

# JOHN KNOX COOPERATIVE PRESCHOOL - REGISTRATION PACKET CONTENTS

\_\_\_\_\_1. Registration fee, one-time annual Activity Fee and tuition amounts to be decided by parent board in Mid-February. Registration Fee and 1-month tuition (to be applied to May 2022) will be due March 31, 2021 and **are non-refundable.**

**Due at Orientation in August - 2nd of 10 payments and One-time Supply and Activity Fee**

\_\_\_\_\_2. Guidelines for Completing Forms

\_\_\_\_\_3. Explanation of Tuition

\_\_\_\_\_4. Child's Personal History – **return by February 19th**

\_\_\_\_\_5. Emergency Information- **return by Feb 19th**

\_\_\_\_\_6. Explanation of Health Requirements for Adult Volunteers and Declination of Influenza Vaccination

\_\_\_\_\_7. Explanation of Vaccination Requirements for Child

\_\_\_\_\_8. Admissions Agreement with COVID policy addendum- **return by February 19th**

\_\_\_\_\_9. Authorization to Publish - **return by February 19th**

\_\_\_\_\_10. Maintenance Form – **return by February 19th**

\_\_\_\_\_11. Application for Non-Elective Board Office (*Optional*)- **return by February 19th**

**The following State forms required by State licensing are available online@ JKCP.org.**

**Username: jkcp\_parent Password: happysun (you may need to enter the password twice)**

\_\_\_\_\_12. Child's Pre-Admission Health History (Completed by Parent) – (LIC 702). **Due by 7/15/2020.**

\_\_\_\_\_13. Physician's Report Child's Preadmission (Signed by your Doctor) – (LIC 701). **Due by 7/15/2020.**

*\* You must submit State Form LIC 701. It cannot be substituted by a different form or letter from a doctor's office.*

\_\_\_\_\_14. Adult Health Screening Report (Signed by your Doctor) – (LIC 503) Working Adults. **Due by 7/15/2020.**

**\* For adults working the in the classroom, the state also requires proof of immunization/immunity for measles and whooping cough or exemption letter from doctor. Due by 7/15/2020.**

\_\_\_\_\_15. Notification of Child's Personal Rights – (LIC 613A) Return lower portion only. **Return by February 19th.**

\_\_\_\_\_16. Caregiver Background Check Process – (LIC 995E). **Return by February 19th.**

\_\_\_\_\_17. Identification & Emergency Information – (LIC 700) **Return by February 19th.**

\_\_\_\_\_18. Consent for Medical Treatment – (LIC 627) **Return by February 19th.**

\_\_\_\_\_19. Notification of Parent's Rights – (LIC 995) **Return lower portion only. Return by February 19th.**

\_\_\_\_\_20. JKCP Handbook - Download, read, and keep a copy for your records. See admissions agreement

## **Notice of Deadlines:**

With the exception of #12, 13, & 14, all forms in this registration packet must be completed and returned no later than **February 19th**. If they are not received by the deadline, your child's position may be filled by an alternate. If you have a doctor appointment(s) scheduled after the **February 19th** deadline, write in the date(s) of your appointment(s) by the appropriate number and turn in your packet with all other forms completed.

**The medical forms must be turned in to the Vice President by July15th to prepare the student files for licensing.**

**This policy will be strictly enforced, and a \$50.00 late fee will be applied.**

If they are not received, your child's position may be filled by an alternate.

Please contact the JKCP Registration Chairperson at: registration@jkcp.org with any questions.