Deduction through Timothy Lutheran Church”.**

**A Late Fee of \$15.00 will need to be added to your monthly tuition fee if not paid by the first week of each month, unless you are choosing to use the “Automatic Deduction through Timothy Lutheran Church”**

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## ENROLLMENT COUPON FOR:

### TIMOTHY LUTHERAN EARLY CHILDHOOD CENTER

Take \$15.00 off your Enrollment Fee (per child) if you Enroll  
between March 2<sup>nd</sup> - March 31<sup>st</sup> 2009



**TIMOTHY LUTHERN FULL TIME PRESCHOOL  
EARLY CHILDHOOD CENTER**

*September 2009 to May 2010*

Offered year round, Monday-Friday, 6:30 AM – 6:00 PM  
Enrollment fee of \$60.00 is assessed annually.

**2 Year Old**

must be 2-years-old by May 1, 2009

**Enrollment fees are non-refundable**

\_\_\_ 2 year-old at \$146.00 per week

**3 Year Old**

must be 3-years-old by July 31, 2009 and **Potty Trained**

**Enrollment fees are non-refundable**

\_\_\_ 3 year-old at \$136.00 per week

**Pre-K 4-5 Year Old**

**Enrollment fees are non-refundable**

\_\_\_ 4-5 year-old at \$136.00 per week

Parents with more than one child enrolled in any Timothy Lutheran School and Early Childhood Center's program, receive a 10% discount on the tuition for multiple children in the family.

The more expensive tuition is payable at full price, with the discount being applied to the less expensive tuition. No discount is given on the enrollment fees.

**Weekly tuition is due on Monday and an additional \$15.00 is assessed if paid after Wednesday.**

Bank fees assessed to Timothy when checks are returned unpaid due to insufficient funds or closed account will be passed on to the writer of the check. After 2 returned and unpaid checks are received, all future payments must be paid in cash or money order. **Late pick-up fee is \$5.00 for the first 5 minutes and \$1.00 per minute thereafter.**

**All payments should be made by check or money order only (no cash will be accepted).**

*STUDENT INFORMATION SHEET*

Child's name: \_\_\_\_\_

Mother's name: \_\_\_\_\_ Father's name: \_\_\_\_\_

Sitter's name: (if applicable) \_\_\_\_\_ Phone: \_\_\_\_\_

Sitter's address: \_\_\_\_\_

List all children's allergies:

Special medical/mental health conditions:

List all special medication:

List all restrictions/limitations:

Church membership: Timothy    No Church    Other (specify): \_\_\_\_\_

Has child been baptized? \_\_\_\_\_ If so, when? \_\_\_\_\_

How did you hear about our program? \_\_\_\_\_

Has child been in a Preschool/Childcare/Children's Day Out Program before? \_\_\_\_\_

If so, where? \_\_\_\_\_

If child was in a *Timothy Lutheran* program, who was the teacher? \_\_\_\_\_

Name of your subdivision (if in Blue Springs) \_\_\_\_\_

We occasionally are asked for the names of people who provide childcare in their homes. If you are among those childcare providers, would you be interested in having us refer people to you?  
\_\_\_\_\_ Yes \_\_\_\_\_ No

We occasionally are asked for names of people who might be able to provide transportation for one of our students to and from his/her childcare provider and our school. Would you be willing and able to provide this transportation?  
\_\_\_\_\_ Yes \_\_\_\_\_ No

Child Development Information  
(CIRCLE or FILL IN THE BLANK)

Was child \_\_\_\_ full-term \_\_\_\_ premature? When did child first walk? \_\_\_\_\_

When did child first talk? \_\_\_\_\_  
(Please list some of his/her first words)

Child shows a preference for \_\_\_\_ right \_\_\_\_ left hand?

Has child suffered any serious illness/or/accident? \_\_\_\_\_

Has your child had many ear infections? \_\_\_\_\_ Tubes in ears? \_\_\_\_\_

Are you aware of any sensory difficulties for your child? \_\_\_\_\_  
(Hearing \_\_\_\_ seeing \_\_\_\_ touching \_\_\_\_ others \_\_\_\_\_)

Can child eat without excessive encouragement? \_\_\_\_\_

What time does your child usually go to bed? \_\_\_\_\_

Self-help skills (check those that apply):

- |                 |                |
|-----------------|----------------|
| ____ wash hands | ____ zip       |
| ____ Dry hands  | ____ button    |
| ____ Toileting  | ____ snap      |
| ____ Dress      | ____ tie shoes |

How well would you say your child plays with others? \_\_\_\_\_

Is your child afraid of something specific? \_\_\_\_ What? \_\_\_\_\_

Describe your child's personality. \_\_\_\_\_

\_\_\_\_\_

What would you like your child to learn at school this year? What are your expectations?

\_\_\_\_\_

\_\_\_\_\_

## ***Parental Responsibility Agreement/Release Form***

*Please read carefully, sign on back, turn in one copy, and keep one copy.*

Timothy Lutheran Early Childhood Center is owned and operated by Timothy Lutheran Church. Timothy Lutheran Early Childhood Center follows regulations set by state and local governments. Inspection records are filed in the Early Childhood Center office and may be reviewed at any time.

Full Time Preschool for children ages 2-6 is licensed and follows License Rules and Regulations set by the Department of Health. 2's Preschool, 3's Preschool and 4's Pre-K classes are license exempt and follow the License-Exempt Rules and Regulations. Total number of enrolled children is approximately 200.

### **STAFF/CHILD RATIOS:**

Preschool for age 2	1:8
Preschool for age 3-6	1:10
Elementary	1:20

### **STAFF/VOLUNTEERS:**

Background checks are conducted on all staff and include such things as a child abuse and neglect screen, a criminal record review, etc. Volunteer drivers are screened for child abuse and neglect through Division of Family Services.

