



Preschool Program

806 South State Highway 47
Warrenton, Missouri 63383

636-456-4566

wkkoffice@wkkonline.com
www.wkkonline.com



Dear Families:

Welcome to Wesleyan Kiddie Kollege, a ministry of Warrenton Wesleyan Church. We're glad that you are interested in becoming a part of our family. WKK believes that clear communication is one of the keys to a successful program. Therefore, this handbook contains specific information and requirements set forth by the Warrenton Wesleyan Church Board of Directors and the State of Missouri.

Our programs at Wesleyan Kiddie Kollege can play an important role in the development of your child. Our purpose is to offer children quality, love, care and education in an atmosphere where Jesus Christ and His Word are an intimate and inseparable part of the day. We offer parents an opportunity to put their children in an atmosphere of Christian love, where they will be instructed by Godly workers, following Biblical principles in their teaching.

Our caring trained staff makes it a priority to provide a positive and memorable experience for each person that enters our campus. Each staff member is carefully selected based on enthusiasm and ability. Staff is screened with background checks and is extensively trained in order to fulfill his/her responsibility as a role model. In fact, we are so confident in our staff that we, as employees, also send our kids to WKK.

WKK truly offers something for everyone. If you have further questions about any of our programs, please feel free to ask our office staff.

Happy Learning,
Wesleyan Kiddie Kollege



2020-2021 Wesleyan Kiddie College School Year Calendar

August 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23/30	24/31	25	26	27	28	29

August 20—Last Day of Summer Program
August 21—CLOSED—Teacher Orientation
August 21—Open House
Aug 24—1st Day of School

September 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Sept 7—CLOSED—Labor Day
Sept 8-15—Book Fair
Sept 11—Grandparents Day
TBA—K4 & Kindergarten—Apple Orchard Field Trip
TBA—Lifetouch Portraits

October 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

October 23—End of 1st Quarter
October 26-30—Fall Fun Week
October 30—Fall Harvest Parties
TBA—K4 & Kindergarten Pumpkin Patch Field Trip

November 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

November 26-27—CLOSED—Thanksgiving

December 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

December 7-15—Book Fair
December 11—Christmas Program
December 18—Christmas Parties
December 24-31—CLOSED—Christmas Break

January 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24/31	25	26	27	28	29	30

January 1—CLOSED—New Years Day
January 4—Classes Resume
January 7—End of 2nd Quarter
January 18—CLOSED—MLK Day
January 27—100th Day of School

February 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

February 12—Valentine's Day Class Parties
February 15—CLOSED—President's Day
TBA—Lifetouch Portraits

March 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

March 1-5—Dr. Seuss Week
March 12—End of 3rd Quarter
March 15-19—K4 & Kindergarten Spring Break
TBA—Kindergarten Information Night

April 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

TBA—K4 & Kindergarten Spring Field Trip
April 2—CLOSED—Good Friday

May 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

May 3-7—Teacher Appreciation Week
May 21—Achievement Night & Kindergarten Graduation
May 21—Last Day of Classes
May 24-28—OPEN—No Classes
May 31—CLOSED—Memorial Day

June 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Red Days—Holidays—Closed
Green Days—Events
Blue Days—First and Last days of Fall/Summer Programs
Purple Days—K4 & Kindergarten

July 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

July 5—CLOSED—Independence Day

One Year Olds— K1

- | | |
|---|---|
| ___ Large Crayons— 8 Count | ___ 4—Large Boxes of Tissues |
| ___ Case of 500 Diaper Wipes (Fragrance Free) | ___ Large, Washable Basic -Color Markers |
| ___ Folder with Pocket | ___ 2—Glue Sticks |
| ___ Small Nap Blanket | ___ 1 inch Kindermat Nap Mat |
| ___ Construction Paper | ___ 1—Clorox wipe 3pack |
| ___ 1 Small Bottle of White School Glue | |

Two Year Olds— K2

- | | |
|---|---|
| ___ 2 —Large Crayons— 8 Count | ___ 4—Large Boxes of Tissues |
| ___ Case of 500 Diaper Wipes (Fragrance Free) | ___ 2—Large, Washable Basic -Color Markers |
| ___ Folder with Pocket | ___ 4—Glue Sticks |
| ___ Small Nap Blanket | ___ Full -sized Back Pack |
| ___ 1 inch Kindermat Nap Mat | ___ 1—White School Glue Small Bottle |
| ___ Small Supply Box | ___ 1 Clorox wipe 3 pack |
| ___ 1 Pack of White Printer Paper | |

Three Year Olds— K3

- | | |
|---|---|
| ___ 2—Large Crayons – 8 Count | ___ 3—Normal sized Crayons - 8 Count |
| ___ Fiskars Preschool Spring Action Scissor | ___ 4 - Glue Sticks |
| ___ Small Nap Blanket | ___ Small Supply Box |
| ___ Full-Sized Back Pack (labeled) | ___ 4 —Large Boxes of Tissues |
| ___ 1 inch Kindermat Nap Mat | ___ Large, Washable Basic -Color Markers |
| ___ Case of 500 Diaper Wipes (Fragrance Free) | ___ 2—Folders with Pockets |
| ___ 1 pack of Dry Erase Markers | ___ 1 Mini Dry Erase Board |
| ___ 1-Clorox wipe 3 pack | ___ 1 White School Glue Small Bottle |

Four Year Olds— K4

- | | |
|---|---|
| ___ 2 —Crayons— 8 Count | ___ 1—Clorox wipe 3 pack |
| ___ Crayola Finger Paints | ___ 1 inch Kindermat Nap Mat |
| ___ Small Supply Box | ___ Full-Sized Back Pack (labeled) |
| ___ 4—Large Boxes of Tissues | ___ 2 Packs Large, Washable Basic -Color Markers |
| ___ 1—Folders with Pockets | ___ 4—Small Glue Sticks |
| ___ Case of 500 Diaper Wipes (Fragrance Free) | ___ Small Nap Blanket |
| ___ 1 pack of Playdough 4pk fullsize | |

**ALL ITEMS SHOULD BE BROUGHT IN NO LATER THAN
THE FIRST DAY OF SCHOOL.**

Welcome to Wesleyan Kiddie Kollege, a ministry of the Warrenton Wesleyan Church. This handbook contains important information regarding our policies and procedures for our Preschool Program. These policies are in place to assure continued service and quality as well as keeping the safety of your child at its highest level. Please take time to read this handbook and keep it handy throughout the year. Our WKK parents and guardians are responsible to know what our policies and procedures are as stated in this handbook. After reading this handbook, please sign the registration agreement, stating that you have received, read, and understand this information. This agreement must be obtained at the time of enrollment and will be kept in your child's file.

