

## ST. JOHN'S DAY SCHOOL REGISTRATION INSTRUCTIONS

*Thank you for choosing St. John's Day School to care for your student.*

All students must register every year. Current students and siblings are given priority over new students.

Our school closure/holiday schedule is attached with a list of items needed on the first day of school. Please keep the copy attached for your information.

Please be aware of the closure schedule. We do post reminders on the door in the main building and on Ms. Randi and Ms. Kami's front doors, as well as on the monthly calendar emailed to you. We also have these dates listed on our website. Additionally, reminders are sent out on the Remind.com App and in our Family Newsletter.

### **To Enroll/Continue Enrollment:**

Complete your enrollment packet and return it to the office. You may email it, mail it, drop it in the mailbox attached to the front of the main building, or bring it to the main building door and give it to a staff member. Those already enrolled will receive your packet via Brightwheel. Please use this program to fill out your packet.

This enrollment packet covers October 2020 – May 2021.

## COVID-19 and Policies at St. John's Day School

Each parent must sign and return this policy paper. It will be included in your enrollment packet. This form must be on file prior to any student starting enrollment, or continuing enrollment at St. John's Day School.

Please read the following policies and indicate that you have read, understand, and that you will follow our school policies. If you have any questions about our policies or feel you may not be able to follow one, some, or all of them, please do not sign this paper and contact the school as soon as possible.

1. We ask that all students be at school no later than 8:30 a.m. We begin our school day right at 8:30. Due to COVID Screenings, we cannot accept students after 8:30 a.m.
2. All children (3 years and older) must wear a mask to school. When you arrive, please have their masks on their faces properly. We cannot touch them, or their belongings until they are screened and have entered the school. Please have their backpacks on.
3. A clean mask must be worn every day. We cannot knowingly allow a student to wear a dirty mask, or a mask that has been worn without being laundered first.
4. If you, your student, or someone in your household leaves the state, **even to El Paso**, you must inform us and you must quarantine for 14 days or bring a negative COVID-19 test result before returning to school.
5. For our school, 100.1 is considered a fever.

A student that has 99.0 or higher during intake in the morning will be observed throughout the day to ensure they do not develop a fever. We will let you know if your student has a 99.0 temperature before you leave at drop off.

### 6. Drop off procedures:

Ring the doorbell, a teacher will be there as soon as possible to receive your student.

The teacher will come and open the door.

You will hold the door open (standing outside) and wait while we ask you the screening questions needed and take your child's temperature as well as look them over for any signs of illness.

Once that is completed, the family leaves and we take the student to their classroom.

### 7. Screening Questions to consider before bringing your student to school:

1. Did your student take any medications this morning?
2. Is anyone in your household sick (does not need to be virus related)?
3. Have you, or anyone in your household traveled outside of New Mexico, even to El Paso?
4. Have you, anyone in your household, or your student been exposed to anyone with COVID-19?

**8. Pick up procedures:**

Ring the doorbell. A teacher will check the camera to see who is here.

The teacher will go get your student and their belongings.

She will then bring your student to you, outside.

**9.** Group activities, such as science, bible story, and music & movement, will be done in the student's classrooms, by their teacher.

**10.** We will not have chapel until our regulations change, as far as group size. Father Michael is recording short sermons that are played in the classroom.

We understand that it is difficult to communicate with your student's teacher under the current circumstances. We are happy to set up parent/teacher conferences between the hours of 12:15 and 2:00, Monday thru Friday. We can do these meetings via Zoom or you are welcome to come in person. If you come in person, you must wear a mask.

These meetings can be just quick meetings to catch up, or they can be a little longer and address any questions or concerns you may have.

We want to connect with you as well, so please don't hesitate to request an appointment!

I am also available to "meet" with you via Zoom, usually, any time of the day.

Please sign and date and return to St. John's Day School prior to continuing or starting your enrollment.

We cannot accept any students without this form on file.

I have read, I understand, and I am willing to abide by the COVID policies listed.

