

(Office Use)

Class: _____	Shot Record: _____	Discount: _____
Date Received: _____	Health Assessment: _____	Total Tuition: _____
Start Date: _____		_____
Discharge Date: _____		Parent/Staff Orientation: _____
		Date: _____ Staff Sig: _____

Wee Disciples Christian Academy ®
114 Poor Farm Road, Suite 101 * Kearneysville, WV 25430
304-707-6812 / www.weedisciples.com

REGISTRATION FORM – 2023/2024 – PRESCHOOL

Full Name of Child: _____ **M** ___ **F** ___ **Nickname:** _____

Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Email for School Notifications: _____ **Birth Date:** ____/____/____

Cell Phone for School Notifications: _____ **Can you receive text messages?** **Y** ___ **N** ___

Mother/Guardian Name: _____ **Phone:** _____

Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Employer Name: _____ **Work Phone:** _____

Employer Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Father/Guardian Name: _____ **Phone:** _____

Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Employer Name: _____ **Work Phone:** _____

Employer Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Legal Guardian (if applicable): _____

Please supply legal verification when one parent is the sole legal guardian of a child.

My child is currently enrolled at Wee Disciples for the 2022/2023 school year. Yes _____ **No** _____

If you have a sibling attending in the same school year, please supply the name and class he/she will be attending. _____

1. Does your child have any dietary restrictions or any allergies? _____ If yes, explain. _____

2. Does your child have any condition(s) requiring medication? _____ If yes, explain. _____

3. Does your child have any characteristics or personality factors that may influence his/her behavior and well-being at Wee Disciples? _____

4. Please specify any special family considerations that are relevant to your child's care at Wee Disciples?

5. Is there anything else we should know about your child and/or any activity restrictions? If yes, explain. _____

IMPORTANT: If your child is receiving services such as speech therapy, has been evaluated for developmental delays, or has an I.E.P., please be sure to give a copy of all paperwork to your child's Lead Teacher. This will enable Wee Disciples to assist your child in any way needed.

Completed applications are processed on a first come, first served basis provided the registration fee has been paid and no outstanding balance is due. **Please be advised that lead teachers and staffing for each class will be determined at a later date.**

WEE DISCIPLES CLASSES

My child will be three as of 6/30/2023, is potty trained, and is planning to enroll in the Tuesday/Thursday 3/4 year old program at **\$150.00** per month (\$1,350.00 per year).

_____ **TTH 9:00-11:45**

_____ **TTH 9:15-12:00**

My child will be four as of 6/30/2023, and is planning to enroll in the Monday/Wednesday/ Friday Pre-K program at **\$220.00** per month (\$1,980.00 per year).

_____ **MWF 9:00-11:45**

_____ **MWF 9:15-12:00**

My child will be four as of 6/30/2023, and is planning to enroll in the Monday through Friday Pre-K program at **\$320.00** per month (\$2,880.00 per year).

_____ **M-F 9:00 – 11:45**

_____ **M-F 9:15-12:00**

My child will be three as of 6/30/2023, and is planning to enroll in the Monday/Wednesday/ Friday 3/4 program at **\$220.00** per month (\$1,980.00 per year).

_____ **MWF 3/4 year old class 9:15-12:00**

****If your three year old child requires five days, please contact the office before registering.***

After completing the registration packet, any returning students MUST update your payment plan on FACTS for the new school year. New students MUST select and set up a payment plan through FACTS, our tuition management company.

Will your child need extended services on a regular basis?

Yes _____ No _____

If yes, what service will you need?

Before Care _____ (7:00 a.m. – 9:00/9:15 a.m.)

Extended Day _____ (End of preschool - 3:00 p.m.)

After Care _____ (3:00 p.m. – 5:00 p.m.)

If your child will be needing extended services including before care, extended day and aftercare, they must be preregistered and used on a regular basis. Please complete the appropriate forms below and submit with your registration. We will have a limited number of spots for these programs. For more information see the extended services tab on our website.

Wee Disciples Christian Academy Emergency Form

EMERGENCY TREATMENT

A. Family Information

Male Female

1. Child's Name: _____ Birth Date: _____
 Home Address: _____ City: _____ State: _____ Zip: _____
 Child's Doctor: _____ Doctor's Phone: _____
 Doctor's Address: _____ City: _____ State: _____ Zip: _____
 Insurance Company: _____ Policy Number: _____
 Preferred Hospital/Clinic for Emergency Care: _____

2. **Mother/Guardian Name:** _____ Phone: _____
 Address: _____ City: _____ State: _____ Zip: _____
 Employer Name: _____ Work Phone: _____
 Employer Address: _____ City: _____ State: _____ Zip: _____

3. **Father/Guardian Name:** _____ Phone: _____
 Address: _____ City: _____ State: _____ Zip: _____
 Employer Name: _____ Work Phone: _____
 Employer Address: _____ City: _____ State: _____ Zip: _____

B. Emergency Contacts: Names, complete address, and telephone numbers of individuals to contact in case parents cannot be reached in an emergency:

