

► Registration Checklist

These forms must be completed and submitted to initially secure your student's position. It is our policy to place students according to age, and we do not accept teacher requests.

Application Forms Include:

- ☐ Schedule Options and Tuition - **Please Select Your Option On Page 2 ►**
- ☐ Student Enrollment Form *(Page 3 in Registration Packet)*
- ☐ Parent Agreement and Admission Requirements *(Page 5 in Registration Packet)*
- ☐ Medical Information *(Page 6 in Registration Packet)*
- ☐ Food Policies *(Page 7 in Registration Packet)*
- ☐ Communication Agreement *(Page 8 in Registration Packet)*
- ☐ Discipline Policy *(Page 9 in Registration Packet)*
- ☐ Potty Training Policies *(Page 10 in Registration Packet)*
- ☐ Photo/Video Release *(Page 11 in Registration Packet)*
- ☐ Health and Illness Policy *(Page 12 in Registration Packet)*
- ☐ Assessments & Questionnaires Agreement *(Page 13 in Registration Packet)*
- ☐ Infant & Toddler Care *(Page 14 in Registration Packet)*
- ☐ **VPK Parents** will also need to include the VPK Voucher and VPK Agreement *(Page 15 in Packet)*
- ☐ Immunization and School Entry Health Exam *(Separate From Registration Packet)*

For Office Use Only

☐ Registration Fee: **\$175** | ☐ Supply Fee: ☐ **\$300** ☐ **\$340** ☐ **\$380**

Form of Payment: ☐ **Cash** | ☐ **Check** Check # _____

► Schedule Options and Tuition

Note: Westtown Christian Academy follows the **Hillsborough County School Calendar**.

| REGISTRATION FEE | Fee Type | Fee Amount | Fee Due Date |
|---|--------------|---------------------|--------------------------------|
| All students attending Westtown Christian Academy (WCA) must submit a nonrefundable Registration Fee of \$175. | Registration | \$175 | At Time of Registration |
| <i>Half Month's Tuition for Infant and Toddler Age Groups Only</i> | Deposit | 1/2 Month's Tuition | At Time of Registration |

| PRE-K SUPPLY FEE | Schedule Options | Fee Amount | Fee Due Date |
|---|----------------------------|-------------------------|-------------------------------------|
| All Pre-K 2 – Pre-K 4 students, including VPK extended day students, will submit a nonrefundable supply fee which includes supplies, party fees, on-site excursions, guest theater performers, and program fees. | 2 Days 3 Days 5 Days | \$300 \$340 \$380 | Due with Registration Packet |

TUITION - FEES DUE AUGUST 1ST, 2025

Monthly payments are based on annual tuition (Aug - May). **Tuition is Due by August 1st, 2025.**

- * 10% discount for Second Sibling on Tuition of Equal or Lesser Value. * 5% discount for Tuition Paid In Full.
* 5% discount on Every Sibling After the Second Sibling.

