



St. Cecilia Early Childhood Learning Center Registration Form 2024-2025

Please return a separate form & registration fee for each child to the School Office or Early Childhood Learning Center.

Child's Name: _____

Age: _____ Date of Birth: _____ Gender: _____

Requested Start Date: _____ (NOT GUARANTEED) T-Shirt Size: _____

ALLERGY/MEDICAL NEEDS /DIETARY RESTRICTIONS: _____

Do we have permission to post your child's allergies? YES _____ NO _____

If applicable, please explain the type of medical diagnosis (asthma, allergy, etcetera.) and so forth for your child below and provide information regarding the treatment and/or steps St. Cecilia should take in case of an emergency at school. * Please note that additional forms must be on file for use of an inhaler, epi-pen or medication that is dispensed during school.

MILK DEVIATION

Please circle: My child is allergic to milk. My child is not allergic to milk.

If applicable, please complete...

I request that my child not be served milk while at St. Cecilia Early Childhood Learning Center. In place of milk, I will provide my child with _____

MOTHER'S CONTACT INFORMATION

Name: _____

Address: _____

Home Phone: _____ Cell Phone: _____

Email Address: _____

Employer's Name: _____ Work Phone: _____

FATHER'S CONTACT INFORMATION

Name: _____

Address: _____

Home Phone: _____ Cell Phone: _____

Email Address: _____

Employer's Name: _____ Work Phone: _____

DEMOGRAPHICS**Please circle your child's religion:**

Catholic

Non-Catholic

If Catholic, please list your parish: _____**Please circle your child's ethnicity:**

Non-Hispanic/Latino

Hispanic/Latino

Please circle your child's race:

Asian American

American Indian/Native Alaskan

Black/African American

Native Hawaiian/other Pacific Islander

White

Two or more races

EMERGENCY CONTACT Someone other than parent or legal guardian

Emergency Contact Person: _____ Phone Number: _____

Child's Doctor: _____ Phone Number: _____

EMERGENCY CONTACTS If a parent cannot be reached, the emergency contact (above) and those listed below will be used to pick your child up from school and/or contact for an illness, emergency, or early dismissal.**Please note that we cannot release your child to anyone that is not listed on this emergency contact list. Please show below all who are allowed to pick up your child.**

Name: _____ Phone: _____ Phone: _____

Name: _____ Phone: _____ Phone: _____

Name: _____ Phone: _____ Phone: _____

Name: _____ Phone: _____ Phone: _____

PERMISSION TO SEEK MEDICAL CARE

In your absence, do we have permission to seek medical care for your child? YES _____ NO _____

PERMISSION TO TRANSPORT

Do we have permission to send your child to the hospital if that becomes necessary? YES _____ NO _____

If yes, which hospital? _____

DAYCARE PROGRAM:

There is a \$25 per CHILD non-refundable registration fee due at the time of registration.

Forms will **only** be accepted with the fee and all outstanding balances paid in full.**Please Circle the Program Needed:**

One Year Old

Two-Year-Old

Three-Year-Old

Four/Five-Year-Old

Not Needed

Please tell us what your children's schedule will look like?	Hours needed. (ex. 8am-4:30pm)
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	

PLEASE COMPLETE FOR DAYCARE AND/OR PRESCHOOL

Please explain as needed...

Does your child have any behavioral concerns?	YES	NO	
Does your child have any special needs?	YES	NO	
Does your child receive any special services?	YES	NO	
Will your child receive services at the center?	YES	NO	
Name of service provider and frequency?			

PRESCHOOL PROGRAM:

There is a \$100 per CHILD non-refundable registration fee due at the time of registration.
Forms will **only** be accepted with the fee and all outstanding balances paid in full.

Please circle the program you wish to enroll your child in:

THREE-YEAR-OLD OPTIONS	FOUR/FIVE-YEAR-OLD OPTIONS
TWO MORNINGS Tuesdays & Thursdays 7:30am-10:30am	THREE MORNINGS Mondays, Wednesdays & Fridays 7:30am-10:30am
TWO AFTERNOONS Tuesdays & Thursdays 11:30am-2:30pm	FOUR MORNINGS Mondays, Tuesdays, Wednesdays & Thursdays 7:30am-10:30am
AGE REQUIREMENTS THREE-YEAR-OLD PROGRAM <ul style="list-style-type: none"> Must be 3 years old by August 01, 2024 FOUR/FIVE-YEAR-OLD PROGRAM <ul style="list-style-type: none"> Must be 4 years old by August 01, 2024 	FOUR AFTERNOONS Mondays, Tuesdays, Wednesdays & Thursdays 11:30am-2:30pm
	NO THANK YOU! I am not interested in enrolling in preschool currently.

Please note children must be toilet trained.