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**Printed Name (Dad)**

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**Signature (Dad)**

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**Date**

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**Printed Name (Mom)**

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**Signature (Mom)**

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**Date**

## CLOSURE SCHEDULE, OCTOBER 2020 – MAY 2021

**\*this schedule is preliminary and may change at any time, prior to August 2020**

Monday	October 12 <sup>th</sup>	Closed – Columbus Day
Friday	October 30 <sup>th</sup>	Closed – Teacher Training
Wednesday	November 11 <sup>th</sup>	Closed – Veteran’s Day
Thursday, Friday	November 26 <sup>th</sup> , 27 <sup>th</sup>	Closed – Thanksgiving
Friday	December 18 <sup>th</sup>	Close @ noon
Monday thru Friday	December 21 <sup>st</sup> - 25 <sup>th</sup>	Closed – Christmas
Thursday, Friday	December 31 <sup>st</sup> , January 1 <sup>st</sup>	Closed – New Year
Monday	January 18 <sup>th</sup>	Closed – MLK Day
Monday	February 15 <sup>th</sup>	Closed – President’s Day
Friday	March 26 <sup>th</sup>	Closed – Teacher Training
Friday	April 2 <sup>nd</sup>	Closed – Good Friday
Friday	May 7 <sup>th</sup>	Closed – Teacher Training
Thursday, Friday	May 27 <sup>th</sup> , 28 <sup>th</sup>	Closed – Teacher Training and Prep
Monday	May 31 <sup>st</sup>	Closed – Memorial Day

### Items Needed on Your Students First Day:

1. Change of clothes
2. King size pillow case
3. Small blanket
4. Lunch
5. Small back pack

## 2020 REGISTRATION FORM

Daisy the school dog is frequently on church and school premises

### Student Information:

Today's Date:	Students Date of Birth:	Preferred Start Date:
Students Name:	M: _____ F: _____	Potty Trained?
Student's Street Address:	Zip Code:	
Are you enrolling for:	Summer?	Fall?

### Family Information:

Mother/Guardian's Name:	Personal Phone Number:
Workplace Name & Address:	Work Phone Number:
Mother/Guardian's Address if Different than Student:	
Email Address:	

Father/Guardian's Name:	Personal Phone Number:
Workplace Name & Address:	Work Phone Number:
Father/Guardian's Address if Different than Student:	
Email Address:	

Marital Status?	Who has Custody?
Is there a protection order in place?	
Instructions for contacting family:	

### Two Emergency Contacts Required:

Name:	Phone Number:	Relationship:
Name:	Phone Number:	Relationship:

**Medical Information:**

Does your student have any allergies?	Please list:
Does your student have any health problems?	Please list:
Does your student have any other problems, not already listed? These can include physical, mental, social, etc.	Please list:
Name of Student's Primary Doctor:	Doctor's Phone Number:

**Sunblock Permission Form:**

<p>If you would like sunblock placed on your student at school, please:</p> <p>1. Provide your preferred sunblock to your student's teacher. Please label with your student's name. Leave it with a teacher, not in the backpack. Cubby, lunchbox, etc.</p> <p>2. Put sunblock on your student prior to bringing them to school. We will:</p> <p>1. Place your preferred sunblock on your child at the following time:</p> <ul style="list-style-type: none"><li>a. in the morning, prior to your student's class going out for water day</li><li>b. in the afternoon, after nap time is over</li></ul> <p>2. Inform you when your student is running low on sunblock.</p>	<p>Student Name:</p> <hr/>
	<p>Date:</p> <hr/>
	<p>Sunblock Name:</p> <hr/>
	<p>Parent/Guardian Signature:</p> <hr/>

**Family Handbook:**

I have been given a copy, read, and understand the entire Family Handbook. I agree to abide by all rules and regulation set forth therein.

Parent Signature: \_\_\_\_\_

<p><b>Potty Training:</b></p> <p>Is your student potty trained? _____</p> <p>Have you started potty training? _____</p> <p>What methods are you using? _____</p> <hr/> <hr/>	<p>Parent/Guardian Signature:</p>
<p>All students must be potty trained by their 36 month birthday.</p>	

### **Student/Family Background:**

In order to care for your student to the best of our ability, and to tailor some activities and projects to your specific student, we ask that you complete the following form. All information on this and all forms is kept confidential. This information is not shared with anyone aside from your students' teacher.

<b>Please list any siblings your student has:</b>
<b>Do you have any concerns (social, emotional, educational, physical, etc.)?</b>
<b>Please list any pets your student has:</b>
<b>What was the name of the last childcare program your student attended?</b>
<b>Please list a few things you liked about the previous childcare program:</b>
<b>Please list a few things you dis-liked about the previous childcare program:</b>
<b>Has your student ever been suspended or asked to leave a childcare program?</b>
<b>Are there any special circumstances that may affect your students well-being (recent divorce, new baby, mom/dad TDY, death in the family, new house, etc.)?</b>
<b>What are your goals for your student this school year?</b>
<b>Is there any other information you would like to share about your student that would allow us to care for and understand their needs?</b>
<b>How did you hear about our school?</b>

If you have a request for a specific teacher, please list that here: \_\_\_\_\_

We cannot guarantee that your student will be assigned to this teacher, however, we will do our best to accommodate your wishes.

