

Circle Days Requested:  
 M T W TH F  
 Member of WUBC Yes No  
 Number of Children in ACV \_\_\_\_\_  
 Sibling's Name/Class \_\_\_\_\_  
 Waiting List M T W Th F

**For Office Use Only:**  
 Registration Date \_\_\_\_\_  
 Cash/Check# \_\_\_\_\_ Received\$ \_\_\_\_\_  
 Class Assignment \_\_\_\_\_  
 M T W Th F  
 Withdrawal Date \_\_\_\_\_



A MINISTRY OF WEST U BAPTIST & CROSSPOINT CHURCH

***A Children's Village 2022-23 School Year***

West University Baptist/Crosspoint Church, Preschool/Mother's Day Out  
 6218 Auden, Houston, TX 77005 Phone 713-667-5180 Fax 713-668-9913

Child's Name \_\_\_\_\_ Nickname \_\_\_\_\_ Sex \_\_\_\_\_  
 Address \_\_\_\_\_ Birth date \_\_\_\_\_ Age by Sept. 1, 2022 \_\_\_\_\_  
 City \_\_\_\_\_ Zip Code \_\_\_\_\_

Parent/Guardian 1 Name (Primary contact for billing and other information) Home Phone \_\_\_\_\_  
 \_\_\_\_\_ Cell Phone \_\_\_\_\_  
 Email Address \_\_\_\_\_ Work Phone \_\_\_\_\_  
 Address (if different from child) \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

Parent/Guardian 2 Name (Secondary contact for billing and other information) Home Phone \_\_\_\_\_  
 \_\_\_\_\_ Cell Phone \_\_\_\_\_  
 Email Address \_\_\_\_\_ Work Phone \_\_\_\_\_  
 Address (if different from child) \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

Child lives with? \_\_\_\_\_ Additional name that might be used for tuition payment \_\_\_\_\_

How did you originally hear about our program? \_\_\_\_\_

Church of regular attendance? \_\_\_\_\_

Would you be interested in receiving information about West University Baptist/Crosspoint Church? Yes  No

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Authorization for Emergency Medical Attention:

Please list any of the child’s special problems or needs, including any known allergies, existing illnesses, previous serious illnesses and injuries, any disabilities, any hospitalizations during the past 12 months. PROVIDE A MEDICAL DIRECTIVE RELATING TO ANY MEDICAL CONDITIONS OR SPECIAL NEEDS. (Write “none” if applicable.)

\_\_\_\_\_  
\_\_\_\_\_

In the event I cannot be reached to make arrangements for emergency medical care, I authorize the person in charge to take my child:

Child’s Physician \_\_\_\_\_ Phone Number \_\_\_\_\_  
Physician’s Address \_\_\_\_\_ Preferred Hospital \_\_\_\_\_

Release Information (Other than parents/guardians stated above)

I authorize this school to allow my child to leave the facility only with the following people (over 18 years of age) and/or assume responsibility for my child in an emergency if the school is unable to contact parent(s):

*It is a Child Care Regulation rule that at least two contacts are provided other than the parents/guardians.*

Emergency Contact (also Authorized Pick-up):  
Name \_\_\_\_\_  
Relationship to child \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Home # \_\_\_\_\_  
Cell # \_\_\_\_\_  
Work # \_\_\_\_\_

Authorized to Pick-up:  
Name \_\_\_\_\_  
Relationship to child \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Home # \_\_\_\_\_  
Cell # \_\_\_\_\_  
Work # \_\_\_\_\_

Additional Authorized Pick-up Contacts (Optional):

Name \_\_\_\_\_  
Relationship to child \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Home # \_\_\_\_\_  
Cell # \_\_\_\_\_  
Work # \_\_\_\_\_

Name \_\_\_\_\_  
Relationship to child \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Home # \_\_\_\_\_  
Cell # \_\_\_\_\_  
Work # \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## School Year 2022 - 2023

Child's Name: \_\_\_\_\_

Class Name: \_\_\_\_\_

### Immunizations

Children may not begin school until the immunization and physician's statement requirements are met. Immunization records must be up to date for each child. Please give us an updated record as soon as your child receives any additional immunization. This means, parents with very young children should be giving us an updated record every few months. **We do NOT accept any form of Immunization Exemptions, no exceptions allowed.**

### Field Trip Permission

My child has permission to attend field trips planned by A Children's Village. All trips will be within walking distance of the school and will not involve vehicles. I acknowledge that I will receive a written note about the trip at least a week in advance.

