



Temple Terrace Presbyterian Weekday School Enrollment Record

2026**2027****Child:**

Full Name _____ Date of Birth) _____ / _____ / _____ Gender _____
First Name Middle Name Last Name MM DD YY

Primary Contact:

Parent/Guardian _____

Relationship to Child _____

Home address _____

City _____ State _____ Zip _____

Driver's License Number _____

Employer _____

Cell Phone _____ Work Phone _____

Home Phone _____ Email: _____

Secondary Contact:

Parent/Guardian _____

Relationship to Child _____

Home address _____

City _____ State _____ Zip _____

Driver's License Number _____

Employer _____

Cell Phone _____ Work Phone _____

Home Phone _____ Email: _____

Person(s) Having Custody of Child: _____
(WE CANNOT DENY ACCESS TO ANY PARENT WITHOUT A COURT ORDER ON FILE.)

With whom does Child live? (Check all that apply)

☐ Parent _____ ☐ Parent _____ ☐ Guardian(s) _____ / _____
(Name) (Name) (Name & Relationship to Child)

If parents are divorced, what is the custody/visitation arrangement? _____

(Upon enrollment, a certified legal copy of the custody order/agreements must be provided to the school office or both parents will be considered to have equal rights)

Authorized Pick-ups (Other than Primary & Secondary contacts)

Every day when my child is brought to the school, he/she will be escorted to the appropriate classroom and left in the care of a staff person.

Each person listed below are authorized to pick up my child or to assume responsibility for my child in case of emergency, accident or illness. I give consent for school staff to share information about my child with any of these individuals. If none of the people listed are available, I give permission to the school staff to make a plan for the care of my child. **It is required that someone other than the parent (even if they live out of state) be listed in case of an emergency.**

We require the first and last name of any authorized pickup, and their name **must** match their photo identification.

Name _____

Relationship to Child _____

Best Phone Number in an Emergency _____

Name _____

Relationship to Child _____

Best Phone Number in an Emergency _____

Name _____

Relationship to Child _____

Best Phone Number in an Emergency _____

Name _____

Relationship to Child _____

Best Phone Number in an Emergency _____

Signature of Parent/Guardian

Date

Medical Information

Child's Name _____

Chronic Medical Conditions _____

Daily Medications Taken _____

Child's Doctor _____

Address _____ Phone _____

List ALL KNOWN ALLERGIES (If no known allergies, please write N/A):

What is the reaction (If none, please write N/A)?

Medical Information/Instructions in the event of an allergic reaction (If none, please write N/A):

A photo of your child will be taken at the school for identification of children with allergy alerts.

Release for Emergency Care

If my child, _____, should become ill or injured at Temple Terrace Presbyterian Weekday School, I understand that the Facility will: (1) Contact me immediately and (2) Contact the person(s) I have designated if I cannot be reached.

Should TTPWS be unable to reach me and /or the person(s) designated, they are authorized to contact my child's physician and/or arrange for immediate medical treatment.

The physician and/or medical facility are authorized to administer emergency medical treatment necessary to ensure the health and safety of my child.

I will accept responsibility for payment of medical services rendered.

Signature

Relationship

Date

Sworn to and subscribed before me this _____, day of _____, 20_____.

_____ who is/are personally known to me _____ who has/have produced identification

Notary Public, State of Florida

My Commission Expires: _____

TTPWS DISCIPLINE POLICY

During the early childhood years, children are learning to be in charge of their own behavior. We believe in establishing consistent, understandable limits and in having teachers who respond to inappropriate behavior with insight, sensitivity, and skill. When clear, consistent and age-appropriate limits are present, children increasingly become responsible for themselves. When out-of-bounds behaviors do occur, we believe it is important for children to understand why the behavior is inappropriate and how to modify it.

At Temple Terrace Presbyterian Weekday School, we work to prevent behavior problems by arranging each classroom so that children work in small groups and have a choice of activities. The range of activities will give your child the freedom and ability to experience success and become self-directed. Teachers are also trained to skillfully direct behavior along appropriate channels. Children are encouraged to verbalize their feelings and to learn to positively work through strong emotions. Teachers act as role models and encourage children's appropriate behaviors. Under no circumstances is corporal punishment permitted. Discipline will not be associated with withholding food, rest or toileting.