| Age Group | Please Select ↓ | Schedule Option | Days of the Week | Time Each Day | Fee Amount |
|---|--|--|------------------|----------------|--------------------|
| Infants (8 Weeks – 12 Months) | <input type="radio"/> | 5 Full Time Days | MON – FRI | 7:30–6:00pm | \$1155 |
| Toddlers (12 Months - 24 Months) | <input type="radio"/> | 5 Full Time Days | MON – FRI | 7:30–6:00pm | \$1155 |
| Pre-K 2 | Part Time 8:30am - 11:30am | <input type="radio"/> 2 Part Time Days | TUES & THUR | 8:30am–11:30am | \$425 |
| | | <input type="radio"/> 3 Part Time Days | MON, WED & FRI | 8:30am–11:30am | \$460 |
| | | <input type="radio"/> 5 Part Time Days | MON – FRI | 8:30am–11:30am | \$510 |
| | Full Time 7:30am - 6:00pm | <input type="radio"/> 2 Full Time Days | TUES & THUR | 7:30am–6:00pm | \$550 |
| | | <input type="radio"/> 3 Full Time Days | MON, WED & FRI | 7:30am–6:00pm | \$700 |
| | | <input type="radio"/> 5 Full Time Days | MON – FRI | 7:30am–6:00pm | \$1040 |
| Pre-K 3 | Part Time 8:30am - 11:30am | <input type="radio"/> 2 Part Time Days | TUES & THUR | 8:30am–11:30am | \$425 |
| | | <input type="radio"/> 3 Part Time Days | MON, WED & FRI | 8:30am–11:30am | \$460 |
| | | <input type="radio"/> 5 Part Time Days | MON – FRI | 8:30am–11:30am | \$510 |
| | Half Time 8:30am - 1:30pm | <input type="radio"/> 2 Half Time Days | TUES & THUR | 8:30am–1:30pm | \$460 |
| | | <input type="radio"/> 3 Half Time Days | MON, WED & FRI | 8:30am–1:30pm | \$500 |
| | | <input type="radio"/> 5 Half Time Days | MON – FRI | 8:30am–1:30pm | \$565 |
| Pre-K 4 | Full Time 7:30am - 6:00pm | <input type="radio"/> 5 Full Time Days | MON – FRI | 7:30am–6:00pm | \$1040 |
| | Part Time 8:30am - 11:30am | <input type="radio"/> 5 Part Time Days | MON – FRI | 8:30am–11:30am | \$500 |
| | Half Time 8:30am - 1:30pm | <input type="radio"/> 5 Half Time Days | MON – FRI | 8:30am–1:30pm | \$550 |
| VPK | Voucher must be presented to qualify for the following options: | <input type="radio"/> 5 VPK Days | MON – FRI | 8:30am–11:30am | VPK Voucher |
| | | <input type="radio"/> 5 Half Time Days | MON – FRI | 8:30am–1:30pm | \$350 |
| | | <input type="radio"/> 5 Full Time Days | MON – FRI | 7:30am–6:00pm | \$800 |



► Student Enrollment Form - Student Information

Today's Date

M M D D Y Y Y Y

Name of Student

First

Middle

Last

Student's Date Of Birth

M M D D Y Y Y Y

Student's Sex

☐

Male

☐

Female

Student's Home Address

City

State

Zip

Best Phone Number to Contact

Primary Language Spoken in the Home:

☐

English

☐

Spanish

☐

Other:

Has Your Student Previously Attended School?

☐

Yes

☐

No

Still Attending School?

☐

Yes

☐

No

Name of Previous School(s):

(One per line, please.)

Additional Comments or Concerns:

I Am The Student's:

☐

Mother

☐

Father

☐

Legal Guardian

► Student Enrollment Form - Parent Information

Mother's Name

First

Last

Mother's Home Address (If Different from student)

City

State

Zip

Mother's Email

Mother's Cell Phone

Mother's Place of Employment

Mother's Work Phone

Father's Name

First

Last

Father's Home Address (If Different from student)

City

State

Zip

Father's Email

Father's Cell Phone

Father's Place of Employment

Father's Work Phone

Guardian's Name

First

Last

Guardian's Home Address (If Different from student)

City

State

Zip

Guardian's Email

Guardian's Cell Phone

Guardian's Place of Employment

Guardian's Work Phone

► Parent Agreement and Admission Requirements

- ✓ Children must be his/her respective age of the class they are registered for by September 1st.
- ✓ Students in Pre-K 3's classrooms should be fully potty trained with minimal assistance needed with toileting care.
- ✓ Four-year-olds should be completely independent in caring for their toileting needs.
- ✓ All forms and payments must be submitted before entering the program:
 - Health and Immunization Forms
 - Non-Refundable Supply Fee
 - Completed Application (with VPK Voucher if applicable)
 - Non-Refundable Registration Fee
 - First Month's Tuition
- ✓ Enrollment is understood to be one full academic year (August – May) and monthly tuition cannot be prorated.
- ✓ WCA reserves the right to refuse re-admission if tuition and fees are not current or if members of the family are unwilling to adhere to our company policies and/or interrupt the school's environment.

- ✓ **WCA requires a 30-day notification of withdrawal.** If registered for the next Fall semester, withdrawing a child after spring registration will cause forfeit of enrollment for the following year.

