

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

**February 2011**

*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 Full Time Preschool programs for children ages two through six. Our Full Time program is in session all year round, five days a week from 6:30 AM to 6:00 PM, with the exception of some Holidays and a Teacher Conference in August.

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.8047 or 8046.

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 and/or Giselle McGaw, our Administrative Assistants, will review the paperwork with you as you enroll your child. 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. 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  
Administrator

Robin Bartolotta  
Admin.Assistant

Giselle McGaw  
Admin. Assistant

TIMOTHY LUTHERN PART TIME PRESCHOOL  
EARLY CHILDHOOD CENTER

*August 2011 to May 2012*

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

**2 Year Old**

Prefer Children are 2 years old by May 1, 2011  
Enrollment Fee of \$80.00 is assessed at enrollment.

**Enrollment Fees are non-refundable**

**Early Bird enrollment for fall classes will be between March 1-31<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 \$166.00 per month

\_\_\_\_ 9:30 – 1:30 on Wed/Fri at \$166.00 per month

**3 Year Old**

Prefer Children are 3-years-old by July 31, 2011  
Enrollment Fee of \$80.00 is assessed at enrollment.

**Enrollment Fees are non-refundable**

**Early Bird enrollment for fall classes will be between March 1-31<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 \$161.00 per month

\_\_\_\_ 9:30 – 1:30 on Wed/Fri at \$161.00 per month

\_\_\_\_ 9:30 – 1:30 on Mon/Wed/Fri at \$230.00 per month

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

Must be 4-years-old by July 31, 2011  
Enrollment fee of \$80.00 is assessed at enrollment.

**Enrollment fees are non-refundable**

**Early Bird enrollment for fall classes will be between March 1-31<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 \$161.00 per month

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\_\_\_\_ 9:30-1:30 on Mon/Wed/Fri at \$230.00 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 the 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”.** Bank fees assessed to Timothy when checks are returned unpaid due to Insufficient Funds or Closed Accounts will be passed on to the writer of the check. A \$12.00 Insufficient Funds fee will be charged after 2 returned and unpaid checks are received, all future payments must be paid in cash or money order.  
**Late fee pick up is \$1.00 per minute late.**

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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 1st - March 31st 2011



PART TIME PRESCHOOL

*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:

List all special medication:

List all restrictions/limitations:

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

Pastors Name: \_\_\_\_\_

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? \_\_\_\_\_

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

Child has received or been evaluated for the following:

\_\_\_\_speech    \_\_\_\_hearing    \_\_\_\_vision    \_\_\_\_behavior    \_\_\_\_physical

Please explain \_\_\_\_\_

\_\_\_\_\_

Is there any family concerns we should be aware of, such as, a new baby, a death in the family, or a divorce? \_\_\_\_\_

\_\_\_\_\_

Are there any sensitive issues we should be aware of? Is your child self-conscious about his/her appearance, is he/she shy, stutters, or afraid of something in particular?

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.

Childcare 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

### **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 "Program Preferences".)

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

\_\_\_\_\_ Tuition Management Fee

\_\_\_\_\_ Weekly for Childcare/Elementary programs

\_\_\_\_\_ Monthly for 2'S/Preschool, 3'S Preschool/4's Pre-K Preschool/Elementary programs

\_\_\_\_\_ 10% discount for multiple child 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/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 or absences.

(Those enrolled in year-round Childcare 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 our "Automatic Withdrawal 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. An additional Fee of \$12.00 will be charged. After 2 returned and unpaid checks are received, all future payments must be paid in cash or money order. Late fee pick-up is \$1.00 per minute late.

**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.**