TTPWS DISMISSAL POLICY FOR CHILDREN

We believe that it is our responsibility to provide children with positive guidance and, in our experience, most children will respond well to our approach. In the event that a child does not respond, we will notify the parents and work closely with them to develop a plan to help the child gain self-control and a positive attitude toward his peers and teachers. Should the child's continued negative behavior put him, his peers, or his teachers at risk for physical harm, or if the child damages school property, we reserve the right to ask the parent to withdraw the child from the school. While we understand the developmental tendencies of children to shock others by experimenting with inappropriate language, withdrawal may also be requested for children who are verbally abusive, including the repeated use of inappropriate language, which other families consider offensive.

TTPWS DISMISSAL POLICY FOR PARENTS

We believe that it is our responsibility to provide children with a safe, positive and meaningful experience here at TTPWS. Parents are expected to maintain appropriate behavior while on our property. Parents who are threatening, exhibiting aggressive behavior, using profanity in front of children or appear to be under the influence of drugs or alcohol will be asked to leave the property. A repeated occurrence will result in that person being trespassed from the property by the Temple Terrace Police Department.

We also expect parents to address teachers or administrators with any concerns regarding the behavior of other children in the program. Speaking directly to any student who is not under your care is not permitted. Parents who try to discipline any child who is not under their care will be asked to stop, and repeated instances may result in you being asked to leave our program.

I have read and understand the above Discipline and Dismissal Policies.

Signature of Parent/Guardian

INFORMATION NEEDED FOR OUR PROCARE INTERACTIVE APP



At TTPWS, we typically send out texts with reminders of important events, school functions, closures, or even as a way to let you know that we have no power/water and might have to send students home for the day.

Email addresses are needed for you to create an account with ProCare, and the messages from the teachers come as an email unless you have alerts on the app. We send registration reminders, new school year paperwork, and occasionally useful articles on various child development or screening opportunities as well. Once your child has "graduated", you do not get any messages from us through ProCare as your child is withdrawn from the program, nor do we send emails as you are moved to the "former parent" folder. We only do that in the event you return in the future, due to a new child attending or you moving back into the area.

Please fill out the following information below

Parent(s) Email address:

Parent(s) Cell Number:

Cellular Provider:
(Example: Verizon, T-Mobile, AT&T etc.) (Example: Verizon, T-Mobile, AT&T etc.)

Parent's Consent/Authorization

- ☐ 1. Permission is given to Temple Terrace Presbyterian Weekday School to use photos, video footage and/or digital imagery (individual or group) of my child(ren) in our program promotion in any form of publication (ex. Brochures, websites, social media etc.).
- ☐ 2. I give consent for my child to participate in water activities, such as using a water table or engaging in science activities, which will be supervised by TTPWS staff.
- ☐ 3. I give authorization for TTPWS to apply Bug Spray to my child.
- ☐ 4. I give authorization for TTPWS to apply Sunscreen to my child.
- ☐ 5. I give authorization for my child to use Hand Sanitizer that is only used if soap & water are not available.

Parent/Guardian Signature Date

This bottom portion applies to kindergarten and up only. We do not transport preschool children.

School-Age Bus Authorization & Field Trip Permission

Any field trips or event requires a field trip preplanning form that informs all parents of the location, day, and time of the field trip. Every parent will be notified of the field trip information with newsletters, reminders in ProCare, and field trip calendars. Parents will also be required to fill out, sign, and turn in a field trip permission slip prior to the event date.

When children are transported on TTPWS vehicles, safety, supervision, and transportation policies and procedures are followed. All children are required to wear seatbelts when being transported on school vehicles. Please discuss the importance of seatbelts with your child at home to help reinforce our rule. ANY CHILD who removes a seatbelt while the vehicle is in motion will not be allowed to attend the next bus ride/field trip.