Initial

- ✓ WCA does not discriminate on the basis of race, color, religion, nationality, and/or ethnic origin.
- ✓ Parents understand the importance of the partnership between home and school and will volunteer their time and resources to support the school, their student's classroom and mission of the school.

Tuition Policies:

- ✓ Payments are due on the 1st of the month, regardless of student schedule.
 - ✓ Late fee of \$25 assessed on the 2nd of the month.
 - ✓ \$35 returned check fee.
 - ✓ Suspension of services with a 3 day past due amount.
 - ✓ Our Annual tuition is paid in 10 monthly increments from August – May.
- * Please refer to our fee schedule for specific details.

Hours of Operation:

- Westtown Christian Academy is open Monday – Friday, from 7:30 am – 6:00 pm.
- Our school follows the Hillsborough County Public School Schedule.
- WCA offers two separate registration processes for school year care and summer camp.

Printed First

Printed Last

I, , understand that by signing below I am agreeing to adhere to all procedures and policies as listed above and outlined by Westtown Christian Academy.

Student's Name

First

Last

Parent Signature

Today's Date

► Medical Information

Please check any that apply and provide dates and details on all checked items.

- | | |
|--|--|
| <input type="checkbox"/> Diabetes | <input type="checkbox"/> Blood Disorders |
| <input type="checkbox"/> Premature Birth | <input type="checkbox"/> Heart Disorder |
| <input type="checkbox"/> Fainting | <input type="checkbox"/> Muscular Disorders |
| <input type="checkbox"/> Asthma | <input type="checkbox"/> Hypertension |
| <input type="checkbox"/> Nose Bleeds | <input type="checkbox"/> Emotional Disorders |
| <input type="checkbox"/> Seizures | <input type="checkbox"/> Other > |

> If Other: (Please specify.)

Additional Information:

Please list any current or past allergies (food or other) your child has experienced, the type of reaction, and appropriate treatment. **Please be specific.**

Specify any other information useful to the caregivers relating to the health and care of your child. If activities should be limited or restricted please specify and provide a note from your child's physician.

#1.

#2.

Family Physician:

#3.

First

Last

Family Physician Phone:

i Parents may apply sunscreen and/or bug spray to his/her child prior to coming to school. We also encourage that you send students to school with a hat for additional sun protection.

It is our policy to notify the parental guardians or designated emergency contact person if and when a child becomes ill or injured. If neither party can be reached, the school will notify the child's physician and/or emergency medical personnel. The school will authorize for emergency medical treatment if necessary to ensure the health and safety of each child. Guardians will accept responsibility for payment of all medical services provided.

Student's Name

First

Last

Parent Signature

Today's Date

► Food Policy

Our school is aligned with the USDA. All students will need a morning snack provided from home. The snack should include two food groups along with water or 100% fruit/vegetable juice. Students that participate in our ½ day program will also eat lunch at school with a meal provided from home. This should include a fruit, vegetable, protein, grain and dairy as suggested by the USDA. Try to vary the meal options for your child(ren). Full day students will also have an afternoon snack provided from home. Please note, we do not allow candy on our campus.

We want to honor your family traditions and customs. Please share any special requirements or limitations that will help keep home and school food choices concurrent.

Also, many of our classrooms have special days where students participate in cooking in the classroom activities. Be sure to list any food allergies on the Medical Information form and also verbally to your child's teacher.

If your child is in our early riser group, **with drop off occurring before 8:00 AM**, you may provide a breakfast that the child will eat immediately upon arrival.

Full Day Students:

- > AM Snack
- > Lunch
- > PM Snack

Half Day Students:

- > AM Snack
- > Lunch

Part-Time Students:

- > AM Snack

For ideas on how to vary lunch and snack options for your child please take a look at the Choose My Plate website listed below.

Helpful Lunch & Snack Ideas:

- > www.choosemyplate.org

Lunch/Snack Checklist:

- > Snacks and Lunches should be labeled with your student's **first and last name**.
- > Ice pack should be included.
- > Thermos should be labeled with your student's **first and last name**.
- > Food options should be healthy and aligned with the recommendations of the USDA.
- > Teacher and school are aware of traditions and allergies that effect food choices made in the classroom.

