



**Cross & Crown Lutheran School**  
**PRESCHOOL APPLICATION PACKET**  
2021/2022

Preschool / Pre-Kindergarten:     2 Days     3 Days     4 Days     5 Days    **M T W Th F**

Student's Full Name \_\_\_\_\_ Birth Date \_\_\_\_\_ Place of Birth \_\_\_\_\_

Home Address \_\_\_\_\_ Home Phone \_\_\_\_\_

Student lives with  Father     Mother     Both     Other \_\_\_\_\_

Names and ages of siblings \_\_\_\_\_

Mother/Guardian's Name \_\_\_\_\_ Occupation \_\_\_\_\_ Cell Phone \_\_\_\_\_

Mother/Guardian Employed at \_\_\_\_\_ Work/Daytime Phone \_\_\_\_\_

Work Address \_\_\_\_\_ Email Address \_\_\_\_\_

Father/Guardian's Name \_\_\_\_\_ Occupation \_\_\_\_\_ Cell Phone \_\_\_\_\_

Father/Guardian Employed at \_\_\_\_\_ Work/Daytime Phone \_\_\_\_\_

Work Address \_\_\_\_\_ Email Address \_\_\_\_\_

Student's ethnic background, (Please complete for statistical purposes only.)

Caucasian    Hispanic    African American    Asian    Native American    Middle Eastern    Other \_\_\_\_\_

Yes    This child was born outside of the United States in the country of: \_\_\_\_\_

Language spoken at home other than English \_\_\_\_\_

Family's religion preference \_\_\_\_\_ Student's date of baptism \_\_\_\_\_

We are members of \_\_\_\_\_ Church    Do you attend regularly?     Yes     No

We plan to keep our child at Cross & Crown Lutheran School through:

Preschool / Pre-K     Yes    Transitional Kindergarten     Yes    Kindergarten     Yes    1<sup>st</sup> – 6<sup>th</sup> grades     Yes

**Special Services**

Please list special services that this child has received (speech & language, occupational therapy, etc...)

**Signatures:** A signature from at least one parent is required on all requested forms.

**CROSS & CROWN LUTHERAN SCHOOL  
PERMISSION TO RECEIVE EMERGENCY MEDICAL CARE AND PERMISSION TO PARTICIPATE**

Child's Name: \_\_\_\_\_  
Parents/guardian: (Print) \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

**I hereby grant permission for the staff members to take whatever steps may be necessary to obtain emergency medical care if warranted. These steps may include, but are not limited to, the following:**

- Attempt to contact a parent or guardian or persons listed on the Emergency Information Form.
- Attempt to contact the child's physician as listed on the Emergency Information Form.
- Call another physician.
- Take the child to a physician's office, urgent care center or hospital.
- Call an ambulance to have the child taken to an emergency medical facility accompanied by a staff member.

**I hereby give consent to Cross & Crown Lutheran School to provide all emergency dental or medical care prescribed by a duly licensed physician (M.D.) or dentist (D.D.S.) for the child named above. This care may be given under whatever conditions are necessary to preserve the life, limb or well being of my dependent. I agree to accept financial responsibility for any expenses incurred in such treatment.**

- Does this child have a permanent medical condition/allergies?      Yes \_\_\_\_\_ No \_\_\_\_\_  
    Condition \_\_\_\_\_
- Is this child currently taking a long term prescribed medication?      Yes \_\_\_\_\_ No \_\_\_\_\_  
    Medication \_\_\_\_\_ Dosage \_\_\_\_\_
- This child has the following **life threatening** allergies: \_\_\_\_\_
- The school will not administer any medication except those for life threatening conditions (i.e. Epi-pens, inhalers).

**The School will not be responsible for anything that may happen as a result of incorrect information given by the parent on this form.**

I hereby grant permission for the above named child to:

- Use all of the play equipment and participate in all of the activities of the School.      Yes \_\_\_\_\_ No \_\_\_\_\_
- Leave the School premises under the supervision of a staff member for neighborhood walks.      Yes \_\_\_\_\_ No \_\_\_\_\_
- Attend field trips in an authorized vehicle when advance notice has been given.      Yes \_\_\_\_\_ No \_\_\_\_\_
- Be included in evaluations.      Yes \_\_\_\_\_ No \_\_\_\_\_
- Have his/her picture used in connection with the school program.      Yes \_\_\_\_\_ No \_\_\_\_\_
- Include his/her address in a class list/school directory.      Yes \_\_\_\_\_ No \_\_\_\_\_
- Include his/her telephone number in a class list/school directory.      Yes \_\_\_\_\_ No \_\_\_\_\_

**The School will not assume responsibility for a child who has not been registered for the current school year.**

Signed by mother or legal guardian \_\_\_\_\_ Date \_\_\_\_\_

Signed by father or legal guardian \_\_\_\_\_ Date \_\_\_\_\_

**PRESCHOOL / PRE-K PROGRAM**  
**2021/2022 ADMISSION AGREEMENT**  
Facility Number: 490100475

**ADMINISTRATION:** Cross & Crown Lutheran School is sponsored by Cross & Crown Lutheran Church as a community service and is administered by a non-salaried School Board. The Preschool is a Christian, nonsectarian, nonprofit organization and welcomes children of all races, religious and ethnic origins. The Preschool was founded in September 1972 under the name of Little Friends Preschool.