### **EDUCATIONAL PHILOSOPHY:**

*"Touching Lives for Christ"* is the mission of Timothy Lutheran Church, School and Early Childhood Center. Our ministry is founded on the Great Commission which Jesus gave His church—to make disciples of all people (Matt. 28:18-20). As disciples of Jesus, we are committed to:

- Gathering** for worship and fellowship in Christ.
- Growing** in Christ-like living through God's Word.
- Going** as a witness to all that Jesus is Lord and Savior.
- Giving** joyfully in service in God and His people.

### **Gathering:**

We believe that Timothy Lutheran Early Childhood Center should be a place where students

1. Gather together for worship, learning, and play.
2. Learn to serve as useful and active citizens in the community.

### **Going:**

We believe that Timothy Lutheran Early Childhood Center is a place where

1. Evangelism is always present for and through the students.
2. Children learn from the teachers to develop the desire to hear witness to each other and to their community.
3. Children develop the desire to lead others to their Savior.
4. Worship service and special events are publicized to students and their families as outreach opportunities.

**Giving:**

We believe that Timothy Lutheran Early Childhood Center is a place where students

1. Share God’s love through mission opportunities.
2. Develop an understanding of the Christian’s obligation and responsibility to make full and wise use of his/her God-given talents, time, and treasures.
3. Develop Christian citizenship grounded in obedience to God and His Word

**DISCIPLINE PHILOSOPHY:**

The Timothy Lutheran Early Childhood Center views discipline as a learning experience. The children are taught proper behaviors through example, re-direction, and, when necessary, safe spot. Discipline is taught in a positive and forgiving manner, and parents/families are included in the process. Corporal punishment is not used, the concept of “Love & Logic” is.

**PARENT HANDBOOK:**

A Parent Handbook is updated every summer and given to all families when their child begins class. The Handbook contains enrollment, medical, financial, and operating policies for the Timothy Lutheran Early Childhood Center. Please read it!

**TUITION AGREEMENT:**

Timothy Lutheran Early Childhood Center will provide \_\_\_\_\_ for \_\_\_\_\_  
(class) (student)

The tuition rate for my child is: (Please see the weekly/monthly tuition fees listed by class on the sheet entitled “Part Time Preschool” or “Full Time Preschool” (preference sheet)

The tuition rate for my child is: (Please see the weekly/monthly tuition fees listed by class on the sheet entitled “Program Preferences”.)

\_\_\_\_\_ Enrollment fee

\_\_\_\_\_ Tuition Management Fee of \$100.00 (Annual Rate)

\_\_\_\_\_ Weekly for 2’s Preschool, 3’s Preschool & 4’s Pre-K Preschool Programs for Full Time

\_\_\_\_\_ Monthly for 2’S/Preschool, 3’s Preschool/& 4’s Pre-K Preschool/Programs for Part Time

\_\_\_\_\_ 10% discount for multiple children in the family

Timothy does not want tuition to be the factor that does not allow your child to be a part of Timothy. It is for that reason Timothy has monies to use as tuition support for needy and qualifying families. Please check with the Early Childhood Center Office for more information.

Preschool, Pre-K and Elementary tuition is calculated on a yearly basis and divided into equal monthly payments for your convenience. Therefore, no reduction in tuition is made for scheduled holidays, conference days, "snow days", or absences.

**(Those enrolled in year-round Full Time Preschool programs will receive vacation time. See the Parent Handbook for explanation.)**

Weekly tuition is due on Monday and an additional \$15.00 is assessed if paid after Wednesday. Monthly tuition not paid through the "**Automatic Deduction through Timothy Lutheran Church**" is due on the 1<sup>st</sup> and an additional \$15.00 is assessed if paid after the 5<sup>th</sup>. Bank fees assessed to Timothy when checks are returned unpaid due to insufficient funds or closed account will be passed on to the writer of the check. After 2 returned and unpaid checks are received, all future payments must be paid in cash or money order. Late pick-up fee is \$5.00 for the first 5 minutes and \$1.00 per minute thereafter.

**All payments should be made by check or money order only (no cash will be accepted).**

**I have read, understand, and agree with all of the above items. I accept full responsibility for the payment of all fees.**

Parents signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please keep one copy of form and return the other with enrollment papers.**

**2009-2010 Timothy Lutheran Early Childhood Center**  
**Commitment Form**

As a parent, grandparent, or guardian of a student at Timothy Lutheran School. I pledge to help in any way I can by checking one or more items from the list below. I realize **I will be contacted** throughout the year as needed in the area (s) I have agreed to donate my time, talent, money, prayers, supplies, etc.

*This form should be submitted by the first week of school.* It will then be distributed to the PTL, teachers, and/or school board as a reference tool throughout the '09-'10 school year. Thank you for continuing to make Timothy Lutheran Early Childhood Center a wonderful environment for a Christian education.

- Helping with Fundraising Projects
- Serving as Room Parent for my child's classroom
- Shelving Library books
- Helping with Teacher Appreciation Week
- Driving for Field Trips
- Helping with Christmas Service
- Helping with Winter Festival
- Helping with Fall Festival
- Helping with the Fall Fun Fest Parade float
- Donating craft and party supplies

Other ways I can help \_\_\_\_\_

Parent's name(s) \_\_\_\_\_

Child's name \_\_\_\_\_ Teacher \_\_\_\_\_

Child's name \_\_\_\_\_ Teacher \_\_\_\_\_

Child's name \_\_\_\_\_ Teacher \_\_\_\_\_

Phone# \_\_\_\_\_ Cell# \_\_\_\_\_ Wk# \_\_\_\_\_

E-mail address \_\_\_\_\_ Best time to call \_\_\_\_\_