Students are expected to behave on the bus and on bus rides/field trips. They are representing our school, and should follow school rules. Any inappropriate behavior may result in parents being called to pick their child up from the field trip. Continued behavior problems may result in the child being asked to leave the program.

We have items, practices and procedures that we use and follow in the event of an emergency.

- All drivers are required to transport with their cell phones if they need to call for help (but they are prohibited from use when the vehicle is in motion with the exception of hands-free devices)
- All vehicles have a first-aid kit and a fire extinguisher
- Children are logged in when entering the bus and logged out while exiting the bus, and driver signs log-in roster showing accountability for children at all times
- A witness is required to check the log and sign the roster
- Either the driver or the witness is required to check the vehicle for any children that may not have exited the bus
- Emergency information for each child is on all vehicles

I authorize Temple Terrace Presbyterian Weekday School to transport my child, , by school vehicle (bus or van) to/from school and to other points of interest on excursions connected with the program, under supervision of staff members. I understand that 48 hours notice will be provided prior to field trips and that children must be at least 5 years of age to be transported on the vehicles. All drivers are certified by the Florida Highway Department of Motor Vehicles and have an annual physical as required by Florida Department of Children and Families.

Parent Agreement

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Please initial the following as you read them. If the line does not apply to the program that you signed your child up for (i.e. VPK ONLY), please write N/A on the initial line.

Children will not be allowed to enroll unless each line is initialed or marked N/A.

1. I understand that I am responsible for payment of all fees (if applicable) on or before the date on which they are due, as well as any legal fees which may arise from non-payment, and that a late payment of tuition results in a late fee of \$20.00 being assessed. The late fee is assessed after the 8th of each month, or after the 8th & 22nd for bi-weekly payments.
2. I understand that I may voluntarily withdraw my child from TTPWS by giving four (4) weeks written notice to the Director prior to withdrawing the child. I understand that I am responsible for tuition charges if I remove my child without giving four (4) weeks notice. This applies to VPK and Voucher Families as well. You will be responsible for the FULL tuition amount if required notice is not given.
3. I will pay a Late Pick-up Fee of \$20.00 after 12:01 p.m. for preschool or 6:01 p.m. for extended care/school-age care. After 12:15/6:15 p.m. \$2.00 will be assessed for each additional minute. This fee applies to ALL students who attend TTPWS.
4. I understand that during holiday breaks, vacation time, missing school due to illness, and school closure due to inclement weather, tuition will not be prorated.
5. All required forms, including the current shot records and physical forms, must be completed and turned in to the school prior to the child's attendance. We must have original copies, per Department of Children and Families.
6. Written notification to the school for persons not listed on the authorization form to pick up children is required. Permission by telephone will not be accepted, even in an emergency.
7. In the case of divorce or separation, TTPWS will not participate in custody disputes. TTPWS has no legal authority to refuse access to any parent without a court order. In the absence of a court order, both parents have equal rights.
8. I accept responsibility for bringing a nutritious lunch (when applicable) for my child(ren) each day they are in attendance. Breakfast is not provided and cannot be brought into the classrooms. One snack is provided for Part-Time preschool & Afterschool children, and two snacks are provided for those in our Full-Time preschool program, and I understand that I may be charged \$10.00 for an emergency lunch fee if I forget to send a lunch for my child, or if my child's lunch does not meet USDA food guidelines.
9. I understand that TTPWS is a smoke and vape-free environment as well as drug-free zone. This includes our building, playgrounds and parking lots. Department of Children and Families has specific requirements regarding smoking or vaping near child care facilities, so please dispose of tobacco products prior to entering the parking lot. Please DO NOT throw cigarette butts into the parking lot.
10. I understand that I cannot put prescription or over the counter drugs inside my child's lunchbox or backpack. Any medication must come to the school office and you must fill out a form for each medication. Any prescription medication must be brought in the original container with the child's full name listed and clearly labeled dosing instructions. We cannot administer the initial dose.
11. I understand that I am strictly prohibited from posting pictures of any child except my own on social media sites, and that if I do not comply, my child's enrollment may be terminated. This is for the privacy of other families who do not give photo consent.
12. I understand that firearms are not allowed on TTPWS property under any circumstances, even with a permit.
13. I give permission to Temple Terrace Presbyterian Weekday School staff to assess my child as needed to assist in planning to meet the specific needs of my child's development. I understand that these results will be stored in a manner that ensures my child's right to confidentiality.
14. Upon inquiry to TTPWS, I was given a tour of the facility, introduced to teaching staff, able to visit with classroom teacher(s), and given opportunity for visit in classroom by both parent and child to both be comfortable in new surroundings, and I was able to discuss expectations of families and needs of the child, given an overview of available family support resources and activities completed before your child's first day of attendance, and was able to request an interpreter if needed. I was given information on the ProCare App and the school's technology policy.

