

Registration for Tiny Treasures Early Childhood Program, Fall 2023

Dear Parents,

Let us begin by saying it is an honor to be considered to serve you and your family through Tiny Treasures Early Childhood Program. It is a true blessing to watch and participate with you and your child as he/she grows cognitively, socially, physically, and spiritually.

Our program typically fills to capacity very quickly. Registration for all classes will be on a first come-first serve basis.

We require a Registration fee, Fall material fee, and a tuition retainer, equal to one month's tuition, to secure enrollment. Since we hire, train, and secure staff, along with ordering materials and curriculum for the children registered, all fees regarding registration are completely non-refundable. The tuition retainer will be credited to the last month's tuition in May 2024. Should a child leave the program early, all fees are non-refundable. For additional children in the same family, the tuition is reduced by \$10.00 per month for each additional child. The sibling discount does not apply to the fees due at the time of registration.

New student registration can be paid via check or money order. Next school year we will be using a new App, BrightWheel. Once classes begin in the fall, you can make tuition payments via check turned in to the front office or through BrightWheel which charges a convenience fee. Any convenience fees will be added to the amount due and will be the responsibility of the parent. **NO CASH PAYMENTS WILL BE ACCEPTED.**

We look forward to working with you to nurture and facilitate the development of your child through appropriate cognitive, social, physical, and spiritual experiences.

God Bless,

Mandy Kyle, Director

Tiny Treasures Early Childhood Program

REGISTRATION FOR 2023 - 2024 SCHOOL YEAR -- Children 18 months - Kindergarten

Registration for fall 2023-2024 school year is going on now. Please call or email our office to check on program availability. Your child's spot will be held once you complete our quick registration form and you turn the form into our office along with payment via check made out to Hope Lutheran Church. Please contact our office at 281.482.4654 or tinytreasuresregistrar@gmail.com to ensure we still have a spot available and to complete your child's registration.

We'd love to have the opportunity to serve you and your family next fall. If you are interested in a tour, please click visit our website to take our virtual tour of Tiny Treasures Early Childhood Program. If you'd like to schedule an express tour after watching the complete virtual tour, please email and request a tour at tinytreasuresregistrar@gmail.com. Please include your name, your child's age as of September 1, 2023, which program you are interested in, and your phone number. Don't delay in registering as our program quickly fills to capacity.

Additional Registration Information

- Completion of the attached form and payment of the associated registration fees confirms that your child is registered to attend Tiny Treasures for the 2023-2024 school year.
- Parents will be sent an invitation to the BrightWheel platform to provide additional information that is required for their child's file. The invitation to complete your child's file will be sent around February 10th. Please follow the additional steps to complete your child's file within 3 days of receiving the invitation. Should you have any questions regarding BrightWheel, please contact Katie Muchna at tttechtx@gmail.com.
- For your child to be enrolled in Tiny Treasures Early Childhood Program, we must have on file for your child a current immunization record signed or stamped by the physician (or original Affidavit for Exemption), a Statement of Health, and a vision/hearing screening for children that are 4 years old (as of Sept. 1, 2023). The Physician's Statement of Health will be sent to parents in May. You will upload these forms to your child's portfolio by August 1, 2023.
- Information regarding our back-to-school Meet and Greet and our calendar for next fall will be sent out to parents in early summer via BrightWheel.



Tiny Treasures 2023-2024 Student Registration

SECTION 1-OFFICE PURPOSES ONLY

Programs	Total Fees	How Paid	Date Received	Received by	BrightWheel Invite Sent	Student File Complete	Date of Enrollment

Parent/Guardian Information

Name	Email	Cell Number	Address

Student Information-Please fill out one form per child.

Name	Date of Birth

Any special needs/allergies? Please describe.

