# Northside Christian Academy Preschool 2024-2025



# Registration Packet

#### NORTHSIDE CHRISTIAN PRESCHOOL 2024-2025 CALENDAR

		<u> </u>	
<b>5-11</b> Look for a letter in the mail with important information about your Parent Orientation time and Open House time	S M T W Th F S 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	JANUARY 2025       S     M     T     W     Th     F     S       u     1     2     3     4       5     6     7     8     9     10     11       12     13     14     15     16     17     18       19     20     21     22     23     24     25       26     27     28     29     30     31	<ul><li>1-3 No School-Christmas Break</li><li>6 School Resumes</li><li>20 No School- MLK Jr. Day</li><li>28 Early Registration</li></ul>
5 Parent Orientation*  6 Open House*  *times were sent in mailed letter  9-13 First week of school*  *Start date sent in mailed letter	SEPTEMBER 2024  S M T W Th F S  1 2 3 4 5 6 7  8 9 10 11 12 13 14  15 16 17 18 19 20 21  22 23 24 25 26 27 28  29 30	FEBRUARY 2025  S M T W Th F S  1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28	4 Open Registration  10-11 Parent Conferences  17 No School- Presidents' Day
8 & 9 Picture Days  14 No School	OCTOBER 2024         S       M       T       W       Th       F       S         a       1       2       3       4       5         6       7       8       9       10       11       12         13       14       15       16       17       18       19         20       21       22       23       24       25       26         27       28       29       30       31	MARCH 2025         S       M       T       W       Th       F       S         u       u       u       u       1         2       3       4       5       6       7       8         9       10       11       12       13       14       15         16       17       18       19       20       21       22         23       24       25       26       27       28       29         30       31       u       u       u       u       u	<b>31</b> No School-Spring Break
1 No School  12 Picture Retakes  27-29 No School-Thanksgiving Break	NOVEMBER 2024  S M T W Th F S  1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	S M T W Th F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	1-4 No School-Spring Break 7 School Resumes 18 No School-Good Friday
17-19 Christmas Programs  23-31 No School-Christmas Break	DECEMBER 2024         S       M       T       W       Th       F       S         1       2       3       4       5       6       7         8       9       10       11       12       13       14         15       16       17       18       19       20       21         22       23       24       25       26       27       28         29       30       31	MAY 2025         S       M       T       W       Th       F       S         a       a       a       1       2       3         4       5       6       7       8       9       10         11       12       13       14       15       16       17         18       19       20       21       22       23       24         25       26       27       28       29       30       31         a       a       a       a       a       a       a	14-15 Graduation Programs TBD  14 Last Day for M/W 3's  15 Last Day for T/Th 3's, 4's & Pre-K 4/5



### More information and forms can be found at northsidechristian.academy 2024-2025 Registration Information

		All registration paperwork & payment must be turned in by a parent/guardian in person.
<ul> <li>Currently enrolled NCA and NCAP Preschool and Academy Students</li> <li>Siblings of Currently enrolled NCA and NCAP families</li> <li>Children from Staff Members</li> <li>Children from Members of NCC</li> </ul>	Parents will receive registration packets the week of January 15th.  Parents may turn in registration on Tuesday, January 30, 2024, starting at 8:30 am.  Do not turn in before Tuesday, January 30th  Sunday, February 4th, 2024	Completed registration & payment can be dropped off at the registration desk beginning at 8:30 am.  \$75.00 Non-Refundable Registration \$50.00 Materials Fee Refundable before July 1st.  September Tuition is also due at this time. Refundable before July 1st.  Checks made payable to: NCA  Registration & payment must be completed and brought to the Church after any of the two morning services.  \$75.00 Non-Refundable Registration \$50.00 Materials Fee Refundable before July 1st.  September Tuition is also due at this time. Refundable before July 1st.  Checks made payable to: NCA
Open Registration     Enrollment will continue until     all classes are full	Tuesday, February 6th, 2024	Registration & payment must be completed and brought to the school from 6:00-7:00 pm.  \$75.00 Non-Refundable Registration \$50.00 Materials Fee Refundable before July 1st.  September Tuition is also due at this time. Refundable before July 1st.  Checks made payable to: NCA