Student's Name

First

Last

Parent Signature

Today's Date

 | |

► Communication Agreement

WCA utilizes Brightwheel, Private Class Facebook Groups, and email to ensure timely and up to date communication. We value communication and know that it is an integral component of our success and helps keep families connected to their children while in our care.

In our commitment to use our resources wisely and efficiently we do not use paper-messaging systems often. Notices and alerts will be posted on Brightwheel. Our teachers will also post necessary communication via Brightwheel, and their Private Class Facebook Groups. This allows us to communicate with our families in real time and makes communication accessible for families on the go.

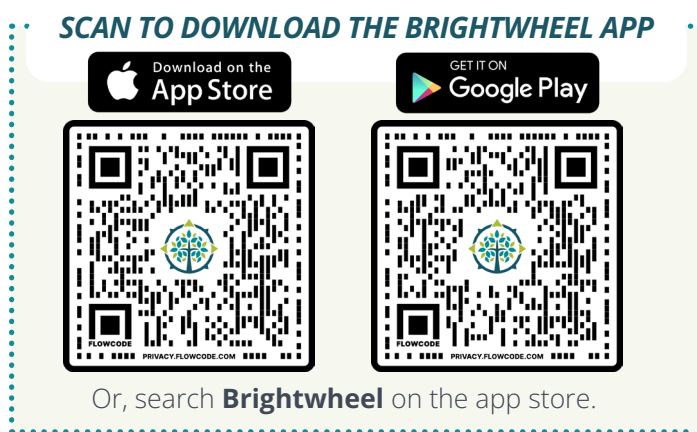
In the event of an emergency, we will alert you through Brightwheel. Please make sure your contact information is up to date, and that notifications are enabled in the Brightwheel app.

We ask you to commit to downloading the free Brightwheel app, and joining your Private Class Facebook Group. We also encourage you to follow WCA on Facebook, to begin that line of communication.

We will also host parent-teacher conferences, evening events and various other opportunities that will help build the relationship between school and home. We ask that you make your best effort to attend these events, strengthening the line of communication between all parties.

WCA has an open door policy; please feel free to drop in or schedule an appointment to speak with the Director with any questions, concerns, or needs as they arise.

Thank you in advance!
Westtown Christian Academy Staff



Student's Name

First

Last

Parent Signature

Today's Date

► Discipline Policy

WCA Discipline Policy is one that utilizes redirection, modeling, and positive encouragement as we anticipate and attempt to eliminate potential triggers of inappropriate behavior. WCA has adopted the Conscious Discipline model of behavior management that empowers adults and children to be the change they want to see in the world. Conscious discipline develops problem solvers by discussing feelings and actions in order to facilitate reconciliation. Our goal is to create an environment that promotes children taking responsibility for their own actions and respond appropriately in varying social settings and scenarios. For optimal development of all, a loving “school family” environment creates a successful and safe learning space. Children are treated with respect and parents are always part of the on-going conversation about their child’s development.

Children are never deprived of meals, snacks, toileting needs or outside time as a means of punishment. Absolutely NO form of corporal punishment is ever to be used on any child. Children should not be disciplined for soiling or wetting his/her clothes or for not using the toilet.

In extreme cases, after conferencing with the school staff and parents, it may be necessary to discontinue services. It is our policy to communicate with parents of disciplinary concerns (Incident Report). As the primary care giver of your child, please keep us informed of any changes in the home environment that could affect the child’s demeanor and/or behavior at school. If support is needed, we will make every effort to find the resources necessary to support the child and his/her family.

Please sign below, acknowledging that you have read and understand WCA’s Discipline Policy as written above as well as in the Parent Handbook.

Student’s Name

First

Last

Parent Signature

Today’s Date

► Potty Training Requirements

Our PK2 friends will begin the potty training process after teachers have discussed with parents and have come to an agreement on each individual child's readiness.

All PK3 –PK4/VPK children attending pre-school must be potty trained before beginning the school year.

Why do children have to be potty trained?

Westtown Christian Academy adheres to strict guidelines for changing and disposing of diapers when children are being changed in the classroom and our PK3 and VPK classrooms are not equipped for that purpose. We understand that many of our friends may need some assistance at the beginning of the year in becoming independent with hygiene and it is our responsibility to encourage and continue what has been established at home.