Name	COMPLETE Address, City, State and Zip	Cellphone Number

C. Pick Up Contacts: List only people that will be picking up your child. Anyone **not listed **cannot** pick up child without permission from parents. These names will be added as approved pickup contacts on the Brightwheel app.**

Name	COMPLETE Address, City, State and Zip	Cellphone Number

Special Instructions (if applicable): Biological/Custodial parents must be given access to their children unless there is a court order preventing contact. Individuals with court orders against them preventing child pick up:

Name: _____ Relationship to Child: _____

Name: _____ Relationship to Child: _____

Other restrictions on child pick up: _____

D. List any allergies, illnesses, regular medications, special needs including dietary needs and concerns:

E. Permission to Receive Medical Care:

I, _____ give my permission for Wee Disciples Christian Academy
(Name of Parent/Guardian)

to provide consent for _____ to receive emergency medical, dental or surgical
(Name of Child)

treatment if I cannot be reached. I place the following restrictions on medical treatment: _____

F. Permission to Transport:

I do not give the childcare provider permission to transport my child for non-emergency reasons.

I give the childcare provider permission to transport my child for non-emergency reasons, such as to and from school or school activities, shopping, field trips. etc.

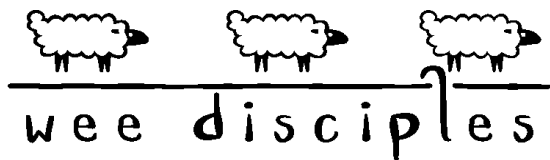
In the event of an emergency, I prefer that the childcare provider call an ambulance to transport my child.

In the event of an emergency, I give permission for the childcare provider to transport my child.

I place the following restrictions on transportation:

Parent/Guardian Signature: _____ **Date:** _____

(The completed form will be signed and dated at parent orientation.)



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MEDIA/PHOTOGRAPHY CONSENT AND RELEASE FORM

As the parent/guardian of _____, I agree to the following:

- I understand that my child may be videoed/photographed at Wee Disciples Christian Academy during normal school hours, activities, or events.
- I understand that Wee Disciples uses Brightwheel as the communication tool between parents and teachers, and that pictures may be sent to parents using this app. I agree not to share or save a picture of a child other than my own on a phone or other electronic device. I understand that posting pictures to social media of a child not belonging to me may result in my app usage being terminated.
- I understand that these photographs may be used throughout the school on Brightwheel as communication to parents, on Wee Disciples Christian Academy's Facebook page, in local newspapers, and/or on the school's website or other public relations materials produced by Wee Disciples.
- I understand Wee Disciples Christian Academy will protect my child's identity and will **not** publish my child's full name if a video/photograph of my child is used as described above.
- I understand that such photographs shall become the property of Wee Disciples Christian Academy, which has the right to duplicate, reproduce, and/or make other uses as Wee Disciples Christian Academy deems necessary.

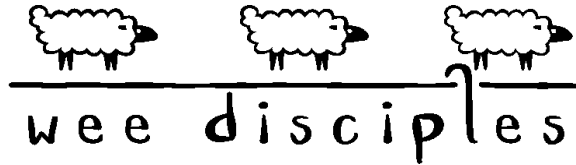
Please check the appropriate statement:

_____ **Yes**, I confirm that I have read and understand the above and thereby give consent for use of my child's photograph/video as described above. I agree not to save or post pictures of a child not belonging to me. I agree that Wee Disciples Christian Academy is not liable for the actions of any other person(s) who cause an image or video to be made public.

_____ **No**, I do not wish to have my child videoed/photographed.

Name (please print) _____ Signature: _____

Date: _____



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Notification Request Form

Pesticide Levels 3 and 4

Level 3 EPA Caution (crack & crevice treatments)

Level 4 EPA Warning or Danger (broadcast spraying and fogging)

Do you as a parent or legal guardian wish to be informed at least 24 hours in advance if an application of Level 3 or 4 pesticides will be used at Wee Disciples? The notice will be placed at the sign in/out book.

Please mark the appropriate box and return to the director:

Yes

No

Child's Name _____

Parent or Guardian's Name _____

Address _____

City State Zip _____

Phone _____

BEFORE AND AFTER CARE REGISTRATION FORM

Child's Name: _____

Class Your Child Attends: _____

Days Your Child will be Attending: _____

Before School Care (7:00 a.m. until your child's class starts)

Before School Care: _____ Yes _____ No **If yes, what time would your child arrive?** _____

After School Care (end of K-2 classes or end of extended day until 5:00 p.m.)

After School Care: _____ Yes _____ No **If yes, what time would your child depart?** _____

EXTENDED DAY REGISTRATION FORM

Name of child: _____

Wee Disciples class he/she attends: _____
(Teacher, Days, and Times)

Emergency contact number: _____

Day(s) participating: Mon _____ Tues _____ Wed _____
Thurs _____ Fri _____

Will your child be attending: **Before School Care?** Yes: _____ No: _____
 After School Care? Yes: _____ No: _____

The emergency form for Wee Disciples Christian Academy applies for this program. Additionally, if your child is not picked up by 3:00 p.m. he/she will be taken to our After School Care program and you will be responsible to pay for those charges.