#### 2024-2025 Class Times and Tuition Information

Tiny Two's  This class meets once a week.  It is a Parent and Me Class.  (siblings are not permitted to attend)	Tuesday, Wednesday, or Thursday 9:30-11:00 a.m.	\$540.00 Per Year \$60.00 Per Month
Three-Year-Old Classes This class meets twice a week. Students must turn 3 by September 1st and be fully potty trained.	Monday/Wednesday, or Tuesday/Thursday 9:00-11:30 a.m. or 12:30-3:00 p.m. (T/Th only)	\$1,035.00 Per Year \$115.00 Per Month
Four-Year-Old Classes This class meets four times a week. Students must turn 4 by September 30 <sup>th</sup> and be fully potty trained.	Monday-Thursday 9:00-11:30 a.m. or 12:30-3:00 p.m.	\$1,305.00 Per Year \$145.00 Per Month
Pre-K4  This class meets five times a week. Students must turn 4 by September 30 <sup>th,</sup> be fully potty trained, and be attending kindergarten in 2025	Monday-Friday 9:00-11:30 a.m. or 12:30-3:00 p.m.	\$1,575.00 Per Year \$175.00 Per Month
Pre-K5  This class is for the young five-year-old who needs one more year of preschool before entering kindergarten.  They must turn 5 by September 30 <sup>th</sup> and be fully potty trained.	Monday-Friday 8:45-11:45 a.m. or 12:30-3:00 p.m.	AM Class Only \$1,800.00 Per Year \$200.00 Per Month (3 hour class) PM Class Only \$1,575.00 Per Year \$175.00 Per Month (2.5 hour class)

### Northside Christian Academy Preschool Application



2 Year Olds  Adult Participation Class  T a.m W a.m TH a.m.		3 Year Olds Need to be 3 by September 1st T/TH a.m T/TH p.m M/W a.m.		
4 Year Olds Need to be 4 by September 30 <sup>th</sup> or completed three's at NCAP Can enter kindergarten/Pre-K5 next fall Four days a week 2 <sup>1/2</sup> hour class M-TH a.m M-TH p.m.	with n Will enter kin Five days a wee	<b>L4 by September 30th o exceptions</b> Indergarten next fall <b>ek</b> 2 <sup>1/2</sup> hour class M-F a.m. M-F p.m.	Pre-K 5  Need to be 5 by September 30th with no exceptions  Could have entered Kindergarte Five days a week 3 hour class  M-F a.m M-F p.m.	
Afternoon Enrichment (all day option M/W only)		n Enrichment (all otion M-Th)	Afternoon Enrichment (al day option M-Th)	
*By checking the box for Afternoon Registration form. We will accept	these on a first			
	these on a first	come, first serve bas		
Registration form. We will accept	these on a first of Enrichment C	come, first serve bas Classes are full.		
Registration form. We will accept  First Name:	these on a first c Enrichment C	come, first serve bas Classes are full.		
Registration form. We will accept  First Name:  Last Name:	these on a first c Enrichment C	come, first serve bas classes are full.		
Registration form. We will accept  First Name:  Last Name:  Middle Name:	these on a first c Enrichment C	come, first serve bas Classes are full.	is. We will start a waitlist when	
Registration form. We will accept  First Name:  Last Name:  Middle Name:  Birth Date:  Siblings enrolled at NCA:	these on a first c Enrichment C	come, first serve bas classes are full.	is. We will start a waitlist when	
Registration form. We will accept  First Name:  Last Name:  Middle Name:  Birth Date:	these on a first control of the Enrichment C	come, first serve bas classes are full.	is. We will start a waitlist when	
Registration form. We will accept  First Name:  Last Name:  Middle Name:  Birth Date:  Siblings enrolled at NCA:  Main Parent Contact:	these on a first control of the Enrichment C	come, first serve bas classes are full.	is. We will start a waitlist when	

☐ Registration Fees Paid: \$125.00 Check # \_\_\_\_\_ Date of Registration: \_\_\_\_\_

For office use only:

☐ 1 <sup>st</sup> Tuition Installment: \$	Check #	Non-refundabl	<u>e after July 1<sup>st</sup></u>
Northside Christian Academy Preschool	Student Informa	<u>tion</u>	2024-2025
Student Last Name	Middle	Name	
Student First Name	Age	Class Entering	
Birthday:///	Gender: □	Male 🗆 Female	
Address			
City/State/Zip			
Phone			
Parents' Marital Status: ☐ Married ☐ Student Lives with: ☐ Mother ☐ Fath Ethnicity: ☐ Caucasian ☐ African Ame	er □ Both □ Guardian		
School District Student Resides	_		
	Parent Informatio		
Mother's Last Name	Mother's Fir	st Name	
E-mail Address		Cell Phone	
Work Phone	Occupation/En	nployer	
Address (Only if different from the student's)			
City/State/Zip			
Please check box if this name can b	e on the class roster		
Father's Last Name	Fathers Fi	rst Name	
E-mail Address	(	Cell Phone	
Work Phone	Occupation/E	mployer	
Address (Only if different from the student's)			
City/State/Zip			
Please check box if this name can b	e on the class roster		
	<b>Sibling Informatio</b>	<u>n</u>	
Name:		Grade/Age:	
Name:		Grade/Age:	

Name:	Grade/Age:
Name:	Grade/Age:

#### Northside Christian Academy Preschool Registration and Payment Schedule Academic Year 2024-2025

The admissions process is on a first come, first serve basis. To register for a spot at NCAP, you must return the application packet, pay the registration fee, and pay for the first month's tuition.