Does your child have a **DIAGNOSED** food or other life-threatening allergies? YES NO

My child will be enrolled on the following days (Please only select days once the child is registered)

Monday/Wednesday, 9:00 am-1:30 pm	18 mos – 2 years old only
Tuesday/Thursday, 9:00 am-1:30 pm	2 years old only
Tuesday through Thursday, 9:00 am- 1:30 pm	_____ 2 years old _____ 3 years old
Monday through Thursday, 9:00 am- 1:30 pm	_____ 3 years old _____ 4 years old
Monday through Thursday, KINDER, 9:00 am-2:15 pm	Kindergarten Only

Parents new to our program can pay for registration with a check or money order made out to Hope Lutheran Church. Parents may pay in one check/money order for multiple children. The sibling discount does not apply to fees due at registration.

Tiny Treasures Early Childhood Program, Parent Contract

1. All of the registration fees are non-refundable and due at the time of registration. The registration fee, fall material fee, and Tuition Retainer/Deposit (equal to one month's tuition cost) are all due at the time of registration. This retainer/tuition deposit will be credited to the tuition payment in May, 2024. Should a child leave the program early, all fees are non-refundable.
2. I understand that it is my responsibility to provide additional information through the BrightWheel app. Furthermore, it is my responsibility to update any information pertinent to my child's file, up to and including parent/guardian pickup information, directory information, permissions to pick up/drop off, etc. I agree that once I make changes to this information, I will inform the program in writing of any changes made.
3. I have received a copy of the Operational Policies. I understand and agree to the policies listed in the Operational Policies Handbook. I understand these policies will be utilized in operating the center while my child is in care. I will be notified of any changes in policy in writing during my child's enrollment.
4. I understand that no meals will be provided by Tiny Treasures. Parents will send in their child's snack and lunch from home. Tiny Treasures is not responsible for their nutritional value or meeting the child's daily food needs. We encourage parents to provide a snack and a lunch that are nutritious. Well-balanced meals provide the food children need to grow, think, fight infection, and fuel their bodies.
5. Tiny Treasures reserves the right to terminate a student's enrollment for the following reasons: an inability for a student to adjust to the school/classroom environment, extreme differences in philosophy, a parent's needs not being compatible with the school's best interest, a child/family's presence in the program is a distraction, disruption, or danger to others in the program, recurrent late payments, an inability to meet the needs of the student and/or parent, a parent engages in slander regarding the program or staff, consistently late pickups, or a potential health or safety risk to the child, the other children, or the staff.
6. The parents, children, and staff at Tiny Treasures should always treat one another with mutual respect for a positive working relationship that serves the best interest of the children. This includes when a conflict, complaint, or concern arises, the parent will speak directly with the school staff in an attempt to try to respectfully resolve the issue. Tiny Treasures follows conflict resolution practices consistent with Matthew 18:15-17 from the Bible. Slandering and speaking negatively to others regarding the program, the children in the program or the staff is not conducive to a positive working relationship that works together to best meet children's needs.

My signature below indicates that I understand and agree to the above.

Parent Signature _____ **Date** _____

*Returning Students Only—receive \$10 off the total amount due at registration. The sibling discount does not apply to the tuition retainer due at the time of registration. It will apply to all other subsequent tuition charges.

PROGRAM	AGE & HOURS	DAYS	REGISTRATION FEE	MATERIAL FEES (2x/year)	MONTHLY TUITION	TOTAL DUE AT REG.
MDO 18 months – 2 years	9:00 am- 1:30 pm	2 days, Mon/Wed	\$75.00	\$90.00	\$220.00	\$385.00
MDO 2 years	9:00 am- 1:30 pm	2 days, Tues/Thurs	\$75.00	\$90.00	\$225.00	\$390.00
MDO 2 years	9:00 am- 1:30 pm	3 days, Tues-Thurs	\$75.00	\$110.00	\$305.00	\$490.00
PRESCHOOL 3 years	9:00 am- 1:30 pm	3 days, Tues-Thurs	\$75.00	\$110.00	\$305.00	\$490.00
PRESCHOOL 3 years	9:00 am- 1:30 pm	4 days, Mon-Thurs	\$75.00	\$125.00	\$365.00	\$565.00
PRESCHOOL 4 years	9:00 am- 1:30 pm	4 days, Mon-Thurs	\$75.00	\$125.00	\$365.00	\$565.00
KINDER	9:00 am- 2:15pm	4 days, Mon-Thurs	\$75.00	\$170.00	\$460.00	\$705.00