Parent Agreement

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Dear Parent,

This is your Parent Agreement for Temple Terrace Presbyterian Weekday School. Listed below is the tuition amount which will remain in effect from the first day of school August 10, and the last day of school May 28, 2027. Tuition is due on the first of each month and will be considered late after the 8th of the month. The late fee is \$20.00. After the 15th of the month a 1.5% surcharge will be assessed on the outstanding balance.

We look forward to having your child enrolled at our school!

Child's Name _____

Date of Birth _____

Chosen Program and Monthly Rates

Part- Time

- ☐ 2's **\$600** (must be 2 before 9/1/26)
- ☐ 3's **\$550** (must be 3 before 9/1/26)
- ☐ 4's VPK ONLY **FREE** (must be 4 before 9/1/26)
- ☐ 4's Private Pay **\$525** (must be 4 before 9/1/26)
- ☐ Lunch Bunch **\$50** (until 12:30)
- ☐ Early Extended Care **\$200** (7 AM – 9 AM)

Full Time

- ☐ 2's **\$900** (must be 2 before 9/1/26)
- ☐ 3's **\$850** (must be 3 before 9/1/26)
- ☐ 4's VPK Full Day **\$600** (must be 4 before 9/1/26)
- ☐ 4's Private Pay **\$825** (must be 4 before 9/1/26)

School Age

- ☐ Afterschool Care **\$350** (Kindergarten & up)
- ☐ Before & Afterschool **\$400** (Kindergarten & up)

*Elementary School _____

*Grade for 2026-2027 School Year _____

Registration Fee \$100 Due at time of annual registration to TTPWS, non-refundable

Late pick-up: \$20.00 for the first 15 minutes and \$2.00 per each additional minute thereafter.

NSF: \$45.00

Late Payment: \$20.00 after the 8th of each month and 1.5% surcharge on outstanding balance after the 15th of each month.

I have read and understand the Parent Agreement and fully agree to abide by its contents.

Parent/Guardian's Signature

Date

Parent/Guardian's Printed Name



TTPWS Child Information

This page is given to teachers before your child's first day of school so they can be appropriately prepared; as well as honor your child's culture, ethnicity and unique interests, habits, abilities and personality.

Please fill out. If some of these questions don't apply to your child, please write "N/A".

Child's Name: _____

Marital Status of Parents: _____

Siblings name and age and other members of your household: _____

Do you have any pets at home? If so, what kind, and what is their name(s)? _____

What is your child's ethnicity and native language? _____

Other language spoken at home: _____

Are there special things you do or say to comfort your child? _____

How does your child express anger and react to frustration? _____

Does your child have any fears? If so, how are they shown? _____

Do you discipline your child at home? _____

Has your child had a serious illness, operation, and or accident? If so, include occurrence and date. _____

Has your child had any previous group experiences? _____

What are your child's favorite toys and inside and outside activities? _____

Is your child potty trained (does not wear diapers or pull-ups at nap/bed time, and does your child tell you when they need to go potty)? _____

Does your child wear diapers? If so, does your child have sensitive skin? _____

How can we identify if your child is fatigued? _____

Does your child take regularly scheduled naps? If so, when and how long? _____

Do you consider your child to be independent, dependent, or both? _____

What concerns do you have about your child's development? _____

In what ways would you like to see your child develop in the next year? _____



Please write on the back of this page if you have any additional information.