Program Guidelines

Wesleyan Kiddie Kollege Preschool classes will begin on August 24, 2020. Our Preschool Program is designed for one year olds through four year olds. However, we do offer a Kindergarten Program for those who will be five years old before August 1.

Accessing the Building

All doors at WKK will be locked at all times. In order to access the building, families will be assigned a private five digit code. This code can be entered on the keypad located next to the main doors on the North end of the building. For your convenience key fobs may be purchased for \$10.00 per fob. It is strongly advised that you do not share your code with anyone. **Children are not allowed to use the keypad to enter the building.** You will be liable for anything that happens within WKK as a result of your code being shared.

Sign-in/Sign-out Procedures

Each child must be signed in and out by an adult on a daily basis in the lobby at our Parent Kiosk. Our check-in system uses your fingerprint or an access code unique to each authorized pick-up person. Families can have as many authorized pick-up people as needed. **Children are not allowed to check-in at the front parent kiosk. We will be monitoring this.** This is a safety precaution that WKK has put in place to make sure we know with whom your child has arrived and went home.

Pickup Policy

WKK is open from 6:00 a.m.– 6:00 p.m. Children will only be released to a parent, guardian, or authorized pick-up as written on the registration paperwork. A parent or guardian may verbally authorize a pick-up at any time as well as add or delete any authorized pick up from their child's file. A photo ID may be asked for to verify identity before a child is released. A child who is not picked up by 6:00 p.m. will have their account charged a late fee of \$1.00 per minute, per child. This fee is due upon arrival by the parent or guardian, paid directly to the attending staff. The late fee must be paid for care to continue the next business day. If a child is not picked up by 6:00 p.m., administration staff will attempt to contact the parent/guardian and authorized contacts on file to secure pick up of the child until 6:30 PM. If contact cannot be made to an authorized person for pickup, or the parent has not called to inform administration of late arrival, Wesleyan Kiddie Kollege staff is required to contact the Division of Family Services, police, or emergency services. In a situation where our staff is suspicious that a parent, guardian and/or authorized pick up appears incapable of adequately caring for a child within our care, the child will not be released and Division of Family Services and the Police will be notified immediately.

Age Guidelines

Your child will be placed in preschool classes according to their age. They must be the appropriate age by July 31 in order to be advanced to the next level. This coincides with state regulations on age.

Adjustment Period

Starting school for the first time often causes anxiety for children. We recommend that you visit our school as well as our Open House to see the classroom and meet our staff. We will work with you and your child to make this adjustment period a positive experience. We recommend that you give your child at least one month to adjust to being in a school program.

Inclement Weather

When severe weather conditions exist, please watch and check online Channel 2 (www.myfoxstl.com) or Channel 5 (www.ksdk.com) News, they will carry closing information. WKK will use our KidReports program to send out emails and phone texts to the parents, as well as post information on our Facebook page. Wesleyan Kiddie Kollege will be open for care, unless it is specifically announced otherwise. Our Programs, **DO NOT** follow the Warren County R3 School District when it comes to inclement weather because we do not run a bus service. In the event of delayed opening or early closing the information will also be announced as stated above. **Parents are still responsible for tuition in the event of inclement weather.**

School Supplies

All school supplies should be brought in by the first day of school with your child's name on the supplies. There is a supply list provided in the front of the handbook, at the Parent Kiosk, posted on our website, Facebook Page, and at Wal-Mart during school supply time. If supplies are not brought to school in a timely manner your account will be charged for the supplies.

Lunch & Snacks

A nutritious lunch is provided each day for your child. WKK will send out a monthly menu listing what we will be serving for lunch. If your child would like to bring their own lunch, they are allowed to do so. Please **DO NOT** send candy, soda, etc. If these items are brought in we will not allow your children to have them during operating hours. If you are in doubt about a particular snack, please check with your child's teacher. WKK also asks that you do not send any kind of nut or peanut in your child's snacks or lunches. We have several children with severe allergies. If your child has allergies or food restrictions, please send an appropriate lunch for that day.

A morning and afternoon snack is provided for your child each day. However, you may send a snack with your child if you wish. Parents are encouraged to send nutritional and safe snacks. Some suggested snacks are fruit, juice, vegetables, cheese, granola bars, etc. Again we ask, please **DO NOT** send candy, soda, etc. If these items are brought in we will not allow your children to have them during operating hours. If you are in doubt about a particular snack, please check with your child's teacher. WKK also asks that you do not send any kind of nut or peanut in your child's snacks or lunches. We have several children with severe allergies.

****If a child arrives after 7am they cannot bring in cups to drink or snacks to eat in the classroom. We do a morning snack with drinks at 8am. We provide cups for the children that are sanitized properly according to Health Department standards.****

While we do allow students to bring in their own snacks and lunches, we do not allow students who are in our two year old and youngers classes to carry around any cup throughout the day. This is to ensure proper sanitation practices and prevent germs from being spread. In our one year old classes we do start introducing them to cups to help with proper speech development, and promote healthy teeth.