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Registration	\$125.00 (\$50.00 is refundable for materials if withdrawn before July 1st)
Tiny Two's	\$540.00 Yearly <b>(\$60 monthly non-refundable)</b>
Three's	\$1,035.00 Yearly (\$115 monthly non-refundable)
Four's	\$1,305.00 Yearly (\$145 monthly non-refundable)
Pre K4	\$1,575.00 Yearly <b>(\$175 monthly non-refundable)</b>
Pre K5	\$1,800.00 Yearly <b>(\$200 monthly non-refundable)</b>

#### **Required Forms:**

Registration Form/Student's Contact Information Emergency Contact and Medical Information Child's Medical Statement (current within 12 months) Child Care Plan (if necessary) Allergies and Special Health form Handbook Acknowledgement Form

#### **Refund Policy:**

For students who withdraw from NCAP, tuition refunds will be issued only if the student is withdrawn before July 1st. Tuition is required for any month in which a student is in attendance regardless of the number of days. Students who are required to leave NCAP for disciplinary reasons will pay the remainder of their tuition.

#### **Discounts:**

Families that choose to pay in full by July 1st receive a 5% discount. Parents who serve as missionaries and have been approved by the School Board will receive a 10% discount on total tuition.

We have read and agree to comply wi	th the tuition and fee p	olicies	stated ab	ove.
X	Date:		1	
Parents/Guardians				
X	Date:	/		
NCAP Business Manager				

<sup>\*</sup>Parents are responsible for the full predetermined tuition. The yearly amount will be divided into nine monthly payments.

<sup>\*</sup>Non-payment past 60 days will result in a student being withdrawn from our program. All families are responsible for meeting their tuition obligation to NCAP on a timely basis. If you cannot meet your tuition obligation, you must notify the BUSINESS MANAGER. Families who are not current on their tuition may not register for the following school year until tuition obligations have been met.

<sup>\*</sup>A \$10.00 late fee will be charged to payments received after the 7th of each month.

<sup>\*</sup>A 5% discount is offered if tuition is paid in full by July 1st, 2024.

#### NORTHSIDE CHRISTIAN ACADEMY/PRESCHOOL HANDBOOK ACKNOWLEDGEMENT

Please sign and return this acknowledgment to Northside Christian Academy. This form is required to be in your child's file.

This handbook describes important information about Northside Christian Academy Preschool's policies and regulations. Please review the handbook carefully and direct any questions to the appropriate staff personnel.

Policies in the handbook are in effect for all students and their families at all times. However, NCA reserves the right to make decisions regarding any information in the handbook based on individual circumstances.

We have read the NCA/P Handbook and understand its contents. We agree to abide by the guidelines stated in this handbook throughout the 2024-2025 school year.

X		
(Please Print) Family Name		
X		
Parent Signature		
Email Address		

The Electronic Handbook can be found at northsidechristian.academy Click on the admissions tab, then the registration tab, and click on the preschool tab to view the handbook.

## Student Emergency Contact and Medical Information

X	
Child's Name	
Parent's/Guardian's Name	Parent's/Guardian's Name
Home Phone	Home Phone
Cell Phone	
Address	Cell Phone
City, ST ZIP Code	Address
City, 31 Zir Code	City, ST ZIP Code
Alternative Eme	rgency Contacts
X	X
Emergency Contact #1 (When Parent Cannot be Located)	Emergency Contact #2 (When Parent Cannot be Located)
Relationship to Student	Relationship to Student
Home Phone	Home Phone
Cell Phone	Cell Phone
Address	Address
City, ST ZIP Code	City, ST ZIP Code
Medical Ir	nformation
Allergies/Special Health Considerations	
Hospital/Clinic Preference	· · · · · · · · · · · · · · · · · · ·
Physician's Name and Address	Phone Number
Primary Dentist	Phone Number
Other Specialist	
Insurance Company	Policy Number
I authorize all medical and surgical treatment, X-ray, laboratory, anest performed or prescribed by the attending physician and/or paramedics. This waiver applies only if neither parent/guardian can be reached in t	s for my child and waive my right to informed consent of treatment.
Parent's/Guardian's Signature	Date