What does it mean to be potty trained?

Children must be able to verbally communicate with the teacher that he or she needs to use the potty. They must be wearing underwear, with very few accidents. A child having accidents daily would not be considered potty trained. They should be able to lower and pull up his/her own pants and attempt at cleaning themselves. Children should also be able to remain dry while napping. Please note that wearing pull ups is not considered being potty trained. Please feel free to discuss with administration any questions you may have.

Student's Name

First

Last

Parent Signature

Today's Date

► Photo/Video Release

By signing this release form, I authorize Westtown Christian Academy, to use the following personal information:

- (1) My child's picture – including photographic, motion picture, and electronic (video) images.
- (2) My child's voice – including sound and video recordings.

I hereby grant to WCA and its subsidiaries, the right to use, publish, and reproduce, my child's picture in film or electronic (video) form, sound and video recordings of his/her voice, and printed and electronic copy of the information described in sections (1) and (2) above in media forms including: school publications, yearbook, class projects, website, WCA social media sites (Facebook, Twitter, Instagram, YouTube and Pinterest) and for promotion, advertising, press conferences, brochures and other print media. This permission shall continue forever unless I revoke the permission in writing.

I hereby waive the right to receive any payment for WCA's use of any of the material described above for any of the purposes authorized by this release.

I acknowledge that I have read the foregoing and I fully understand the contents.

Student's Name

First

Last

Parent Signature

Today's Date

 | |

► Health and Illness Policy

WCA's application must include current Health and Immunization Forms signed by a physician. We also adhere to all Hillsborough County Health Department, Department of Children and Families and Child Care Licensing regulations and procedures.

Sickness is part of most childhood experiences. When your child has symptoms of illness, rash, diarrhea, fever, or stomach virus they should remain at home until being symptom free for 24 hours. In the case of childhood diseases, such as chicken pox or mumps, families must contact the physician and follow recommendations for returning to school.

In maintaining a clean and safe environment, our policy is when children show any signs of illness during school hours, parent/guardian and/or emergency contact person(s) will be notified. The child will be removed from his/her classroom and placed in our rest area to hinder the spread of the illness until the parent/guardian/ emergency contact arrives.

- ✓ **Children should be picked up within one hour of notification.**
- * **Late pick-up fees will be assessed after one hour.**

Initial

Children are not allowed to return to campus until after being symptom free for 24 hours.

If a child's illness is contagious, they will not be allowed back on campus without a written physician's note that they are safe to return.

Lice Policy

If a nit is found in your child's hair, he/she will be sent home. It is recommended that the child and other family members be treated and nits be combed out of hair and scalp. Another treatment should be applied after seven days. Before the child can return to his/her classroom, the center will check for nits/lice. The child will not be allowed to return to campus until being nit/lice free. As parents, it is your responsibility to inform the center if lice are found in your home to help us maintain a clean and safe environment at school and hinder the spread to other children.

Injury Policy

In the event that a child is injured on campus, an Incident Report will be completed and provided to family at pick-up and parents will be notified by phone if necessary. If the injury requires further medical attention, **WCA will authorize emergency medical treatment to ensure the health and safety of the child.** Guardians will accept responsibility for payment of all medical services provided.

Student's Name

First

Last

Parent Signature

Today's Date

► Assessments and Questionnaires Agreement

WCA believes that assessment and progress monitoring is a key component to any educational plan. It is a tool that helps guide many instructional decisions and aids in maintaining the integrity of the educational program for the school, teachers, families and students. The purpose of assessment is to provide feedback that is reliable and specific regarding a child's progress, development, and interests.

Assessment areas recommended by the Department of Education for Early Childhood Education are:

- > Communication
- > Gross Motor
- > Fine Motor
- > Problem Solving
- > Personal and Social

Our teachers, at each age group, infuse school readiness skills like basic and emergent literacy elements, mathematics and scientific thinking into various parts of the day. Goals for students must be measurable to ensure continuous growth and development of each individual child.