Dress Code

The purpose of the dress code is to be obedient to the principles of God's Word and to provide the best possible atmosphere for learning. God's Word says that our dress should be modest and that our attention should be on improving the inner person more than the outer person. Traditional styles of clothing are expected. Nothing that will distract from learning and/or draw attention to one's self will be acceptable. Research has proven that the way we dress affects our attitude and desire to learn.

Extreme and/or inappropriate styles are discouraged. For these reasons Wesleyan Kiddie Kollege is asking that when it comes to dress, you consider these requests. All children in our programs are required to wear proper shoes. Shoes should be in good repair with proper fit. **If wearing sandals they should have a strap on the back for safety issues.** **NO slip-ons or flip-flops.** Clothing should be in good repair and modest in appearance. Girls should wear shorts or leggings under their dresses or skirts.

Preschool Enrollment

Enrollment for WKK's Preschool Program will open in the month of March prior to the upcoming school year. The following is required for enrollment prior to the first day of Preschool classes.

- Completed Registration Form
- Enrollment Fee
- Original Birth Certificate
- Any paperwork issued by the courts regarding guardianship and/or custody of the enrolling child
- Missouri Department of Health and Senior Services Child Medical Examination Report
- Current Immunization Record

Payment, Fees, & Procedures

There is a \$40.00 non-refundable registration fee to secure your placement in our Preschool Program, \$65 per family. The registration fee is due upon enrollment. Returning students will be charged a \$25.00 non-refundable re-enrollment due upon re-enrollment, \$50 per family. Your child's place in the program WILL NOT be secured until this fee is paid and proper enrollment paperwork is received. **Please be advised the registration fee is required for enrollment and is non-refundable under all circumstances. This fee is due upon enrollment.**

RATES EFFECTIVE May 25, 2020

Rates are determined by department classification. Rate changes will only occur at the end of the school year.

Weekly Full-Time Rates:

1 year old department	\$190.00
2 year old department	\$175.00
3 year old department	\$165.00
4 year old department	\$165.00

Weekly Part-Time Rates (3 Days a Week):

Only offered as space allows

1 year old department	\$135.00
2 year old department	\$130.00
3 year old department	\$125.00
4 year old department	\$125.00

Part Time and School Only Program

The school only program is designed for those wishing for their child to attend during class time only. Class time is from 8:00 AM through 11:00 AM for K-2 and K-3 and 8:00 AM through 11:30 AM for K-4. The part time and school only program is only provided as space allows, upon which full-time space has precedence. At that time you will be given a two week notice and will need to choose to go full-time or withdraw from the program.

If your child is enrolled in the school only program and you need further care to be provided for your child for a full day, you can pay a \$15.00 fee for additional care for that day. Arrangements must be made at the office prior to your child staying. **If a child stays for a full day more than three days a week, the full week's tuition will be charged.**

Weekly School Only Rates:

K-2 School Only	\$105.00
K-3 School Only	\$100.00
K-4 School Only	\$95.00
Additional care (per day)	\$15.00

Payment Policy

It is the policy of Wesleyan Kiddie Kollege that payment **must be made** by Friday, prior to the next school week or no later than Monday of the current school week. *****Any student account that is NOT paid by the end of Monday's business day of the current school week will be assessed a \$15.00 late fee per child, and will continue to accrue by an additional \$15.00 per week per child until the account is made current.*****

WKK accepts several methods of payment; cash, check, credit/debit, EFT, online invoicing, or we are able to take payment by phone. There is a \$35.00 charge for all returned payments. Online payments can be made at www.myprocare.com. If you would like to have your payment automatically withdrawn, there is an EFT form in the back of the handbook.

Delinquent Accounts

If your account becomes more than ONE WEEK delinquent, payment must be made immediately to bring your account back to good standing. Failure to do so will result in the child being withdrawn from the program until the account is current, thus forfeiting your child's placement in the program and a re-enrollment fee will be required to return as space is available. If an account falls delinquent more than two times, administration will require that an automatic debit payment method be established for the child(ren) to continue in the WKK program. WKK does hold the right to terminate enrollment at any time if a student account continuously falls delinquent.

Collections and Fees

WKK does work directly with a collection company. Any account balance owed and in the event of default the enrolling parent(s)/guardian(s) will pay all reasonable collection charges, court costs, and/or attorney fees.

Curriculum Fee

A Curriculum Fee is charged for text and workbooks used in our Preschool Classrooms. This fee is due by the first day of school. If the Curriculum Fee is not paid attendance may be suspended. Please be advised the curriculum fee is non-refundable under all circumstances. If you enroll late in the school year the full book fee is required upon enrollment.

K1	\$40
K2	\$55
K3	\$65
K4	\$110

Discounts

There is a \$5.00 discount per week for a **full time** 2nd child and a \$10.00 discount per week for a **full time** 3rd child enrolled in our program. Multiple child discounts are not offered for the Before/After School or Kindergarten program. Discounts will only be allowed if the account is current and in good standing with WKK.

Refunds and Credits

Credit **WILL NOT** be given for missed days, holidays, illness, or closings due to weather.

Excused Illness Credit is applied if there has been a complete week (Monday through Friday) of missed school due to illness. This credit is applied once a written note from your child's physician is received stating the reason the absence was required. Excused Illness Credit is allowed up to two weeks within a school year. Also, if the student attends any part of the week typical tuition rates will be charged. Please note, these credits are only allowed if the account remains in good standing at WKK. WKK Administration retains the right to refuse credit to an account.

Vacation Allowances

Children who are enrolled full time in WKK for one full year, are entitled to two weeks of vacation. Vacation allowances run from January to December of the same year. **NO vacation allowances will be allowed for school only students.** If not enrolled for a full year, you will be required to pay the regularly scheduled amount of tuition. If your child does not attend through the summer months, vacation does not apply. The vacation week is allowed for Monday through Friday. If a child attends WKK any part of the week a full week's tuition will be charged. Vacation allowances will only be allowed if the account is current and in good standing with WKK. Please notify the office in advance if you are wanting to use your vacation allowance.

