



LOTUS

PRESCHOOL & STUDIO

CHILD ENROLLMENT FORMS 18-19

Today's Date: _____

Child's Name: _____

Date of Birth: _____

Gender: M F

Current Age: _____

GENERAL

Address (City, State, Zip):

(1)Parent/ Guardian Name: _____

Phone W or C: _____

Email Address: _____

Are you okay with text? Y N

Place of Employment (Name, Address, & Phone):

(2)Parent/ Guardian Name: _____

Phone W or C: _____

Email Address: _____

Are you okay with text? Y N

Place of Employment (Name, Address, & Phone):

Sibling's Names & Ages:

Please list with whom the child lives:

Name:

Relationship:

Age:

ENROLLMENT

Which schedule do you desire?

M-F (8:30am-12pm) ____ M/W/F (8:30am-12pm) ____ TU/THURS(8:30am-12pm) ____

Please check all that apply:

I am interested in early drop off, late pick-up_____

I am interested in full day_____

I am interested in afternoons_____

DEVELOPMENT

Do you have any concerns about your child's development? Y N

____Hearing ____Vision____Launage____Gross Motor____Fine Motor____Social ____Other

What is your child's primary spoken language? _____

Are there any other languages being used with your child? _____

SOCIAL & EMOTIONAL DEVELOPMENT

Has your child been in a learning environment, previous to this enrollment? Y N

Is your child comfortable in group situations? Y N

Is there anything we should aware with your child's play with their peers or alone?

How would you describe your child's temperament and personality?

Does your child have any allergy or take any medications?

What are your expectations for your child's teachers and Lotus Preschool & Studio?

Is there anything regarding your family, extended family or child that you would like to share with us?

CURRENT HEALTH INFORMATION

Child's name: _____ Date of Birth: _____

Child's physician: _____ Phone: _____

Preferred hospital for emergency treatment: _____

Child's Dentist: _____ Phone: _____

Insurance carrier, member number and group number:

Is your child currently under a doctor's care for any reason?
If so, please describe:

Does your child regularly receive medication?
If so, please describe:

Does your child have allergies?
If so, please describe:

Are there any concerns about your child's pattern of development?
If so, please describe:

Has your child experienced any serious illness or injury in the past year?
If so, please list the dates and outcome of the situation:

Is there anything else that you feel we should know about your child's health or family health?

In case of an emergency or child illness, who you you prefer we contact?
Name & Number: _____

Parent/ Guardian signature: _____ Date: _____

LOTUS PRESCHOOL & STUDIO
EMERGENCY MEDICAL AUTHORIZATION

I agree, and by my signature give consent that in case of an accident, injury or illness of a serious nature, my child will be given emergency medical care. I understand that I will be contacted immediately, or as soon as possible, should I be away from the phone numbers given with this form.

Child's Name: _____ Date of Birth: _____

Allergies: _____

Child's Physician*: _____ Phone: _____

Address/City/State/Zip: _____

Child's Dentist*: _____

Phone: _____

Address/City/State/Zip: _____

*If the name of a physician and/or dentist is not provided, Lotus Preschool & Studio's consulting physician and/or dentist (Dr. John Rice, M.D., Dr. Deanna O'Neil, D.D.S.) will be listed for you until you provide an alternate physician and/or dentist.

If, in an emergency, your child's regular doctor cannot be reached, may we use John Rice, M.D., the consulting physician for Lotus Preschool & Studio? Yes _____ No _____

If you answered no, which other physician do you prefer we call?

Address: _____ Phone: _____

Do you have a preference regarding the hospital we would take your child to in case of a medical emergency? Yes _____ No _____

If yes, please indicate your hospital of preference: _____

Name of child's private health insurance & policy number: _____ or Medicaid or Hoosier Healthwise number for your child and primary adult: _____

Signature of Parent or Legal Guardian: _____

Date: _____

WAIVERS

PHOTOGRAPHY PERMISSION – I grant permission for photographs of my child to be taken at Lotus Preschool & Studio and possibly used in the following ways: for classroom use by teachers (to document learning and activities) & for media/marketing purposes (names will not be used).