**Acknowledgements and Authorizations:**

<p>I authorize all medical and surgical treatment, x-ray, laboratory, anesthesia, and any other medical and/or hospital procedures as may be performed or prescribed by the attending physician and/or paramedics for my student and I waive my right to informed consent of treatment.</p> <p>This waiver only applies in the event that neither parent/guardian can be reached in the event of an emergency.</p> <p>Our school does not carry liability or accident insurance coverage on students.</p>	<p>Parent/Guardian Signature:</p>
<p>I give consent to SJDS to have my students' picture taken and/or video taken and posted on school property, the school website, the church website, and the church newsletter.</p>	<p>Parent/Guardian Signature:</p>
<p>I give consent to SJDS for my student to participate in the following activities that require my student to leave the school premises:</p> <ol style="list-style-type: none"> <li>1. Walk to Lowes grocery store.</li> <li>2. Nature walk – walk around school, within 2 blocks</li> </ol>	<p>Parent/Guardian Signature:</p>
<p>Do not bring your student to school if he/she is displaying signs of illness. If your student becomes ill at school, you will be called to pick up your student and are expected to arrive at the school within 30 minutes.</p> <p>Students must be allowed at least 24 hours of recovery time, prior to coming back to school.</p>	<p>Parent/Guardian Signature:</p>
<p>SJDS staff are not responsible for lost or misplaced items. Please mark all of your student's belongings. Do not allow your student to bring anything to school that cannot be replaced or is of an expense you are not willing to risk.</p> <p>Do not allow your student to bring toys to school.</p>	<p>Parent/Guardian Signature:</p>

<p>At least one parent/guardian from each family must volunteer one time per year. Volunteer choices and descriptions are located in the Family Handbook.</p> <p>I choose to volunteer for the following:</p> <p>Harvest Fair (October): _____</p> <p>Dr. Seuss Birthday/Reading Month (March): _____</p> <p>Dia De Los Ninos (April): _____</p>	<p>Parent/Guardian Signature:</p>
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**Brightwheel App:**

I have downloaded the Brightwheel App, and connected to St. John's Day School.

Parent Signature: \_\_\_\_\_



**Additional Acknowledgements and Authorizations:**

Each family is issued access cards to gain entrance into the main building. If any of the cards are lost, damaged, stolen, or not returned at the end of your student's enrollment, you are responsible for the cost of the replacement of each card returned unusable, or not returned at all. The cost to replace each card is \$20.00	Parent/Guardian Signature:  # of access cards issued:
Each family must pay a registration fee each year. The registration fee for the first student is \$60.00. A further breakdown of the fees is listed in our handbook and on our website.	Parent/Guardian Signature:
Full tuition is charged even if your student is out of school due to illness or other reasons. Full tuition is charged even if we are closed due to a scheduled/unscheduled closure.	Parent/Guardian Signature:
Two weeks written notice is required if your student will be dis-enrolling. If proper notice is not given, you will be charged for two weeks of tuition beyond your students last day of attendance.	Parent/Guardian Signature:
We close promptly at 5:00 p.m. A \$20.00 late fee will be charged every 20 minutes after closure for students not picked up on time. If a student is left past closing 3 times, your enrollment will be terminated upon the 3 <sup>rd</sup> late pick up.	Parent/Guardian Signature:

**Further Payment Information and Agreement:**

1. Tuition payments may be made in the form of check, money order, or through the bill pay feature on your banking account. We do not accept cash.
2. Weekly tuition is due on Monday by 5:00 p.m. A \$20.00 late fee will be charged to your account at 5:31 p.m.
3. If tuition for the week is not paid by Friday, including the late fee, we will ask that you not return on the following Monday until tuition is paid in full, including late fees.
4. If tuition is not paid for 2 weeks, your student will not be allowed to attend school, you will be charged an additional \$20.00 late fee, a 2 weeks notice of dis-enrollment, and your space will be forfeited.
<i>Parent/Guardian Name:</i>
<i>Parent/Guardian Social Security Number:</i>
<i>Parent/Guardian Signature:</i>
<i>Date:</i>
<i>Parent/Guardian Name:</i>
<i>Parent/Guardian Social Security Number:</i>
<i>Parent/Guardian Signature:</i>
<i>Date:</i>