



## Early Learning Center

NEW ORLEANS BAPTIST THEOLOGICAL SEMINARY

4148 Providence Place  
New Orleans, LA 70126  
Phone: (504) 816-8585  
preschool@nobts.edu

### **Registration Forms 2023-2024** **General Information**

Child's Name \_\_\_\_\_ Gender \_\_\_\_\_ Birth Date \_\_\_\_\_

Child's preferred name (name child is called) \_\_\_\_\_

Father's name \_\_\_\_\_ Mother's Name \_\_\_\_\_

Dad's religious preference \_\_\_\_\_ Church member, where? \_\_\_\_\_

Mom's religious preference \_\_\_\_\_ Church member, where? \_\_\_\_\_

#### **These next questions will help us better care for your child:**

Describe your child's past illnesses \_\_\_\_\_

Describe any developmental delays \_\_\_\_\_

Describe any allergies \_\_\_\_\_

Describe any dietary restrictions \_\_\_\_\_

\_\_\_\_\_

Please tell us about your child's:

Likes \_\_\_\_\_

Dislikes \_\_\_\_\_

\*Any additional information that you would like to share with us? Please use the space below or the back of this packet, if needed.



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## Registration Forms 2023-2024 Tuition Agreement

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

Date of Admission: \_\_\_\_\_

\*Are you a student or staff member of NOBTS? \_\_\_\_ YES \_\_\_\_ NO

If yes, please provide your NOBTS ID number \_\_\_\_\_

I agree to pay a non-refundable registration fee of \$ \_\_\_\_\_.

I agree to pay a monthly tuition fee in the amount of \$ \_\_\_\_\_.

My child will attend (please check one):

\_\_\_\_\_ Three days                      \_\_\_\_\_ Five days.

For those in part time care, please circle the days your child will attend. Please note, upon a conversation between the parents and the director, these dates can be changed based on the family's need and room availability.

Monday      Tuesday      Wednesday      Thursday      Friday

I understand that **tuition is due by the fifth of every month.** Tuition not paid in a timely manner may result in the dismissal of my child from the program. Tuition payments may be made by money order, check, e-check, and credit or debit card. (Please note, an additional fee will be charged for e-check, credit and debit cards.) A fee of \$60.00 will be charged for all NSF checks. **A two week written notice is required upon withdrawing from the Early Learning Center of NOBTS.**

**I also understand that there is no discount in tuition for holidays, sickness, emergency closings, absenteeism, or vacations. I remember I am paying for my child's spot and not his/her attendance.**

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

\_\_\_\_\_  
Date





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## 2023-2024 Emergency Information and Pick Up Authorization

**Primary Pick up Person (s)** \_\_\_\_\_

My child has permission to be released to the following individuals, child care facilities or transportation services in addition to the emergency contact persons listed below. (Families, please notify these individuals that they may be asked to show proof of identity.)

**Person(s) with whom the child lives** \_\_\_\_\_

.....

**Individual's Name** \_\_\_\_\_ **Relationship to Child** \_\_\_\_\_

Phone Numbers: Cell \_\_\_\_\_ Work \_\_\_\_\_ Home \_\_\_\_\_

**Emergency Contact**

**Authorized to Pick Up**

.....

**Individual's Name** \_\_\_\_\_ **Relationship to Child** \_\_\_\_\_

Phone Numbers: Cell \_\_\_\_\_ Work \_\_\_\_\_ Home \_\_\_\_\_

**Emergency Contact**

**Authorized to Pick Up**

.....

**Individual's Name** \_\_\_\_\_ **Relationship to Child** \_\_\_\_\_

Phone Numbers: Cell \_\_\_\_\_ Work \_\_\_\_\_ Home \_\_\_\_\_

**Emergency Contact**

**Authorized to Pick Up**

.....

**Individual's Name** \_\_\_\_\_ **Relationship to Child** \_\_\_\_\_

Phone Numbers: Cell \_\_\_\_\_ Work \_\_\_\_\_ Home \_\_\_\_\_

**Emergency Contact**

**Authorized to Pick Up**

.....

**Individual's Name** \_\_\_\_\_ **Relationship to Child** \_\_\_\_\_

Phone Numbers: Cell \_\_\_\_\_ Work \_\_\_\_\_ Home \_\_\_\_\_

**Emergency Contact**

**Authorized to Pick Up**

.....

**Individual's Name** \_\_\_\_\_ **Relationship to Child** \_\_\_\_\_

Phone Numbers: Cell \_\_\_\_\_ Work \_\_\_\_\_ Home \_\_\_\_\_

**Emergency Contact**

**Authorized to Pick Up**



## Early Learning Center

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### **Registration Forms 2023-2024** **Recordings and Photographs**

#### **Parental Awareness of Recordings**

I am aware that the Early Learning Center of NOBTS utilizes recordings and/or taping of my child such as digital recordings, videotaping, audio recordings, or web cam while in the center for observation/security purposes. Due to confidentiality, I understand that should a situation occur involving more than my child, I will not be allowed to view the video.