ST. CECILIA EARLY CHILDHOOD LEARNING CENTER HANDBOOK St. Cecilia Early Childhood Learning Center Handbook explains all the procedures for our school to maintain a safe and orderly learning environment. It is important for all parents to read the handbook to become familiar with the expectations. The handbook is available in a shared link or hard copy upon request from the Director.

_____ By initialing, I attest that I have read the St. Cecilia Early Childhood Learning Center Handbook and agree to abide by all the rules, regulations, and policies of St. Cecilia School contained in the handbook.

ONSITE FIELD TRIP PERMISSION I give permission for my child to go (walk) to other areas on the school premises. My child is also allowed to participate in programming and activities provided by staff from the licensed childcare program or school personnel upon the discretion of the staff. A qualified adult staff must always maintain supervision. Programming options on the premises may include but is not limited to the soccer fields, the church undercroft, the Church and surrounding grounds, the Media Center, and the parking lot. Please check YES or NO if you give permission for your child to participate in onsite field trips. YES _____ NO _____

SCHOOL COMMUNICATIONS St. Cecilia Early Learning Childhood Center sends most communications via email or through phone messages using the DOJO app. Please circle YES or NO below to indicate your preference for receiving these communications. ** If you need to receive a paper copy of the school communications, please let the Director know.*

Mother: cell phone YES/NO

Mother: email YES/NO

Father: cell phone YES/NO

Father: email YES/NO

PHOTO/VIDEO PERMISSION St. Cecilia Early Learning Childhood Center uses students' names, photos, student work and/or videotaped images throughout the year in various media outlets including the yearbook, website and through local media such as newspaper and television. Please check YES or NO if you give permission for your child to be videotaped or photographed for print/computer media. YES _____ NO _____

NUT AWARE CENTER St. Cecilia Early Childhood Learning Center is a "NUT AWARE" school. We ask that you assist us in providing our students with a safe school environment. It is important that there is strict avoidance of all nuts and nut containing products (peanuts, walnuts, pecans, almonds, peanut butter, almond butter, Nutella, etcetera.) to avoid a life-threatening allergic reaction. To reduce the chance of this occurring, please be mindful of the following:

1. If your child has eaten peanuts/nuts before coming to school, please be sure your child's hands and face have been thoroughly washed before entering the school.
2. Please do not allow your child to bring any food items containing nuts or nut products into the school or store them in their backpack for after school consumption - read all labels.
3. When planning your child's lunch, we ask that no foods containing nuts or nut products be brought into the school under any circumstances - read all labels.

_____ Please acknowledge your understanding that St. Cecilia's ECLC is a nut aware school by initialing on the line.

Please acknowledge your understanding of the following by initially on the line:

_____ **I understand the fee for childcare at St. Cecilia School is \$40 per day (\$25 per day for any care less than 5 hours) for my child. I also agree to be charged for my child's scheduled days whether he/she is there or not.** As we continue to improve our facilities and resources, tuition and fees are reviewed annually and are adjusted accordingly. (Only necessary to initial if enrolled in childcare/daycare.)

_____ I agree to be responsible for any additional costs associated with the collection of any fees for materials or late fees.

_____ I understand my child will be dismissed if I do not provide the center with a current immunization certificate.

I, as legal parent/guardian, hereby state that the information contained on this four-page form is correct to the best of my knowledge. I authorize St. Cecilia Early Childhood Learning Center to share pertinent medical information with school staff, volunteers, or emergency personnel and to seek medical care/assistance for my child in an emergency.

Mother's Signature: _____

Date: _____

Father's Signature: _____

Date: _____

Legal Guardian's Signature: _____

Date: _____

(If applicable)



Childcare & Preschool Registration Checklist

To register your child for childcare or preschool the following paperwork along with their registration fee need to be completed and on file in the center before the first day of attendance.
Please & thank you!

All forms and fees may be turned into the school office or the Early Childhood Learning Center.

Please use this checklist as a guide.

____ Completed & signed registration form.

____ Registration fee

- *Preschool Fee: \$100/CHILD*
- *Childcare Fee: \$25/CHILD*

____ Copy of the student's birth certificate

____ Copy of the student's social security card

____ Copy of the student's baptismal certificate (if your child has been baptized)

____ Current immunization record

- *Licensing requires the form to have the following:*
 - The name of the child,
 - The birth date of the child,
 - The name of the parent or guardian of the child,
 - The address of the child, including street, city, state, zip code,
 - The types of vaccines administered to the child,
 - The date that each dose of each vaccine was administered,
 - Certification that the child is current for immunizations until a specified time, **including a statement that the certificate shall not be valid after the specified date,**
 - The signature and date of the medical professional.

The registration fee is non-refundable and is used to hold your child's place in the classroom and it is applied to the school fees.

Please contact the Kim Murphy – Early Childhood Learning Center Director with any questions at kmurphy@stcindependence.org or 859-363-4314.