**PHILOSOPHY:** Our Preschool's philosophy is based on the knowledge that children learn through experience, they learn by doing. We work towards enhancing the development of the "whole child." We provide a program to nurture their social, emotional, cognitive, physical and spiritual development.

We offer an integrated theme-based curriculum with daily learning stations in art, science, cognitive and motor skills or creative play.

We believe that every child goes through developmental stages of growth, and that it is the responsibility of our staff to foster that development and to consider each child's individual needs.

Our extended school day program's primary focus is on the social development of the child. We cater to a mixed age setting (2 -5 years) that gives children opportunities to develop relationships with children of different ages. We concentrate on activities that encourage problem solving, cooperation, and communication. We provide opportunities for creative, cognitive, and physical development by extending the concepts introduced in their morning programs.

**STAFF:** The School Board employs the Administrator, Director, and teachers of the Preschool. The Administrator and Director have certain delegated duties which include:

1. Responsibility for the daily program and operation of the School.
2. Supervision and evaluation of teaching staff.
3. Coordination of registration formalities and maintaining up-to-date files.
4. Ordering supplies.
5. Scheduling special events and parent conferences.
6. Responsibility for communication between the School Board and teaching staff and/or parents.

All teachers are required to be qualified for teaching preschool education as determined by the State of California, Department of Social Services.

**LICENSE:** Cross & Crown Preschool / Pre-K is licensed by the State of California Department of Social Services. Our policies and procedures are in compliance with Child Care Center Regulations as set forth in the Community Care Licensing Division Manual of Policies and Procedures.

**ADMISSION POLICY – PRESCHOOL / PRE-K**

Our Preschool / Pre-K is open year round and operates on a traditional school year calendar. Children must be 2 years of age to enter the preschool program.

Registration forms must be filled out and returned before a child can attend preschool. This includes all forms required by the State of California, as well as forms and information required by CCL.S. State law requires the school to have documentation of immunizations for Diphtheria-Tetanus-Pertussis (DTP/DT), Polio (OPV/IPV), Measles, Mumps, Rubella (MMR), Hepatitis B, TB skin test, Hib Meningitis, and Varicella (Chicken Pox).

**FACILITY OPERATION:** Children are admitted to the classroom at the designated starting time for each class and must have an authorized adult pick them up at the end of class. Children must be signed-in upon arrival and signed-out upon departing the school by an authorized adult. Sign-in/sign-out must include your full signature and the time. This is California state law.

Cross & Crown makes every effort to work closely with parents to maintain a mutually supportive relationship. We will communicate with you regarding your child's developmental progress.

Cross and Crown reserves the right to engage the services of professional Early Childhood Specialists to assist our staff in handling certain behavioral, temperamental or developmental issues.

All students are accepted on a trial basis. The school reserves the right to dismiss children who, in the eyes of our staff, are not making a positive adjustment to our school environment. Children who exhibit patterns of behavior that endanger others may be dismissed.

Our facility is licensed to a capacity of 70 children. At all times, we maintain the student/teacher ratios required by the state of California.

**PRESCHOOL / PRE-K PROGRAMS AND TUITION**

**\*\* NOTE:** Tuition is for the 10-month academic school year, starting in August. The rates start at the listed pricing below, if you make your 1<sup>st</sup> tuition payment on August 1<sup>st</sup>, 2020. After this date, the rates are on an annual tuition, based on weekly rates for the remaining months of the school year. Please contact to the school office for the updated rates at (707) 795-7863, or email us at [school@cclsrp.org](mailto:school@cclsrp.org).

SUMMER SESSION IS BILLED SEPARATELY.

MONTHLY TUITION (Aug 1 – May 1)		10 MONTH TUITION
<b>2 days a week</b>		
Basic Program	\$278	\$2,780
Extended Day	\$392	\$3,920
Full Day	\$540	\$5,400
<b>3 days a week</b>		
Basic Program	\$364	\$3,640
Extended Day	\$540	\$5,400
Full Day	\$716	\$7,160
<b>4 days a week</b>		
Basic Program	\$458	\$4,580
Extended Day	\$688	\$6,880
Full Day	\$898	\$8,980
<b>5 days a week</b>		
Basic Program	\$550	\$5,500
Extended Day	\$835	\$8,350
Full Day	\$1,073	\$10,730

**PRESCHOOL / PRE-K PROGRAM SESSIONS**

Basic AM  
 Extended Day 8:00 a.m. – 11:30 a.m.  
 Full Day 8:00 a.m. – 2:30 p.m.  
 8:00 a.m. – 5:30 p.m.