#### **Emergency Transportation Authorization**

~Select One~

Give Permission to Transport	Do Not Give Permission to Transport
NCAP has permission to secure emergency transportation for my child in the event of an illness or injury which requires emergency treatment. The emergency transportation service will determine the	NCAP does not have permission to secure emergency transportation for my child in the event of an illness or injury which requires emergency treatment. I wish for the following action to be taken:
facility to which my child will be transported.	
Parent Signature	Parent Signature
Date:/	Date:/
Acknowledgement of	f Policies and Procedures
Please check the box to state that you un child is completely toilet trained upon th	nderstand it is the program's policy that your eir first day of school.
Parent Signature	/_Date://
nondiscriminatory policies." "The Northside Christian Academy School Recruits and admits students of privileges, programs, and activities. In addition, the school will not discrimin programs and athletics/extracurricular activities. Furthermore, the school is	nate based on race, color, or ethnic origin in the administration of its educational
I have read the Non-Discrimination Policy	
Initials:	
Only to be signed if changed after registration:	
	ust be reviewed for completeness and signed by the strator will have the parent review and initial the form when ad administrator will initial and date the form to indicate it wa
Administrator Signature	Date: / /

\_Date: \_\_\_\_\_/\_\_\_

Parent Signature \_\_\_\_\_

#### Ohio Department of Job and Family Services

### CHILD ENROLLMENT AND HEALTH INFORMATION FOR CHILD CARE

This form shall be completed prior to the child's first day of attendance and updated annually and as needed.

Child's Name		Date	Date of Birth			First Day at Program/Home			
Home Address					City				
State	Zip Code	Hom	ne Telephone Number						
Parent/Guardian Name #1				Relationship to Child					
Home Address ☐ Same as Child's			Home Telephone Number   Same as Child's						
City				State Zip					
Email Address (if applicable)				Phone (if applicable)					
Parent's Work/School Name				Parent's Work/School Telephone Number					
Parent's Work/School Address				City					
Please indicate if this name should be for other parents/guardians. Ye If you answered yes, please indicate with the can you be reached while you	es 🗌 No which informa	o ation above to inc	lude on the			2010-70-00-11-00-11-00	no de como e de apropios de la companya de la comp		
Parent/Guardian Name #2				Relatio	nship to Child				
Home Address ☐ Same as Child's				Home Telephone Number ☐ Same as Child's					
City				State					
Email Address (if applicable)			Cell Phone						
Parent's Work/School Name Pa				arent's Work/School Telephone Number					
Parent's Work/School Address			City						
Please indicate if this name should be for other parents/guardians.   Ye if you answered yes, please indicate where can you be reached while you	es 🗌 No which informa	o ation above to inc	lude on the						
Emergency Contacts: Parents cannot in the event of an emergency or illness one person listed must be able to take 18 years of age.  Name	s if you cann	ot be reached.	Any persor	listed sho	ould be able to assis	t in contac	ting you. At least		
City	State	City	City   State			State			
		o to Child	Telephone Number		Pelation	ashin to Child			
Telephone Number Relationship to Child							- New York		
Other numbers where emergency cor applicable)  Name of Physician or Clinic/Hospital	ntact can be re	eached (if	Other		vhere emergency co	ontact can t	pe reached (if		
Street Address									
City State			Telephone Number						
out.			. S.Spridio Halling						

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Child's Name						
Allergies, Special Health or Medical Conditions, and Medical Foods  Fill in this section accurately and completely. Please note that if your child has a current health or medical condition requiring child care staff to perform child specific care, such as: to monitor the condition, provide treatment, care, or to give medication, the JFS 01236 "Child Medical/Physical Care Plan for Child Care" must be completed and be kept on file at the program/home.						
Does your child have any food, medication or environmental allergies? (check all that apply)						
□ No						
☐ Yes - check all that apply ☐ Food ☐ Medication ☐ Environmental Please list and explain:						
Does your child's allergy/allergies require child care staff to monitor your child for symptoms to take action if a reaction occurs, or give emergency medication to your child? (check one)  No  Yes - a JFS 01236 "Child Medical/Physical Care Plan for Child Care" must be completed.						
Does your child have a developmental delay or special health or medical condition? (check one)						
□ No □ Yes - please explain						
Does the special health or medical condition require child care staff to perform a procedure, or perform child specific care such as: to monitor your child for symptoms or administer medication during child care hours? (check one)  No  Yes - a JFS 01236 "Child Medical/Physical Care Plan for Child Care" must be completed.						
Is your child currently using any medication or medical food? (check one)						
□ No □ Yes - please explain						
If yes, does this medication or medical food need to be administered at the child care program/home?						
□ No □ Yes - a JFS 01217 "Request for Administration of Medication" must be completed and kept on file for each medication and a JFS 01236 "Child Medical/Physical Care Plan for Child Care" must be completed for the medical food.						
Does your child have any dietary restrictions, including those for medical, religious or cultural reasons? (check one)						
□ No □ Yes - please explain						
Does this dietary restriction require a modified diet that eliminates all types of fluid milk or an entire food group? □ No						
Yes - written instructions from the child's health care provider must be on file.						
□ N/A - program does not provide meals or snacks to the child.						

