



APPLICATION FOR ADMISSION First Baptist Church Weekday School



2790 Pulaski Hwy
Columbia, TN 38401
www.thefirstfamily.org

Director: Pilar Candler 931-381-7832 pilar@thefirstfamily.org
Administrator: Joey Scruggs 931-388-2655, ext 123 joey@thefirstfamily.org

CHILD'S FULL NAME _____ NICKNAME _____

DATE OF BIRTH _____ GENDER: Male Female

HOME ADDRESS _____ CITY _____

STATE _____ ZIP CODE _____ HOME PHONE _____ CELL PHONE _____

EMAIL ADDRESS _____

MOTHER'S FULL NAME _____ MAIDEN _____

MOTHER'S EMPLOYER (if applicable) _____

EMPLOYER'S ADDRESS _____ PHONE _____

DAYS AND HOURS MOTHER IS AT WORK _____

FATHER'S FULL NAME _____

FATHER'S EMPLOYER _____

EMPLOYER'S ADDRESS _____ PHONE _____

DAYS AND HOURS FATHER IS AT WORK _____

COMPLETE THE FOLLOWING INFORMATION FOR OTHER CHILDREN LIVING IN THE HOME:

<u>NAME</u>	<u>BIRTHDATE</u>	<u>GENDER</u>
_____	_____	<input type="checkbox"/> Male <input type="checkbox"/> Female
_____	_____	<input type="checkbox"/> Male <input type="checkbox"/> Female
_____	_____	<input type="checkbox"/> Male <input type="checkbox"/> Female
_____	_____	<input type="checkbox"/> Male <input type="checkbox"/> Female

RELIGIOUS AFFILIATION OF PARENTS _____

ACTIVE CHURCH MEMBERS? Yes No IF YES, WHERE? _____

INDICATE THE TYPE OF PROGRAM YOU WISH TO ENROLL YOUR CHILD:
(NOTE: Hours of operation are Monday thru Thursday, 9:30 a.m. to 2:00 p.m.)

4 day 2 day (Monday & Wednesday) 2 day (Tuesday & Thursday)

FOR OFFICE USE ONLY	
Date Application Received _____	Date Accepted _____
Registration Fees Paid _____	Assigned Schedule _____

EMERGENCY INFORMATION (additional information on back of this form)

CHILD'S NAME _____ CLASS _____

Please list additional contacts should the primary guardians be unavailable:

Additional Contact #1

NAME _____ RELATIONSHIP TO CHILD _____

ADDRESS _____ PHONE _____

EMPLOYER _____ PHONE _____

Additional Contact #2

NAME _____ RELATIONSHIP TO CHILD _____

ADDRESS _____ PHONE _____

EMPLOYER _____ PHONE _____

Medical Information

CHILD'S PHYSICIAN(S) _____

OFFICE PHONE _____

ALLERGIES _____

KNOWN MEDICAL CONDITIONS _____

Emergency Release Information

In case of a medical emergency, every effort will be made to reach the child's guardians. Emergency medical treatment will be sought only in extreme cases after all efforts to reach parents have failed.

By my(our) signature(s) at the bottom of this page, I(We) hereby authorize the staff of First Baptist Church Weekday School and its agents to use whatever medical treatment is necessary in case of an extreme emergency and I(we) cannot be contacted.

Custodial Parent Information

DO BOTH PARENTS LIVE WITH THE CHILD? Yes No

PARENTS ARE: Married Living Together Divorced Separated Widowed Single

IS THERE ANY TYPE OF COURT-ORDERED CUSTODIAL ARRANGEMENT FOR THIS CHILD? Yes No

If there is any type of court-ordered custodial arrangement for this child, you are required to provide copies of the custodial paperwork to First Baptist Weekday School prior to enrolling this child.

By signing below, I (we) acknowledge that all of this information is true and accurate as of the date of my (our) signatures. If there are any changes, I (we) acknowledge that I (we) will provide changes to the staff of First Baptist Weekday School within two weeks of the change.