Withdrawing From the Wesleyan Kiddie Kollege Program

Wesleyan Kiddie Kollege Administration requires a **TWO WEEK** written and signed notice, by the enrolling parent or guardian. Verbal notice is NOT accepted at any time as notice to withdraw. If proper notice is not received, two week's of tuition will be charged to the student's account and the registering parent/guardian will be required to pay this amount. Normal late fees and collection activity will be applied if the balance on the account is not paid.

*****Please note, student records will not be released in the event of a delinquent account with Wesleyan Kiddie Kollege. Once the account becomes current, records will be released in a timely manner.**

Scheduled Closed Days

If the holiday falls on a Saturday, it will be observed on the Friday before; if it falls on a Sunday, it will be observed on the Monday following the holiday. Credit will not be given for holidays. No tuition is due during Christmas break.

Wesleyan Kiddie Kollege is closed on the following days:

New Year's Eve	Good Friday	Teacher Orientation (August)
New Year's Day	Memorial Day	Thanksgiving Day
Martin Luther King, Jr. Day	Independence Day	Friday After Thanksgiving
President's Day	Labor Day	Christmas Break (12/24/20-1/3/21)

Medical, Emergency, & Health Information

ILLNESS AND PARENTAL CONSULTATION

State regulations require that there be daily observation of each child on arrival at the center by a person capable of recognizing common signs of communicable diseases or other evidence of ill health. **A child who is ill upon arrival at the center will not be admitted or will be separated from other children until a parent/guardian or authorized pick-up can be notified and the child picked up in a timely manner.**

When children have been exposed to communicable diseases such as but not limited to; hepatitis, chicken pox, measles, strep infection, all staff members and parents/guardians shall be notified immediately by WKK's Administration Staff. With any illness especially communicable diseases, we ask that you seek your physician's advice and always notify WKK Administration immediately. In such cases a note from the physician will be required. **WKK Administration does reserve the right to disallow care for a period of time in the event of a diagnosed communicable disease.**

If a child exhibits any sign of illness while at school, WKK will notify the parent or guardian. **If WKK Administration deems required, the parent/guardian or authorized pick-up will be responsible to pick up the child within an hour of being contacted by Administration.** A sickness report will be emailed out via KidReports regarding the illness. By signing the registration agreement you are agreeing that if your child exhibits any of the symptoms mentioned below your child will not return to school for 24 hours after the symptoms have subsided without medication **as well as with a note from the physician stating when the child is allowed to return to WKK for care.** All reports and physician notes will be retained in your child's record.

If a child displays any of the following symptoms, he/she must be kept home, or will be sent home:

- Fever (100 degrees or over)
- Diarrhea, loose bowel movements
- Nasal secretions that are thick, yellow and/or green
- Sore throat with fever or throat spots
- Cough accompanied by a fever, chills, and the coughing up of green or yellow mucous
- Vomiting or Nausea
- Eye drainage of any type should be checked by a doctor to rule out infection
- Unusual rashes should be checked by a doctor to rule out bacterial infection
- Child not feeling well, such as lethargic behavior, chills, or inconsolable crying

The child may return to preschool after illness when:

- Symptoms of the above mentioned have subsided for 24 hours without medication
- Fever free for 24 hours without medication
- Nausea, vomiting or diarrhea has subsided for 24 hours without medication
- At least 4 doses of antibiotic have been given over a 24 hour time period for any type of strep or bacterial infection
- Child is feeling well again and normal behavior has returned
- Unusual rashes should be checked by a doctor to rule out bacterial infection
- A note from the physician is required by the director stating the child may return to school

WKK Administration does reserve the right to disallow care for a period of time if there is reported observation of any of the above symptoms by our WKK Staff. WKK Administration may request additional testing for specific viruses/illnesses when symptoms are displayed before allowing child to return to school.

Medication

If your child is required to take over-the-counter medication, prescription drugs, or has any other special medical conditions while at school, please adhere to the following procedures:

- A signed Medication Release must be filled out for all over-the counter medication, and prescription drugs. The Medication Release must state what the medication is, the quantity to be given, and the time when the medication is to be administered. The release form is located at the Parent Kiosk in the WKK Lobby for your convenience.
- Please note any special needs or medications on the registration form.
- Prescription drugs must be in original container with original label and the pharmacy instructions, easily read and understood. All medications must state: Child's Name, Doctor's Name and Phone Number, Name of Medication, Dosage, and Frequency.
- For over the counter medication, provide medication in original bottle with label intact.
- All medications must be taken to the child's teacher or to the WKK office. **NO** medications may be kept in the child's backpacks or lunch box. If medication is found it will be kept in the WKK office and we will attempt to contact the parent. WKK will not administer the medication without a signed medication form.
- Medications may only be administered by WKK Staff.

Allergies

All allergies to medication, food, and other substances must be stated on the registration form. Information regarding allergies will be kept with the teacher, in the office, and with the kitchen staff at all times, as well as posted in the classrooms and the kitchen.

Accidents

All WKK staff are certified in infant/child CPR and infant/child First Aid. In case of any accident, assessment and treatment of the injury will be given under the supervision of the WKK Staff Member and/or the Director. If further treatment is deemed necessary, the parent/guardian or authorized contact will be called. All accidents are recorded within the KidReports Program in the child's file. In the case of serious accidents or injuries requiring immediate medical attention, the appropriate emergency authorities will be immediately contacted, and your child will be transported to the emergency room. All attempts will be made to notify the parent/guardian or authorized contacts immediately.

Parents/Guardians are responsible for all fees charged by attending physicians, by the ER, EMS, and/or by the pharmacy for any medications or services prescribed that are not immediately covered by your existing insurance.