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#### A Note from the Nurse



It has been a wonderful year for me at NCA and NCAP. I have enjoyed getting to know all the students and families. I am very excited that I will be returning as lead school nurse for the 2024-2025 school year!

<u>Vaccinations:</u> It is required by the Ohio Department of Health that each student has on record up to date vaccinations. All preschool students need to bring the most recent copy of their vaccinations. Keep this in mind and get the most recent copy the next time you are at your child's doctor's office. If you choose to decline vaccinations, please see me for a waiver form. As a note, students in the Tiny Two's do not need to provide vaccination records.

#### **Preschool requirements:**

DTaP- 4 doses HIB- 3 doses MMR- 1 dose

Polio/IPV/OPV- 3 doses Hepatitis B- 3 doses Varicella/chicken pox- 1 dose

<u>Child Medical Statement:</u> Your child's doctor must sign a form at their well child visit stating that they can attend preschool. **This form must be updated every 12 months.** 

I will be providing a no-cost vision screening in January. Speech/hearing screenings will be done by parent request by an outside provider for a fee. More information regarding speech/hearing screenings will be sent home in the fall.

<u>Medications:</u> Prescription and non-prescription medications that may be given to your preschooler while at school include Epi-pens, Benadryl, and inhalers. With each medication, a parent or guardian must sign permission, and the child's physician must fill out a care plan for the medication to be given. Please see me for these forms. **If your child has an allergy or medical condition,** please include this on the emergency medical form. Also remember to complete both sides of the emergency medical form including physician, preferred hospital, and permission to transport the child in an emergency.

Thank you,

Courtney Burch, RN School Nurse

### Ohio Department of Job and Family Services CHILD MEDICAL STATEMENT FOR CHILD CARE

Child's Name (print or type)	Date of Birth							
Note: Sections A and B must be completed by the examining Health Care Practitioner (Physician/Physician's Assistant/Advanced Practice Registered Nurse/Certified Nurse Practitioner):								
Section A- EXAMINATION								
√ The above named child has been examined.								
√ The above named child is in suitable condition for participation in group care (i.e. free of infectious disease, mentally and physically fit to be in group care).								
√ The above named child does not have allergies OR is allergic to the following ( <i>please list in space below</i> ):								
Check below, if applicable:  Additional information that will assist the child care program in providing appropriate child care for the above named child (special health care and developmental considerations) accompanies this form.								
Optional: Measurements and Recommended Assessments/Solling Height Vision	Recreenings No Lead No Hem No Othe	l oglobin er: _	Yes No					
Signature of Examining Health Care Practitioner			Date of Examination					
Name of Examining Health Care Practitioner		?	Telephone Number					
Street Address	Zip Code							
ATTACH A COPY OF THE CHILD'S IMMUNIZATION RECORD INCLUDING DATES  (MM/DD/YYYY FORMAT) OF DOSES OF ALL IMMUNIZATIONS.								
IMMUNIZATION (Complete ONLY ONE SECTION below) Section 5104.014 of the Ohio Revised Code requires immunizations against the following diseases: Chicken pox, Diphtheria, Haemophilus influenzae type b, Hepatitis A, Hepatitis B, Influenza, Measles, Mumps, Pertussis, Pneumococcal disease, Poliomyelitis, Rotavirus, Rubella and Tetanus.								
Section B - To be completed by the EXAMINING HEA	Initials of Examining Health Care Practitioner							
PRACTITIONER:  ☐ The above named child has been immunized against listed above.								
If an immunization is medically contraindicated or not medical for the child's age, note any exceptions by listing the specific								
immunization(s):	Date							
Section C - To be completed by the child's parent Of	Signature of Parent							
WAIVING AN IMMUNIZATION(S):  ☐ I have declined to have my child immunized for reason.								
conscience, including religious convictions against all diseases listed above or against the following disease								
j	Date							