Signature of

Parent/Guardian: _____ Date _____

SUNSCREEN PERMISSION (PARENT SUPPLIES) – I give permission for teachers to apply sunscreen to my child to help prevent possible sunburn. I understand that I must provide the sunscreen, and due to accreditation standards, I will provide a sunscreen that is a minimum SPF 15 and has UVA/UVB protection. Lotus staff will apply/or facilitate application of sunscreen as needed before outside activities (primarily Summer camps & May through September).

Signature of Parent/Guardian _____ Date _____

INSECT REPELLENT- I give permission for teachers to apply a mild insect repellent to my child prior to outdoor activities (e.g., nature activities/walks at parks such as East Race, Nature Walks and picnics). Due to accreditation standards, the repellent used will contain DEET and will be applied no more than once per day.

Signature of

Parent/Guardian _____ Date _____

AUTHORIZATION PICK UP FORM

Child's Name: _____

Parent/Guardian Name: _____

Date: _____

PERMISSION IS GIVEN TO LOTUS PRESCHOOL & STUDIO TO RELEASE THE CHILD LIST ON THIS PAGE TO THE FOLLOWING:

NAME	HOME PHONE	WORK PHONE	RELATIONSHIP

I am aware that all person granted permission to drop off or pick up my child must be at least 18 years of age.

Parent/Guardian Name: _____

Date: _____

ENROLLMENT & TUITION AGREEMENT (18-19)

(must be submitted before registration is complete)

Student Name: _____

Participating two days a week- Tuesday & Thursday: 8:30 am-12pm___

Participating three days a week- Monday, Wednesday & Friday: 8:30am-12pm___

Participating five days a week- Monday through Friday: 8:30am-12pm___

ADMISSIONS PROCEDURES: Both you and your child (named below) (“your child”) must comply with all Lotus Preschool & Studio admissions policies and procedures. Effectiveness of this Tuition Agreement is subject to final approval of your child’s admission in accordance with such policies and procedures, notwithstanding the “acceptance” of this Tuition Agreement reflected by the founder of Lotus Preschool & Studio.

TUITION: You agree to pay tuition and fees for your child in accordance with the Fee Schedule, which is incorporated herein by reference, and the School Calendar published by the school. In addition to the tuition and fees set forth in the Fee Schedule, you will pay for any extra charges incurred by your child for care or activities which are applicable. All tuition is due on the 1st of every month.

TUITION DUE/LATE CHARGES: Tuition and fee payments are due and payable on the 1st of every month. Tuition and fees are considered delinquent at 12:00 midnight on the day following the due date, unless prior arrangement have been made with Lindsay Loewe. Late charges will be assessed in amounts of \$5 per day commencing at that time. If tuition and any other outstanding charges are not paid within seven days of the date due (or within five banking days of notification to you, in the case of a returned check), a meeting will be set up with the family to make further arrangements.

RETURNED CHECKS OR NSF ACH: At this time Lotus is only accepting cash or card payments due to returned checks being an issue.

CASH PAYMENTS/CARD: For your protection, cash payments may be made only to the founder of the school (Lindsay Loewe). When using a card please be aware that a card processing fee will be charged at the time of the transaction.

WITHDRAW/ CHANGE OF SCHEDULE:At the time of signing this agreement there is a commitment to your child being enrolled at Lotus for the entire school year. If you choose to withdraw your students for other reasons it is expected to pay the remaining amount of their tuition for the school year. If your family is moving more than thirty miles away you must give us four weeks' notice in writing prior to withdrawing your child from Lotus Preschool & Studio. If you wish to return after withdrawing your child, space is not guaranteed. You must also give us four weeks' notice prior to increasing your child's attendance schedule.