The daily schedule includes small group sharing time, learning centers, circle time, snack time, and outside play.

**ADDITIONAL CARE**

After Care (following Basic or Extended Program) Drop-in when available day of registered session Until 5:30 p.m. \$10 per hour

Extended Day or Full Day Care includes lunch time, rest time, snack time, free choice play and teacher directed projects.

**FINANCIAL OBLIGATIONS:** There is an annual non-refundable registration fee of \$125.00 per family and a material fee of \$150.00 per student. Material fees for the coming academic school year are non-refundable after May 1, 2020.

Cross & Crown Lutheran School is a **non-profit** organization. Operating expenses of the School must be met each month from tuition fees. For convenience tuition is to be paid in 10 equal payments due by the 1<sup>st</sup> of each month (August 1, 2020 – May 1, 2021). Payments not received by the 10<sup>th</sup> of the month will be subject to a \$25.00 late fee. There is no tuition refund for illness, family vacation or suspension. Parents whose check is returned to the School by the bank will be assessed an additional return check fee of \$25.00. This will appear on their account.

For those wishing to pay for the complete 10-month academic year, the full amount must be paid to the school office by July 31, 2020, in order to receive the discount.

A one month **written** notice is to be presented to the school when withdrawing a child. Tuition is required during this notification time.

Children not picked up after 10 minutes past the ending of a class will be charged a late fee of \$10.00 for each additional 10 minutes or part thereof.

**INSPECTION AUTHORITY:** The State of California Department of Social Services shall have the authority to interview clients, including children or staff, and to inspect and audit client or facility records without prior consent.

The Department of Social Services shall have the authority to observe the physical condition of the client, including conditions which could indicate abuse, neglect, or inappropriate placement, and to have a licensed medical professional physician examine the client.

The staff is obligated under California State law to report any suspected child abuse to the authorities.

**COMPLAINT PROCEDURE:** Parents understand they have the right to call or write the licensing agency if fault is found in the operation of the facility or treatment of their child. Write or call:

Community Care Licensing  
101 Golf Course Drive  
Rohnert Park, California 94928  
(707) 588-5026

**PARENT'S RIGHTS:** The parents understand that they have the right to visit and observe the school anytime their child is in care.

We/I the undersigned, agree to the conditions of this "Admission Agreement" and to the admission of \_\_\_\_\_ to Cross & Crown Lutheran School Preschool Program. Child's name

We/also agree to the additional policies as stated in the Preschool / Pre-K Parent Handbook for Cross & Crown Lutheran School.

\_\_\_\_\_  
Parent or Child's Representative

Date

\_\_\_\_\_  
Parent or Child's Representative

Date

Mandy McCarthy

Preschool Director, Cross & Crown Lutheran School

Preschool / Pre-K  
Facility Number: 490100475

Preschool / Pre-K Parental Agreement

I/We hereby enroll my/our child \_\_\_\_\_, for the 2021/2022 school year with unreserved commitment to the policies and Admission Agreement described in this packet and have read, signed and submitted a completed copy of the following forms:

- Identification and Emergency Information (LIC 700)
- Permission to Receive Emergency Medical Care and Permission to Participate in Admission Agreement
- Consent for Emergency Medical Treatment (LIC 627)
- Preschool Parental Agreement
- Child's Preadmission Health History (LIC 702)
- Personal Rights for Child Care Facilities (LIC 613A)
- Child Care Center Notification of Parent's Rights (LIC 995)
- Physician's Report – Child Care Centers (LIC 701)
- Parent Contract Summary (completed at registration)
- Current Immunization Record

I/We are aware that a copy of the Cross & Crown Lutheran School Handbook is available on the school website [www.crossandcrownschoolrp.org](http://www.crossandcrownschoolrp.org) and I/We should use it as a reference. Families without internet access are to request a copy of the handbook from the school office.

I/We the undersigned, agree to the policies stated in the Preschool / Pre-K Parent Handbook for Cross & Crown Lutheran School.

I/We understand that the above forms and information must be submitted to the school **before** my child can attend class.