### Water Play Permission

*ALL CLASSES: My child has permission to play with a water discovery table.*

*FROGS, CUBS, KANGAROOS, JAGUARS, OWLS, and GIRAFFES: My child has permission to play in a wading pool with his/her class. I acknowledge that I will be contacted before my child plays in a wading pool.*

### Emergency Waiver

**See separate page for release and waiver.**

### Photograph Permission

I give my permission for my child's picture and/or likeness to be used for A Children's Village display, promotion, and advertising, including print media for brochures, articles, social media, and website.

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

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



## School Year 2022 - 2023

### Financial Policies

- Registration fees must be paid immediately and are **NON-REFUNDABLE**; tuition fees will be added after and adjusted if necessary, depending on the child's first day of attendance. Non-refundable payments and tuition overpayments may not be redistributed as church donations.
- September's tuition is due by July 1 and is non-refundable. If class placement is not confirmed with payment, the child's place will be released to the next child on the waiting list.
- October through May tuition is due by the 5th of each month and paid one month in advance (e.g., October tuition is due on September 1). A \$25 late payment fee will be charged to your account for that month if payment is not received by the 5th.
- Tuition fees will appear in each child's account as a total balance for the remaining months in the school year. (e.g., A child in the Frogs class will attend 3 days/week from September through May, a total of nine months. Monthly tuition is \$450. The child's account will show an initial total balance of \$450 x 9 months, or \$4,050.) This total balance **is not required in one payment**; tuition will still be paid monthly.
- The Fall Supply fee is added and due on October 1<sup>st</sup>. Spring Supply fee is due February 1 and is added to each child's total balance later in the school year.
- There is an administrative processing fee of \$35 charged for each class change after registration is complete. This includes switching a day.
- One month's written notice is required when withdrawing a child from a day of class or from the school. If one month's notice is not possible, one month's tuition may be substituted. (This policy also applies to **Stay & Play**.)
- A \$25 fee will be charged for a returned or declined payment. After receiving two returned or declined payments, only cash, money orders, or cashier's checks will be accepted. A reminder will be given by email.
- A late pick-up fee will be charged at \$1/minute if a child is not picked up by 2:00 pm, or 4:00pm for children attending Stay & Play. Cell phone time will be the official time.
- **Automatic Payments:** All enrolled families are understood to participate in automatic payments unless they are opting out. All families must complete and submit the required form entitled "Automatic Payments." Automatic payments are processed on the 1<sup>st</sup> of each month. The Fall Supply Fee will also be processed on October 1, 2022 and the Spring Supply fee on February 1, 2023.
- Non-Payment – if no payment arrangement has been made, your child's enrollment will be subject to removal from ACV if payment is more than 30 days late.

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

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



**School Year 2022 – 2023**

Child's Name: \_\_\_\_\_

Class Name: \_\_\_\_\_

**Emergency Waiver**

In the event an emergency arises, necessitating immediate medical or surgical treatment, I hereby give complete permission and consent to West University Baptist/Crosspoint Church, its representatives, employees, staff, volunteers and/or any attending physician to (1) transport the above referenced child to an emergency medical facility in the event that an ambulance or paramedic unit is not immediately available from the West University Fire Department and/or (2) administer first aid and make such decisions or administer such further medical treatment, including surgery, upon the above named child as is deemed appropriate and necessary in the sole discretion of the representative, employee, staff, volunteer of West University Baptist/Crosspoint Church and/or attending physician. I so release, acquit, and forever discharge West University Baptist/Crosspoint Church, their personnel, chaperones, and any parties volunteering on behalf of the church from any and all actions, claims, damages, liabilities, costs, or expenses of any kind growing out of or relating to A Children's Village Preschool/Mother's Day Out Program, except in the case of gross negligence. I acknowledge that this is a full and complete release for all injuries and damages which the above-named child may sustain as a result of participating in the daily activities and/or field trip outings.

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

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