



## 2020/2021 Harbor Light Preschool Registration

### Student

Student's Last Name: \_\_\_\_\_ Student's First Name: \_\_\_\_\_

Student's Birth Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Student Age: \_\_\_\_\_

( ) Boy ( ) Girl

In what school year do you anticipate your child beginning Kindergarten? (ex. 2022/2023) \_\_\_\_\_

What school do you anticipate your child will be attending for kindergarten? \_\_\_\_\_

### Mailing Address

Street \_\_\_\_\_

City \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Tel: ( ) \_\_\_\_\_ - \_\_\_\_\_

Preferred Days (circle all that apply)	Monday	Tuesday	Wednesday	Thursday	Friday
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*There is a maximum of three days enrollment for our two's program.*

### Additional Programs: (circle all that apply)

Breakfast Bunch 8:15a-9:15a	Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast Bunch 8:45a-9:15a	Monday	Tuesday	Wednesday	Thursday	Friday
Enrichment 12:30p-2:00p	Monday	Tuesday	Wednesday	Thursday	Friday
TLC 2:00p-4:30p	Monday	Tuesday	Wednesday	Thursday	Friday

*Please make a copy of this page if you are registering more than one child.*



ALL SCHOOL MAILINGS WILL BE E-MAILED TO YOUR LISTED E-MAIL ADDRESS UNLESS  
ALTERNATIVE ARRANGEMENTS ARE REQUESTED

**Mother/Guardian**

Parent's Last:\_\_\_\_\_ Parent's First:\_\_\_\_\_

Cell: (     )\_\_\_\_\_ Home: (     )\_\_\_\_\_

Work: (     )\_\_\_\_\_

Email Address: \_\_\_\_\_

Mailing Address (If different from student)

Street\_\_\_\_\_

City/State:\_\_\_\_\_ Zip Code:\_\_\_\_\_

**Work Address**

Street\_\_\_\_\_

City/State:\_\_\_\_\_ Zip Code:\_\_\_\_\_

**Father/Guardian**

Parent's Last:\_\_\_\_\_ Parent's First:\_\_\_\_\_

Cell: (     )\_\_\_\_\_

Home: (     )\_\_\_\_\_

Work: (     )\_\_\_\_\_

Email Address: \_\_\_\_\_

Mailing Address (If different from student)

Street\_\_\_\_\_

City/State:\_\_\_\_\_ Zip Code:\_\_\_\_\_

**Work Address**

Street\_\_\_\_\_

City/State:\_\_\_\_\_ Zip Code:\_\_\_\_\_

**Please check email you prefer for billing:**

Mom email (     ) Dad email (     ) Both (     ) other (     )\_\_\_\_\_



Emergency Contacts (*other than parent/guardian*) We must have 2 on file.

<u>1<sup>st</sup> Emergency Contact:</u>	<u>2nd Emergency Contact:</u>
Name: _____	Name: _____
Phone: _____	Phone: _____
email: _____	email: _____
Relationship to the Child: _____	Relationship to the Child: _____
Does this individual have permission to pick-up the child from school?      YES      NO	Does this individual have permission to pick-up the child from school?      YES      NO

Healthcare Contacts:

<u>Pediatrician's</u>	<u>Dentist's</u>
Name: _____	Name: _____
Practice: _____	Practice: _____
Address: _____	Address: _____
Phone: _____	Phone: _____



## Terms and Conditions

- Acceptance Policy  
By submitting an application on behalf of a child, each parent and/or guardian signing the registration accepts and agrees to comply with all Harbor Light rules and regulations.
- Applications will be accepted as a first come first serve basis, as determined by the date a completed application is received at the Harbor Light office. Applications that do not include the required deposit (\$300) are not considered complete.
- When an application and deposit for enrollment is accepted by Harbor Light Foundation, a place is reserved for the child. If for any reason enrollment is cancelled by a parent/guardian within 30 days of receiving the registration form, a refund will be issued. THERE WILL BE NO REFUNDS AFTER THE 30 DAYS.
- Insurance- The full terms of insurance coverage (including exclusions) may be obtained from the Harbor Light Preschool office.
- While every effort is made to safeguard a student's personal belongings, including but not limited to, clothing and equipment, Harbor Light is not responsible for the loss, damage or theft of a student's personal belongings while a student attends school. It is highly recommended that each student have their names on their belongings.
- Tuition- Tuition includes all activities and materials while at Harbor Light. All tuition payments must be paid by following the terms of the Enrollment Agreement. Please note, the first payment of the preschool payment cycle is due in June 2020 for the 2020/2021 school year. The subsequent 9 payments of the 10 payment agreement will begin in August 2020 and continue through April 2021.



I, the parent/guardian of the student on this file, give my consent for Harbor Light Preschool staff, to contact the above named physician or dentist (if applicable) if my child has a medical/dental emergency. I understand that if my child's physician or dentist is not available, another physician or dentist may be contacted on an emergency basis. I also give my consent for Harbor Light Preschool staff to seek medical attention in an emergency at \_\_\_\_\_ (preferred hospital or walk-in center) or the closest facility determined by the Emergency Responders. I will be responsible for all medical charges to and at the medical facility. Harbor Light, my child's preschool, has my permission to transport my child if necessary, when my child is in care.

**Payment:** You will receive an invoice via email from [info@harborlightfoundation.org](mailto:info@harborlightfoundation.org) (intuit) where you will have the ability to make your payments directly through your invoice. You may also bring a check to the office after receiving your invoice.

Signing this form states that you, the parent(s)/guardian(s) have read, discussed and understand the Harbor Light Preschool Handbook and (this includes but is not limited to) the Harbor Light Behavior Management Policy and Discipline Policy.

*The provisions outlined on this form have my approval.*

Parent's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please enclose a check payable to Harbor Light Foundation, Inc. for \$300 which will serve as a deposit for registration. This deposit is non-refundable after 30 days and will be applied towards your child's tuition.

Please Return Application and Payments to:

Harbor Light Foundation, Inc.

4670 Congress Street

Fairfield, CT 06824



## Enrollment Agreement

I am enrolling my child \_\_\_\_\_ at Harbor Light Preschool Academy at 4670 Congress St. for the 2020-2021 school year.

\_\_\_\_\_ (*initial*) I have paid a non-refundable registration fee of \$300. This deposit will be applied to my tuition payments equally over 10 payments (if not paying tuition in full). The first installment will be due June 2020 followed by 9 sequential payments starting again in August 2020 (there is no July payment).

\_\_\_\_\_ (*initial*) I agree to pay tuition in 10 equal installments beginning June 1, 2020 through April 1, 2021.

\_\_\_\_\_ (*initial*) Based upon my current enrollment, my yearly tuition will be \_\_\_\_\_. After credit for the security deposit, my 10 equal installments beginning June 1, 2020 through April 1, 2021 will be \_\_\_\_\_.

\_\_\_\_\_ (*initial*) I have read and agree to the full contents of the HLP Parent Handbook.

\_\_\_\_\_ (*initial*) I have read the Behavior Management Plan outlined in the parent handbook.

I have read, fully understand and agree to all of the policies and regulations in place at Harbor Light Preschool Academy.

\_\_\_\_\_  
Mother/Guardian/Date

\_\_\_\_\_  
Father/Guardian/Date