

JOHN KNOX COOPERATIVE PRESCHOOL - REGISTRATION REQUIREMENTS

PAID **Non-Refundable** Registration Fee - \$75 per student. Paid upon receipt of registration packet.

_____1. **Non-Refundable** 1st of 10 payments (3AM: \$205/month, 4AM: \$245/month, Pre-K: \$290/month)

Paid upon return of registration packet. **Due: February 15th, 2019**

**Due at Orientation - 2nd of 10 payments (3AM: \$205/month, 4AM: \$245/month, Pre-K: \$290/mo.) +
One-time Supply and Activity Fee (3AM: \$90, 4AM: \$125, Pre-K: \$155)**

_____2. Guidelines for Completing Forms

_____3. Explanation of Tuition

_____4. Child's Personal History

_____5. Emergency Information

_____6. Health Requirements for Adult Volunteers and Declination of Influenza Vaccination

_____7. Vaccination Requirements for Child

_____8. Admissions Agreement

_____9. Authorization to Publish

_____10. Maintenance Form

_____11. Application for Non-Elective Board Office (Optional)

**The following State forms are enclosed in this packet (they are also available online @ JKCP.org Username: jkcp_parent
Password: happysun (you may need to enter the password twice))**

_____12. Child's Pre-Admission Health History (Completed by Parent) – (LIC 702). **Due by 7/15/2019.**

_____13. Physician's Report Child's Preadmission (Completed and Signed by your Doctor) – (LIC 701). **Due by 7/15/19.**

** You must submit State Form LIC 701. It cannot be substituted by a different form or letter from a doctor's office.*

_____14. Health Screening Report (Completed and Signed by your Doctor) – (LIC 503) Working Adults. **Due by 7/15/19.**

* Also submit proof of vaccination/immunity or exemption letter from doctor. **Due by 7/15/19.**

_____15. Notification of Child's Personal Rights – (LIC 613A) Return lower portion only.

_____16. Caregiver Background Check Process – (LIC 995E)

_____17. Identification & Emergency Information – (LIC 700)

_____18. Consent for Medical Treatment – (LIC 627)

_____19. Notification of Parent's Rights – (LIC 995) Return lower portion only.

_____20. JKCP Handbook - Download, read, and keep a copy for your records. Do not return handbook with other paperwork. The handbook is available online @ JKCP.org, under the "current parents" tab. Username: jkcp_parent Password: happysun (you may need to enter the password twice)

Notice of Deadlines:

With the exception of #12, 13, & 14, all forms in this registration packet must be completed and returned no later than **February 15th**. If they are not received by the deadline, your child's position may be filled by an alternate. If you have a doctor appointment(s) scheduled after the **February 15th** deadline, write in the date(s) of your appointment(s) by the appropriate number and turn in your packet with all other forms completed.

The medical forms must be turned in to the Vice President no later than July 15th, 2019.

This policy will be strictly enforced and a \$50.00 late fee will be applied.

If they are not received, your child's position may be filled by an alternate.

Please contact the JKCP Registration Chairperson at: registration@jkcp.org with any questions.