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

\_\_\_\_\_  
Date

#### **Permission to Release Photograph**

I give permission for the Early Learning Center of NOBTS to release a photograph/recording of my child \_\_\_\_\_ to the Early Learning Center of NOBTS.  
(Child's name)

I understand these photographs may be used in the classroom, in the hallways, and in art projects. I further understand that my child's pictures will not be shared on public publications such as newsletters, brochures, websites, or social media without my permission, verbally or written.

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

\_\_\_\_\_  
Date



**Registration Forms 2023-2024**  
**Social Media Consent and Release Form**

The Early Learning Center uses Social Media as a way to celebrate the successes of our students and staff and share new things going on in our classrooms. Please follow us on Facebook to keep up with important reminders, announcements, and weekly activities.

*We at the ELC strive to honor each families request regarding social media permission however; we cannot be responsible for the postings of each individual family. As a reminder and a courtesy, **please only post pictures of YOUR child at the ELC setting.***

**Check one of the following:**

- I **agree** to give the Early Learning Center of NOBTS permission to post my child's photograph on Social Media with NO personally identifying information and for educational purposes only.
- I **do not agree** to give the Early Learning Center permission to post my child's photograph on Social Media.

Print child's name \_\_\_\_\_

Print parent's name \_\_\_\_\_

Parents Signature \_\_\_\_\_

Date \_\_\_\_\_



**Registration Forms 2023-2024**  
**Parent Handbook**

I have received a copy, either a hard copy or electronic, of the parent handbook. I have read and understand the contents of the Early Learning Center of NOBTS Parent Handbook. I agree to the policies written therein.

I also received a list of parent resources, which is located on the back page of the parent handbook.

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

\_\_\_\_\_  
Date



**Registration Forms 2023-2024**  
**Non-Vehicular Excursion Authorization**

My child, \_\_\_\_\_, has my permission to participate in the following.  
(child's name)

off-site activities when the children are walking and accompanied by staff of the center:

**Type of Activity**

- Bye-Bye buggy
- Neighborhood walk
- Other

This authorization is valid for one year from the date below.

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

\_\_\_\_\_  
Date

\*Examples of non-vehicular excursions would be a nature walk around the neighborhood, walking to the NOBTS library, Sunshine Park, Post Office, etc...



**Registration Forms 2023-2024**  
**Authorization for the Application of Topical Products**

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

I give permission for center staff to apply the following topical products to my child whether center - provided or parent - provided:



- | <u>Yes</u>               | <u>No</u>                |                   |
|--------------------------|--------------------------|-------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | sunscreen         |
| <input type="checkbox"/> | <input type="checkbox"/> | insect repellent  |
| <input type="checkbox"/> | <input type="checkbox"/> | diaper rash cream |
| <input type="checkbox"/> | <input type="checkbox"/> | other _____       |
|                          |                          | (Name)            |

This one time authorization will remain in effect until a new authorization is signed.

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

\_\_\_\_\_  
Date



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**Registration Forms 2023-2024**  
**Water Play Activities Permission Form**

My child \_\_\_\_\_ has permission to participate  
(child's name)

in the following type of water play activities:

\*Water tables.

\*Water play day in the summer months, which may include sprinklers and other water play day activities.

Location of activity:

Early Learning Center of NOBTS play yards and classrooms.

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

\_\_\_\_\_  
Date

\*Permission must be updated at least annually.

\*If activity is off-site, transportation authorization is required and regulations regarding transportation must be followed.



**Registration Forms 2023-2024**  
**Holiday Schedule**

***The Early Learning Center will be CLOSED on the following dates for the holidays listed.***

**2023**

LABOR DAY – Monday, September 4, 2023

THANKSGIVING – NOON on Wednesday, November 22, 2023 through Friday, November 23, 2023.  
We will reopen normal hours Monday, November 26, 2023.

CHRISTMAS AND NEW YEAR'S – The ELC of NOBTS will be closed Monday, December 25, 2023 through Monday, January 1, 2024. We will reopen normal hours Tuesday, January 2, 2024.

**2024**

MARTIN LUTHER KING, JR DAY – Monday, January 15, 2024

MARDI GRAS – Tuesday, February 13, 2024

GOOD FRIDAY – Friday, March 29, 2024

Memorial Day – Monday, May 27, 2024

INDEPENDENCE DAY – Thursday, July 4, 2024

ANNUAL TEACHER TRAINING – July 22-26, 2024 (ELC **CLOSED**, annual teacher training)

### **Special Events**

Parents are offered many opportunities for involvement each year. For all events, parents and family are welcome to come and participate. Watch emails and postings concerning any changes. Our annual events include, but are not limited to the following:

Parent Meeting	Tuesday, August 8, 2023	6:00-7:30PM
Fall Fest	Friday, Oct. 20, 2023	5:30 - 7:30PM
Thanksgiving Feast	Friday, Nov. 17, 2023	lunch
Christmas Program & Party	Wednesday, Dec. 13, 2023	lunch
Mardi Gras Parade (rain or shine)	Friday, Feb. 2, 2024	3:30PM
Teacher Appreciation Week	May 6-10, 2024	all week
Muffins with Mom	Friday, May 10, 2024	7:30-9:00AM
PreK Graduation Day	Wednesday, May 15, 2024	10:00AM
Donuts for Dads	Friday, June 14, 2024	7:30-9:00AM