These school readiness areas include:

- > Letter and Sound Recognition
- > Print and Inventive Spelling
- > Concepts of Print
- > Phonological Awareness
- > Oral Language Development
- > Number Sense
- > Measurement
- > Scientific Thinking

Monitoring a student's progress can be done both informally and formally. Our goals are to:

1. Ensure that the needs of each student are being identified and that our lessons and activities are aligned with the skill level and learning style of each student and 2. Be able to communicate effectively and objectively on individual student progress.

If you have any questions or desire any further clarification, please make them known by contacting the school's director or your child's teacher.

Please select an option below:

- ☐ Yes, I desire for my student to participate in observations and assessments.
- ☐ No, I do not desire for my student to participate in observations and assessments.

Student's Name

First

Last

Parent Signature

Today's Date

► Infant and Toddler Care

Infant Schedule

All parents of infants (8 weeks – 12 months) will submit a schedule that describes feeding times and the child's sleep schedule. This should include type of "milk," times both feeding and sleeping occur and the duration of each. If the child has begun solid foods, this should also be described in the schedule. Bottles, formula, breast milk, and other foods should be delivered each day at drop off and collected at pick up. Bottles should be prepared prior to drop off. We will only use one bottle per feeding time, so parents must provide as many bottles as feeding times requested while the child is in our care. All items must be labeled with your **child's first and last name** and the **date delivered**. Our classrooms are furnished with a refrigerator where food will be stored.

WCA advocates breast-feeding and will accommodate moms who would like to come during the day to feed their children. Parents of breast fed babies need to include an alternative for feeding times incase the mother is late or unable to make the scheduled feeding time. We will make our best effort to respect the parents' wishes and schedule but will not force an infant to wait an unreasonable amount of time to eat.

Infants fed using formula should provide bottles with the amount of premixed water and formula needed per feeding already in the bottle. All families should provide an unopened can of formula for emergency purposes. Please be sure to label your unopened formula (powder or liquid) with your child's first and last name and the date delivered. Staff will label the date of **opened containers** and follow manufacturer recommendations on expiration dates. The formula containers may remain on campus. Bottles will be sent home daily.

Toddler Schedule

Children in our toddler classroom (12 months – 24 months) will begin transitioning to group meal settings. Parents will need to provide a morning snack, lunch, and afternoon snack. Parents may also send in milk that will be included in each snack/meal time.

If your child is in our early riser group, with drop off occurring before 8:00 AM, you may provide a breakfast that the child will eat immediately upon arrival.

Please, be sure to label all items that are sent in and separate snacks from lunch so that the teacher can distinguish which items are intended for which mealtime.

Student's Name

First

Last

Parent Signature

Today's Date

► VPK Agreement

Initial Voluntary Pre-K is a Florida State funded program intended for all four year olds regardless of income. Teachers of VPK programs must obtain the appropriate licensing as described by the Florida Department of Education. Directors must also apply for the VPK Endorsement to his/her license by completing and submitting state requirement.

Initial To adhere to the regulations of the program and uphold the integrity of the educational goals, attendance is imperative. Absences cannot exceed more than 20% of the instructional days each month. If students are unable to uphold the attendance component of the program, we reserve the right to ask them to withdraw from the program.

Initial VPK students attending our part-time program are not required to submit a supply fee or registration fee. .

Initial Parents eligible for VPK have the responsibility of applying for the VPK voucher in a timely manner to secure enrollment for the scheduled year. If VPK voucher is not turned in by provided due date, we reserve the right to open enrollment to waiting list causing you to lose your child's place in our VPK Program.

Initial Parents are required to sign a monthly child attendance certificate verifying their child's daily attendance in the program. Failure to do so could result in termination of your child from the VPK Program.

Initial If termination from the VPK Program results due to the inability to follow the above requirements, you will be given the option of keeping your child enrolled, but paying the regular tuition rate.

We strongly suggest that parents take a few moments to understand the program and valuable impact VPK has on students' school readiness skills. These resources also provide links for registration. Please visit the Florida Office of Early Learning and the Early Learning Coalition of Hillsborough County websites.

Resourceful Websites We Recommend You Visit:

- > http://www.floridaearlylearning.com/voluntary_pre_k.aspx
- > http://www.elchc.org/vpk_parent.html

Student's Name

First

Last

Parent Signature

Today's Date