HOLIDAYS/ IN-SERVICE DAYS:Tuition is continuous throughout the year (taking into account the day's Lotus Preschool & Studio is closed) and guarantees a reservation for your child for the 10-month school year designated on the school calendar. No credit will be given for holidays, professional in-service days, student absences or illnesses. Holidays and professional in-service days for the school year are shown on the school calendar. No credit/refund will be owed if the school must close because of emergency or inclement weather (a make-up day may be offered, dependent on the schedule).

WEATHER CLOSURE:We will follow South Bend School Corporation closures. Each family will receive a text or email the morning of a closure or delay. Please remember to also check in on Facebook for up to date closures. * No refunds will be given for weather closure

HOURS/LATE PICKUP CHARGE:Lotus Preschool & Studio is open from the 8:30 am- 12 pm, unless family opts for early drop off or pick up. If your child is picked up 5 minutes after closing time, there will be a \$2 charge per minute; until the child is picked up. This late fee will be added to your upcoming tuition invoice.

FAMILY DISCOUNTS:Families with more than one child enrolled at Lotus Preschool & Studio may receive a discount for each additional child. Any additional children will receive 10% off of their total tuition per school year. Family discounts may not be combined with any other discounts offered by the School.

DISMISSAL:We reserve the right to dismiss a child in our sole discretion for unsatisfactory or inappropriate behavior, if we do not have adequate expertise or resources for the child's educational, medical or other needs (subject to any applicable regulatory requirements), for violations of our policies, or if for any reason we determine it to be in the best interests of the school. Before suspension there would be a meeting with the family and proper notice provided.

STUDENT ILLNESS/EMERGENCY: We strive to maintain a healthy, safe environment for our children. In that light, you may not bring to the school a child who is ill (determined in our discretion). We will notify you if your child becomes ill, and you must then pick him/her up as soon as possible. You authorize us to obtain immediate medical care if a medical emergency occurs when you cannot be located immediately. Such care may be from a physician or hospital other than your child's

physician, if, in our judgment, there is insufficient time first to contact your child's physician. You authorize us to make the decision of when an emergency exists.

AUTHORIZATION: You must sign your child in and out of the Lotus Preschool & Studio. You will not hold us responsible for any liability for allowing anyone authorized by you to pick up your child. Your written authorization will remain effective until you notify us in writing of its termination. You will notify us in writing if you wish to add a new person to be authorized to pick up your child and agree that, if circumstances prevent you from delivering an authorization in person, we may rely on an authorization provided by you by face, phone, or email.

RENEWAL/ RETURN: Registration at Lotus Preschool & Studio is on a school year basis. Your child will not be guaranteed a reservation for the following school year, unless you enter into a new tuition agreement with the us for that school year and pay all applicable fees. If you withdraw your child during a school year, you must pay the registration fee and any applicable deposit should you re-enroll in the same school year.

CLAUSE OF DAMAGED ITEMS: In our environment we practice respect with our materials that are provided. In a scenario that your child is deliberately destroying our materials there will be a request to either replace the materials that are being continuously damaged or pay a fee per the materials.

SNACK: Each family will be required to provide snacks for the learning environment according to the snack calendar provided each semester. A calendar will be provided each month along with a basket that will be sent home with your child to be returned to Lotus with snacks. Also a list of approved snacks will be emailed to each family along with a print out.

COST OF COLLECTION/STUDENT RECORDS: If we refer your account for collection, you will pay all our costs of collection, including (but not limited to) attorney's' fees. We will not be obligated to release to you or any other school any student records until all your financial obligations to Lotus Preschool & Studio are paid in full, except as may otherwise be provided by law.

I agree to the above terms and conditions, including the obligation to pay all charges for tuition and fees, and in all events to be responsible for the financial obligations of my child.