Inclement and Excessively Hot Weather

On days of inclement or excessively hot weather, children will be kept inside. Sunscreen is applied to all children on warm sunny days. If you wish to provide your own brand of sunscreen for your child, it must be labeled with the child's first and last name and given to the teacher. **DO NOT** send sunscreen in your child's backpack. By signing the registration agreement, you are giving us permission to apply sunscreen to your child.

During cooler weather, please send your child with a jacket or coat as well as hat and gloves. We believe that it is healthy to take the children outside even if it is just for short periods of time. Please make sure you label all jackets and coats with your child's name.

Head Lice

It is easy for head lice to make their presence in any home. Therefore, there is no need of shame should they be discovered. We ask that you check your child for head lice or the presence of nits occasionally. Lice and nits are not a serious health concern, but do present that perception at school if and when they are discovered. If discovered, quick action is necessary to eradicate them.

When discovered:

- Child will be removed from the group.
- A call will be made to the parent for notification of immediate pick up.
- We notify all preschool teachers so they can perform head checks.
- A notice to all other parents will be sent home that day to notify and ask for assistance in checking their child at home.

Wesleyan Kiddie Kollege has adopted the **NO NIT Policy** and before returning to the center the child **must be nit free** and checked by office administration before returning.

Child Abuse

All administration and staff at Wesleyan Kiddie Kollege is mandated by the State of Missouri to report any suspicion of child abuse or neglect to the Division of Family Services.

Department of Health

Wesleyan Kiddie Kollege is inspected on a regular basis by the Department of Health. The most recent inspection information is located in the office. All Wesleyan Kiddie Kollege staff has participated in the A+ program, a program sponsored by the Department of Health immunizing all staff against Hepatitis A.

Tornado/Earthquake Drills

Tornado and Earthquake Drills and proper safety procedures are practiced on a regular basis. In the event of a tornado warning, students will be escorted to a safe place in one of the inner rooms in the lower level of our building, and they will be instructed on proper safety procedures.

Fire Drills

Fire Drills are held on a regular basis in order to familiarize the children with the proper and safe procedures for emergency exit of the building. In the event of fire, students will be evacuated according to plan. The center is inspected on a regular basis by the fire marshal.

Lockdown Procedures

WKK has put together lockdown procedures in the case of emergencies. Our staff is thoroughly trained on what to do if a lockdown becomes necessary. In the event of an emergency that requires such action, students will be taken into the classrooms where the doors to the classroom will be locked and windows covered until a safe word is spoken over our intercom system. WKK works directly with the Warren County Police Department to keep our campus safe.

Preschool Information

Educational Philosophy

The Educational Philosophy of Wesleyan Kiddie Kollege is based on a God centered view of truth as presented in the Bible. The entire process of education is seen as a means used by the Holy Spirit to bring children into fellowship with God, to develop a Christian mind in them, and to train them in Godly living, so that they can fulfill God's total purpose for their lives, personally and vocationally (Proverbs 22:6).

Wesleyan Kiddie Kollege is a ministry of the Warrenton Wesleyan Church. We are devoted to excellence in education and giving your child quality care, love, and understanding. We are interested in your child's spiritual, educational, and emotional well being.

CURRICULUM

Along with the emphasis on character development, a highly acclaimed educational curriculum will be used to educate your child. The Biblically based *A Beka* curriculum has stood the test of time to prove its excellence in the fundamentals of learning. Your child will learn letter recognition, phonics, number recognition and concepts, how to write letters, numbers and his/her own name. Art and craft projects are implemented into the program. They will memorize Bible verses, hear Bible stories, and learn how to apply them to their lives.

Wesleyan Kiddie Kollege provides a Preschool Program that offers children love, care, and education in an atmosphere where Jesus Christ and His Word are a part of their daily activities. We offer parents an opportunity to put their children in an environment of Christian love, where they are instructed by Godly workers following Biblical principles in their teaching.

The *A Beka* curriculum is used in our Preschool Program. The *A Beka Book* approach to Christian education keeps learning lively and memorable. The materials reflect sensible theory that is firmly anchored to practicality. *A Beka Book* materials have been developed as a result of more than 40 years of actual classroom experience in Pensacola Christian Academy, one of America's largest and most respected Christian day schools.

Our preschool program is set up with 2 ½ -3 hours of morning class time daily, depending upon the age of your child.

One year olds: The children are in a classroom setting for short periods of time as they are taught language skills by learning to identify colors, shapes, and foods. Learning to count and the introduction to letters and sounds are also included in the program. Our teachers rotate learning in the classroom setting with interactive play as a part of their daily schedule.

Two year olds:

Phonics- The children learn to recognize their letters and the sounds of those letters with games and activities to promote learning.

Numbers- The children learn to count 1-20 and to recognize numbers 1-10 with the introduction of number concepts.

Art- The children learn their colors and shapes, and how to develop hand-eye coordination with projects that include color projects and painting.

Three year olds:

Phonics- The children learn to recognize letters, shapes, and learn letter sounds. Activities include writing practice and using finger paint, glue, and crayons to increase their ability to recognize letters.

Numbers- Children sharpen their listening skills, following directions and practice hand-eye coordination as they learn number recognition and concepts of 1-15 and counting 1-50. They enjoy tracing pathways, dot-to-dot, and coloring.

Arts & Crafts- Colorful projects give the children delightful opportunities to enjoy art and develop motor skills while they paint, glue and color projects with seasonal, Bible teachings, and fun themes.

Four year olds:

Phonics- A lively academic program for 4 year olds gives children an enjoyable educational foundation in phonics and a desire to learn more. Children learn to identify letters and the sounds they make. The carefully sequenced activities in recognition, sound, and formation of vowels (long & short), consonants, consonant-vowel blends, and one-syllable words with one or two vowels make learning to read fun.