FATHER'S SIGNATURE (or legal guardian): _____

MOTHER'S SIGNATURE (or legal guardian): _____

DATE _____

DATE _____

ABOUT YOUR CHILD

Child's special food needs: Allergies _____ Diabetic diet _____ Other _____

List any known food allergies: _____

If Child refuses to eat, how is this handled? _____

Requires help in: Dressing____ Undressing____ Toileting____ Eating____ Washing hands____

Is Child toilet trained? Yes____ No____ Words used in toileting _____

Is Child toilet trained for napping time? Yes____ No____

Is Child accustomed to resting during the day? Yes____ No____ If so, how long? _____ From what times? _____

Special toy or blanket for resting? _____ Is this in backpack? _____ Does it need to go home daily? _____

Physical, emotional, or learning problems that we should be aware of: _____

Does Child have any special fears? Yes____ No____ If so, please explain: _____

When Child is upset, what helps to comfort him/her? _____

How does Child express anger or frustration? _____

Favorite toys, games, or activities: _____

What are some ways the Child plays at home? _____

Does Child have opportunities to play with children from other families? Yes____ No____

How does he/she react in this situation? (Ex: sharing, cooperating, pouting, etc.) _____

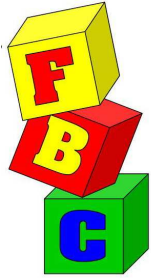
Other information we should have concerning your child that would help us to understand him/her better? _____

What are your expectations of First Baptist Weekday School? _____

"I understand the information given will only be used to give the best possible care to my child, and will not be released to any one other than the Children's Pastor, Director, and my child's teacher."

FATHER'S SIGNATURE (or legal guardian):

MOTHER'S SIGNATURE (or legal guardian):



First Baptist Church Weekday School Transportation Plan

RELEASE OF CHILD INFORMATION

Children will only be released to the primary guardians or those authorized by the list below. Please list the names of those who have your permission to pick up your child from the Weekday School: Please advise these persons, should they be called on to provide transportation for your child, to have a **photo identification card** with them. This will need to be checked before the child is released to them. This is for the protection of your child and to insure the integrity of our program.

_____ will be picked up each afternoon from First Baptist Weekday School and taken home by: (please list anyone who may pick up your child)

_____, _____,
_____, _____,
_____, _____.

Parent signature: _____ Date: _____

**First Baptist Weekday School
2790 Pulaski Highway
Columbia, TN 38401**

WEEKDAY SCHOOL POLICIES

1. The school will be open from 9:30 a.m. to 2:00 p.m., Monday through Thursday. Children cannot be accepted earlier or kept later. In case of extreme emergency, parents must call the school for the child to remain past closing time. A fee of \$1 per minute will be imposed for children not picked up by 2:10 p.m.
2. A child may not remain at the school if he/she is thought to be ill. If a child becomes ill during the day, his/her parent will be called to come and take him/her home. Sick children cannot be cared for at the school.
3. All enrollment forms for the child must be completed by the parent and a current immunization record, signed by a health care provider, must accompany the child on admission. Each child must receive all immunizations at entry unless there is a medical reason certified by a health care provider as to why these immunizations should not be made.
4. Annual health examinations may be required and are the responsibility of the parent.
5. First Baptist Weekday School will **not** be responsible for administering medicine to your child. If your child requires medication, please schedule the medication so that your child takes it before and after school. If medicine must be administered during the school day, the parent, or an approved adult, must come and administer the medicine.
6. Parents will be promptly notified of the occurrence of a communicable disease among the school's children.
7. Parents must fill out an authorization form that gives persons other than the parent permission to pick up children.
8. Parents are responsible for sending child's lunch and beverage every day. (We ask that you send something from each of the 5 food groups.) **Because of the imminent choking hazard, no whole hot dogs or grapes are allowed.**
9. Each child must have a seasonally appropriate change of clothing, clearly labeled with his/her name, to be left in backpacks for emergencies.
10. Outdoor play is an important part of our program. Please see that your child is suitably dressed to play outside (jacket) except in extremely bad weather. On sunny days, children will go outside as long as the wind chill is above 32° and as long as the heat index is below 95°. To assure the safety of all children, only tennis shoes will be permitted at Weekday school. No other shoes will be allowed.
11. Parents are to notify school of change in work or home phone number to reach you in an emergency.
12. Parents of children in diapers are responsible for providing enough disposable diapers to meet the child's needs during school hours.
13. Our tuition rates are as follows:
 - 2 days/week - \$115.00/month
 - 4 days/week - \$185.00/monthTuition is due the first school day of each month. If tuition is not paid by the 15th of the month a \$25 late charge will be added. If payment is not made by the end of the month, the student is subject to dis-enrollment.
14. The school will follow the schedule of the Maury County School system. In case of inclement weather, the Weekday School will close when Maury County Schools close. If this occurs before the end of the school day, parents will be responsible for picking up children accordingly.

RECEIPT OF POLICY STATEMENT AND LICENSING REQUIREMENTS

I have received a copy of the Policy Statement and a copy of the "Summary of Licensing Requirements for Childcare Centers."

Name of child in Weekday School

Signature of Parent or Guardian

Signature of Weekday School Staff

Date