Name of Student: _____ Date: _____

Parent Signature: _____ Print Name: _____

Parent Signature: _____ Print Name: _____

CHILD BEHAVIOR GUIDANCE POLICY

At Lotus Preschool & Studio we have some basic rules for the health and safety of the children. We try to arrange the environment to avoid problem situations. We tailor our expectations to fit the development levels of the children to minimize frustrations and inappropriate behavior. Teachers receive ongoing staff training in the area of positive approaches to discipline and strategies to use with challenging behaviors. Children participate in establishing school guidelines and policies as appropriate. The children will help create these guidelines as a community during our first week of school, which will be posted.

We do intervene; we do not use corporal punishment, or spanking. A child is never subjected to cruel or severe punishment, humiliation or verbal abuse. A child is never denied food or force feeding as a form of punishment. A child is never punished for wetting, soiling or not using the toilet. We encourage children to develop their own control, autonomy, management of feelings, problem solving, and find their own rewards in cooperative social behavior. The underlying goal of all discipline at our preschool is to help children develop inner self-controls to replace adult maintained external controls. Whenever a conflict arises we support children in finding their own solutions, while also promoting the development of self-control and empathy within each individual child. Teachers set clear, consistent limits and strive to develop close, nurturing relationships with all children enrolled.

We avoid the use of the words “no” and “don’t” unless a child is in danger, and even then follow it with a reason, such as “that isn’t safe” or “I can’t let you hit Susan with the block because it hurts her.” School rules mostly relate to health and safety. Teachers avoid ultimatums that force power struggles.

Lotus Preschool & Studio’s approach to behavior guidance (discipline) is based on the acceptance of a wide range of children’s feelings and the encouragement of self-control. Respect for each other and the environment are emphasized through the development of social skills such as turn-taking, helping and cooperation. Children are encouraged, individually and as a group, to generate possible solutions to conflicts, to predict various outcomes, and to choose alternative behaviors. We work as a team with other teachers and with parents. Parents are encouraged to discuss any questions regarding classroom and behavior management with the lead teacher, teacher and/or director. We analyze possible reasons for the behavior problems and make whatever adjustments in the environment that we can. We offer choices, try to redirect activity, point out natural or logical consequences of different behaviors, help the child individually or in a group to problem solve. We give hugs and words of encouragement.

The following general behavior management strategies are frequently used at the preschool:

- Positive statements are made which tell the child the correct thing to do. For example: "Turn the pages carefully," rather than "Don't tear the book!"
- Positive redirection is used to clarify when and where a certain behavior is acceptable. i.e., "Save your running until we go outside" instead of "No running inside!"
 - Feelings are validated, and children are guided to socially acceptable means of expressing anger and frustration, such as using words, tearing newspaper, pounding play dough or a pillow.
- The "deed" is separated from the "doer," relaying the message that "I like and accept you unconditionally but I do not like what you did."
- Behavior we want to see continued is reinforced.

Examples of positive reinforcements include a smile, sticker charts, bucket filling, "thank you," and other words of encouragement, such as "Let's try it together."

By signing below, you are stating that you agree with Lotus Preschool & Studio guidance policy:

Signature of Parent/Guardian _____ Date _____

TUITION RATES 2018-2019

Our Annual tuition rates are broken into (10) ten equal payments, due on the 1st of each month, September-May *exception of last week of August/first week of June (prorated).

TUITION RATES:

- 2 days (Tuesday & Thursday), 8:30-12:00: \$260 per month
- 3 days, (Monday, Wednesday, & Friday), 8:30-12:00: \$355 per month
- 5 days, (Monday through Friday), 8:30-12:00: \$410 per month

FEES:

- Enrollment Fee (Non-Refundable): \$40 * this will allow for your child to have a guaranteed spot
- Supply Fee: \$400/per semester & your child's favorite book to add to the learning environment.
- Activity Fee: \$40 for Tuesday & Thursday & \$50 for Monday, Wednesday, & Friday or Monday-Friday schedule. (This fee can be incorporated in your tuition per month or split per semester). This will include field trips and community events the children participate in. Siblings receive a 10% discount off total tuition.

*Note: First priority will be given to families requiring a full time schedule.