Numbers- Number recognition and concepts are introduced with the formation of numbers 1-20. They enjoy counting 1-100, and coloring the familiar objects for each number and forming those numbers.

Writing- The children learn to write their letters as they begin to recognize and sound them out. Tracing exercises are provided to practice proper formation of their letters. Writing provides review of their phonics sounds.

Art Projects- Art is designed to develop motor skills needed to draw, cut, color and glue, develop writing readiness, hand-eye coordination, visual perception, listening and thinking skills. There are month-by-month projects that are correlated with academics, Bible teaching and the seasons.

Additional Information

- With all our Preschool Programs you will receive a daily report within our KidReports program from your child's teacher regarding their day, curriculum goals, and a basic report on what their day was like.
- Your child will have a folder sent home weekly with communication and flyers from WKK and their teacher.

Parent and Volunteer Involvement

We welcome parent/guardian involvement in the classroom and feel that it benefits not only the class but the child as well. Parents are encouraged to participate in the classroom to assist the teacher with classroom parties and field trips. Field trips are planned to enhance learning by offering opportunities not available in the classroom. Parents will be notified of a forthcoming field trip in advance. We believe that parents who volunteer for WKK are examples of our ministry. Each volunteer will be asked to sign a Volunteer Form agreeing to adhere to the policies and procedures of WKK. Volunteers must provide their own transportation to and from field trips. We also require each volunteer to complete a background screening. Children not enrolled in our WKK program cannot attend field trips or classroom parties, this includes but is not limited to siblings.

Class Attendance & Absences

Parents are asked to prioritize their child's attendance during their Preschool experience. This ensures that the child does not miss any of the important curriculum that they need to provide a successful educational year. Class begins promptly at 8:00 am. If your child is going to be late or absent, we ask that you make us aware. You are able to use the KidReports Program to leave this communication or you can call or email the office. **If your child is arriving for the day after 10:00am we require you to make us aware so that we can ensure that our classrooms are staffed appropriately. If you arrive after 10:00am without notice, you may not be able to leave your child in our care if we have already made staffing changes for that day.**

Personal Hygiene

All possible provisions have been made to assure that children and teachers follow appropriate rules of personal hygiene. Anti-bacterial soap is used for hand washing before meals and after toilet use. Disposable paper towels are used for drying hands.

Toys and Electronics

Please do not allow your child to bring toys or electronics to school except on designated "Show-n-Tell" days. Please see your child's teacher for the "Show-n-Tell" day for your child's class.

Cloth Diapering

WKK does not allow cloth diapering. Our classrooms are not equipped according to the guidelines with the State of Missouri to offer this in our center.

Toilet Training

WKK staff does work closely with our families to help assist with toilet training for our younger preschool students. We do not allow outside toilet training seats to be brought in during this process. Our staff will keep in close communication with parent's using the KidReports Program to let you know what is happening throughout the day and any progress we are seeing. During this process the parent's are responsible for sending in enough extra clothing and underwear in case of accidents. The most important part of this is developing a close partnership between the family and the staff to ensure that it is a positive and successful process for the child. ****To enter into our K3 and above programs your child will be required to be fully toilet trained ****

Behavior & Discipline Policies

Staff Behavior Policy

Staff are held to high standards in the best interest of your children. We offer parents an opportunity to put their children in an atmosphere of Christian love, where they will be instructed by Godly workers, following Biblical principles in their teaching and care. The following is the policy that all staff must adhere to: Staff shall not abuse children including: physical abuse— strike, spank, shake, slap; verbal abuse— humiliate, degrade, threaten; sexual abuse— inappropriate touch or verbal exchange; mental abuse— shaming, withholding love, cruelty; neglect— withholding food, water, basic care, etc. A child shall not be deprived of food, isolated, or subjected to corporal punishment or physical exercise as a means of punishment either by staff or by another student. Any type of abuse will not be tolerated and may be cause for immediate dismissal. Staff must use positive techniques of guidance, including redirection, positive reinforcement, and encouragement rather than competition, comparison, and criticism. Staff will have age appropriate expectations and set up guidelines and environments that minimize the need for discipline. Physical restraint is used only if necessary to protect the child or other children from harm.

Staff/Student Supervision Policy

In order to protect students and WKK staff, at no time during preschool may a staff person be alone with a single child where they cannot be observed by others. At no time should a single student be left unsupervised. Staff will stand in the doorway while children are using the restrooms. This policy allows privacy for the children and protection for the staff (not being alone with a child). No child, regardless of age, should ever enter a public restroom alone.

Student Behavior Policy

Students are expected to exhibit appropriate behavior at all times. Inappropriate behavior will be discussed with the child when it occurs. The first step in dealing with inappropriate behavior is to view the situation as a learning opportunity for all involved. Negative behavior affects more than just the student involved in the misconduct; it affects all those around them. Each student's situation is different, and, therefore, each situation of inappropriate behavior must be weighed against the positive and negative benefits that your child will attain from staff intervention. All children and staff can grow together in a positive and safe environment where natural consequences are allowed to occur. Parents will be notified any time that your child is involved in negative behavior, whether initiating or receiving, and your input will be vital in our decisions. Our goal is to assist you in the growth of your children through positive reinforcement and natural consequences.

Discipline

When inappropriate behavior occurs, the staff will redirect behavior by discussing the problem with the child to determine causes and help the child find ways of resolving it and redirecting behavior. At times it may be necessary to separate a child from the group for 3-5 minutes allowing him/her time out to think about the situation. The child may rejoin the group when he/she is prepared to cooperate with others. If a child's behavior consistently disrupts the flow of the program or emotionally harms others and otherwise conflicts with the program, regulations and rules, a disciplinary referral will be written. A conference with the parents will be scheduled with the Director and staff. In the event the discipline problem persists, a second conference will be scheduled to discuss possible suspension/dismissal from the program. If a child's behavior toward other children or caregiver is of a violent nature, the caregiver will restrain the child so no harm will come to others and the child.