Signature of mother or guardian \_\_\_\_\_ date \_\_\_\_\_

Signature of father or guardian \_\_\_\_\_ date \_\_\_\_\_

# PARENTS' GUIDE TO IMMUNIZATIONS REQUIRED FOR SCHOOL ENTRY



Starting July 1, 2019

## Students Admitted at TK/K-12 Need:

- **Diphtheria, Tetanus, and Pertussis (DTaP, DTP, Tdap, or Td) — 5 doses**  
{4 doses OK if one was given on or after 4th birthday.  
3 doses OK if one was given on or after 7th birthday.}  
For 7th-12th graders, at least 1 dose of pertussis-containing vaccine is required on or after 7th birthday.
- **Polio (OPV or IPV) — 4 doses**  
{3 doses OK if one was given on or after 4th birthday}
- **Hepatitis B — 3 doses**  
{Not required for 7th grade entry}
- **Measles, Mumps, and Rubella (MMR) — 2 doses**  
{Both given on or after 1st birthday}
- **Varicella (Chickenpox) — 2 doses**

These immunization requirements apply to new admissions and transfers for all grades, including transitional kindergarten.

## Students Starting 7th Grade Need:

- **Tetanus, Diphtheria, Pertussis (Tdap) — 1 dose**  
{Whooping cough booster usually given at 11 years and up}
- **Varicella (Chickenpox) — 2 doses**  
{Usually given at ages 12 months and 4-6 years}

In addition, the TK/K-12 immunization requirements apply to 7th graders who:

- previously had a valid personal beliefs exemption filed before 2016 upon entry between TK/Kindergarten and 6th grade
- are new admissions

## Records:

California schools are required to check immunization records for all new student admissions at TK/Kindergarten through 12th grade and all students advancing to 7th grade before entry. Parents must show their child's Immunization Record as proof of immunization.

# CROSS AND CROWN LUTHERAN SCHOOL

5475 Snyder Lane  
Rohnert Park, California 94928  
(707) 795-7863

## Minor Photo/Image Release Form

### The Evangelical Lutheran Church in America – (ELEA)

         I DO give the ELCA and Cross and Crown Lutheran School permission to publish in print, electronic or video format, including web use, a picture/video, the likeness or image of myself and/or my child. I release all claims against the ELCA or Cross and Crown Lutheran School with respect to copyright ownership and publication including any claim for compensation related to use of the materials.

This release shall be effective from August 1, 2021, to July 31, 2022, or until revoked. All pictures, videos, likenesses, or images taken or created while this release is in effect shall remain released in the event this release is later revoked.

         I DO NOT give the ELCA and Cross and Crown Lutheran School permission to publish in print, electronic or video format, including web use, a picture/video, the likeness or image of myself and/or my child.

Minor's Name \_\_\_\_\_

Date \_\_\_\_\_

Print Name of Parent or Guardian \_\_\_\_\_

Signature of Parent or Guardian \_\_\_\_\_

General guidelines:

- \* A release is to be obtained when photographing or videotaping a minor (under 18). Parent or guardian signatures are required; signatures of minors are not sufficient.
- \* When images are published, the ELCA or Cross and Crown Lutheran School will take cautionary steps to provide no names of minors (under 18), minimum identifying information and will not use specific street or mailing addresses, e-mail addresses, or phone numbers.
- \* Signed release forms are needed when the subjects are in public places, such as fairgrounds or parks.
- \* Photographs or videotaping in ELCA schools or ECE centers must be done only with ELCA school or ECE center permission and with signed release forms from a parent or guardian of each child.
- \* Release forms should be included in ELCA school or ECE center registration materials. It is the responsibility of the photographer or videographer to obtain signed release forms and maintain records.
- \* When used in ELCA publications or videos the school or ECE center will be contacted to provide a signed release form.



# CROSS & CROWN LUTHERAN SCHOOL

## PRESCHOOL and ELEMENTARY

2021-2022 School Year

CHILD'S LAST NAME		CHILD'S FIRST NAME <small>(NAME CHILD IS TO BE CALLED AT SCHOOL)</small>		DATE OF BIRTH
PARENT'S NAMES		MALE <input type="checkbox"/>	FEMALE <input type="checkbox"/>	CHILD'S HOME PHONE
CHILD'S HOME STREET ADDRESS				
CITY				
ZIP CODE	EMAIL			
OFFICE USE ONLY: CCLC _____ SCHLSP _____ DATE REG. _____ START DATE _____ DROP DATE _____ CHANGE DATE _____				
REGISTERED BY _____ CHECK# _____ REGISTRATION \$ _____ TUITION \$ _____ MATERIALS \$ _____				
PRESCHOOL: M _____ T _____ W _____ TH _____ F _____ BASIC _____ EXTENDED _____ FULLDAY _____ CLASS ASSIGNMENT _____				
ELEMENTARY: EARLY _____ DAYCARE _____ CLASS ASSIGNMENT _____				
ACCESS _____ QB _____ VANCO _____ EMAIL _____				

MOM WORK:  
MOM CELL:

DAD WORK:  
DAD CELL:

PARENT'S DAYTIME PHONES