Parent Communication

We want to do our best to keep all our families informed about what is happening here at Wesleyan Kiddie Kollege. Parents need to be aware of several very important forms of communication that we use.

KidReports

WKK uses the KidReports Program as our primary source of communication with all families enrolled at Wesleyan Kiddie Kollege. This program uses your email address to deliver important information regarding your child. You may also decide to download the app available at Google play or Apple App Store. The data stored within this program is private and secure. This program has widely improved daily communication with the staff and parents/guardians. It provides a daily report for each child so the parent/guardian is informed of what the child did each day, it also provides you with photos and videos of your child and also gives WKK the ability to send out messages as well as gives the parent/guardian ability to notify WKK of absences, vacations, tardies, etc. You can view the demo of this program at www.kidreports.com. Please make sure to keep your email address updated in the office.

Website

We encourage you to visit our website regularly. We post all activities, newsletters, information, etc. on our site. www.wkkonline.com

Facebook

We have a Facebook page. We will post updated information frequently on this site.

Email

Our office email address is wkko@wkkonline.com. You can also reach our director, Sharlla, at director@wkkonline.com or for any account questions please contact, Becca, at accounting@wkkonline.com

Newsletter

WKK sends out a monthly newsletter through the KidReports Program that will inform you of upcoming events, dates closed, or any other activity that we may have going on.

Parent Kiosk

In the entrance of the facility there is a parent kiosk and location board that contains any updated or new information that may not have been available in the monthly newsletter.

Lunch Menu

A monthly menu will be sent home in KidReports each month in order for you to know what is being served. This menu will also be posted on our website. If your child would like to bring their own lunch he/she is allowed to do so. If your child has allergies or food restrictions, please send an appropriate lunch for that day.

Visiting

Parents and volunteers are welcome to visit the school at any time. We do ask that if you will be helping out in the school your background check as well as Volunteer Agreement are on file within the office. When visiting, please check in and out at the office with WKK Administration.

Solicitation

WKK may not be used as a setting for solicitation for any products, events, or fundraisers outside of WKK sponsored events or activities.

Enrollment Forms

The following forms must be in the Wesleyan Kiddie Kollege Office upon registering your child in our program. Please take care in filling out these forms and getting them to us. Forms not turned in will cause you to be delayed on the first day. It is a good idea to bring the originals to the WKK Office and make copies for your records.

1. Registration Form
2. Enrollment Fee
3. Authorization for Emergency Medical Care
4. Registration Agreement
5. Health Status & Immunization Form
6. Birth Certificate
7. Any paperwork issued by the court regarding guardianship or custody

REGISTRATION FORM

Please take care in filling out the parent/guardian information. We will use this information to contact you if deemed necessary.

AUTHORIZATION FOR PICK UP

Information giving permission for a person(s), other than the parents, to pick up the child must be provided. All authorized pickups will be asked to show identification. It is a good practice for the parent to notify the staff or director when other person(s) are picking up the child on a given day. In emergency situations, parents sometimes need other person(s) who are not on the authorization form to pick up the child. In such cases, the parent must give written or verbal authorization over the phone. The authorization form for pick-up also includes information indicating anyone who is **NOT** allowed to pick up the child.

AUTHORIZATION FOR EMERGENCY MEDICAL CARE

Please take time to read and fill out this form. It is important for your child that WKK has your preferences for emergency medical care on file. **Please make sure to alert us of any known allergies to foods or medications and sign the release for emergency medical treatment.** We also require your signature for field trips and transportation.

REGISTRATION AGREEMENT

A parent/guardian signed registration agreement that the parent has received, read, and agrees to abide by the policies and practices of the handbook is kept in the child's file. This agreement also includes release that your child's photograph may appear on our WKK website, Facebook page, or in newspaper articles. This is also a release for your child to watch WKK approved videos and movies.

HEALTH STATUS & IMMUNIZATION FORM

A dated, written statement of the child's current health status, signed by an approved health professional, shall be obtained at least annually for each child less than seven years old, or whenever the director shall have reason to suspect that a child participating in the program may have a condition hazardous to others or finds that the child's general condition indicates the need for such examination. The statement of health status shall be obtained at the time of admission or within 30 days after admission.

Information regarding all immunizations the child has had, including month and year each immunization was administered must be submitted to WKK. Immunizations must be recorded on the certificate of immunization form supplied by the Missouri Department of Health. The immunization form shall be obtained at the time of admission or within 30 days after registration.

Any child who is exempt from immunizations will be required to submit an exemption statement from their physician.

In accordance with Section 210.003.7, RSMO., the parent or guardian of a child enrolled in or attending Wesleyan Kiddie Kollege may request notice of whether there are any children enrolled at our facility with an immunization exemption on file. If you would like to request this information, please contact the Director and the information will be provided to you. Please note, the name or names of individual children are confidential and will not be released. Our response will be limited to whether or not there are children enrolled at our facility with an immunization exemption on file.

If the proper forms are not given to WKK within the 30 days after registration, care may be suspended until the proper forms can be retained. Physicians may fax the proper forms to WKK at 636-456-0927.





Setting Up Your Account

Welcome to KidReports.com. We're excited to have your child care facility use KidReports.com to better communicate with you during the day. Please follow these easy steps to get started:

Step 1 – Log in and customize your profile

Your child care facility has created a new KidReports account for your family. To customize your profile, log into www.kidreports.com using your email address as your username and the randomly generated password provided via email to open and customize your account.

- Once logged in, you can edit your profile by clicking on the “Edit my Profile” tab on the menu. In this section, type in a new password and modify the information as you see fit.
- Select your contact preferences (choose from being notified alert via email, via the app, via text or all three).
- Choose how frequently you wish to receive notifications (after each event, just the daily report, or not at all). You will receive a notification each time a photo is uploaded to your child's account. The only way to opt out of this is to opt out of all notifications completely. Please remember you must have an iPhone or Android smartphone to receive push notifications.
- Upload a photo of your child to make for easy identification within the system.
- Make sure to click the Save button to save these selections

Please note that once the service is live for your center, even if you have not completed step 1, you will receive a report once per day with all of your child's activity information.

Step 2 – Download the KidReports App

If you have a smartphone and wish to receive real time push notifications of your child's activities during the day, download the free app from either the iTunes App Store or Google Play. Be sure to search for KidReports as one word to find the correct app.

Once downloaded and installed, log in and you are ready to start receiving immediate push notifications and recording arrival information each morning.

Step 3 – Record Arrival Information for Your Child

As with paper Daily Experience Sheets, we ask that you fill out basic arrival information about your child each morning at drop off, letting us know about his or her night and morning. To do so:

- Log into app
- Either click on the menu icon in the upper left-hand corner, or swipe the screen from left to right to expose the menu
- Select “Child Event”
- Your child’s picture and name will appear (if you have more than one child, both pictures and names will appear).
- Click on your child’s name
- Click on “Arrival Info”
- Select the time of last night’s bedtime
- Select the time your child woke up this morning
- Select the time of the last feeding
- Select the time of the last diaper change
- Select Yes or No for “Was medication given?”
- Select Yes or No for “Will medication be given today?”
- Select Yes or No for “Is a medical form on file?”
- Enter an Emergency Contact Number and click the Add button
- Add any additional information to the Notes field
- Click the Save button to save all this information
- You will receive a messaging saying the event has been saved and asking if you would to add another, click No
- The arrival info you just entered should now appear in your child’s activity feed.

A few notes to ensure your experience with KidReports is a positive one:

- If you choose to receive text message alerts, standard text messaging rates based on your carrier will apply.
- Text messages will come from KidReports, but may not be branded as such. Depending on your cellular provider, you will receive the notifications from what appear to be different contacts. KidReports will be identified in the first line of the message, however.
- If at any time you would like to reset your password, it must be done via the KidReports.com website. At this time you cannot change your password via the app.
- All data is encrypted using SSL between all tablet devices and KidReports cloud servers. All private data about your child is stored in a secure area and only authorized users are allowed access. In addition, your data will never be shared with any third parties. It can only be accessed by parents, teachers and school administrators.



Preschool Program

Date of Enrollment _____

Start Date _____

Child's Information- Please Print

Last Name	First Name	Middle Name	Birthdate
Address: Street		City	State Zip

Parent(s)/Guardian(s) Information- Please Print

Parent/Guardian Last Name	First Name	Relationship to Child	
Address: Street		City	State Zip
Primary Email Address		Social Security Number	
Employer		Employer Phone Number	
Home Phone Number	Cell phone provider	Cell Phone Number	
Parent/Guardian Last Name	First Name	Relationship to Child	
Address: Street		City	State Zip
Primary Email Address		Social Security Number	
Employer		Employer Phone Number	
Home Phone Number		Cell Phone Number	
If you attend a church with your family, please tell us where you worship:			

Authorized Contact Information- Please Print

Authorized Contact/Relationship to the child	Phone Number(s)
Authorized Contact/Relationship to the child	Phone Number(s)
Authorized Contact/Relationship to the child	Phone Number(s)

Child's Name: _____

Medical Information- Please Print

I understand that in case of an accident or injury to my child while in the care of Wesleyan Kiddie Kollege, I will be notified immediately. If my child requires emergency medical care, the following information is to be used:

Primary Care Physician	Physician Office Phone Number
Health Insurance Company	Health Insurance Policy Number/Group Number
Preferred Hospital	

Child's Health History and Current Health Conditions

Please list any known allergies, special medical conditions, including chronic health problems and/or restrictions:

Please list all medications currently prescribed to the enrolling student:

This certifies that my child is to my knowledge, in good health and free of disabilities that would endanger him/her or other children in the care of Wesleyan Kiddie Kollege

Parent/Guardian Signature	Date
---------------------------	------

Field Trip and Transportation Agreement- Please Print

I, _____, **DO DO NOT** (please circle one) give Wesleyan Kiddie Kollege consent for my child, _____, to attend field trips or excursions under the proper supervision and with prior notification from the Administration at Wesleyan Kiddie Kollege. I understand and agree that my child will be transported by the Wesleyan Kiddie Kollege to and from these events. Inspection forms for transportation is always available upon request.

Please list anyone who is NOT AUTHORIZED to pick up your child from Wesleyan Kiddie Kollege.

TO BE COMPLETED BY WKK ADMINISTRATION

On File	Required Documents
	Registration Form
	Registration Agreement
	Enrollment Fee
	Curriculum Fee
	Birth Certificate
	Physical Exam
	Up to Date Immunization Record

Enrollment Status- FT, PT, School Only	
Program Entering	
Classroom	



Wesleyan Kiddie Kollege 2020-2021

REGISTRATION AGREEMENT

Please read this carefully. Initial next to each point and sign below. Your signed copy will be kept in your child's file.

- ⇒ ☐ I understand that I am committing myself to participation at Wesleyan Kiddie Kollege, for the duration of the program unless unforeseen events make withdrawal necessary. If so, I will give **two weeks notice** to the Wesleyan Kiddie Kollege Administration in writing, or be responsible to pay for the two weeks of tuition.
- ⇒ ☐ I understand and agree that tuition shall be paid promptly in accordance with terms and agreements. If payment becomes past due, care will be discontinued. In the event of default to pay contracted fees I will be responsible to pay reasonable collection charges, court costs, and/or attorney fees.
- ⇒ ☐ I have read and understand the illness policies of WKK.
- ⇒ ☐ I understand that my child does not qualify for the vacation allowance unless they have been enrolled full-time for 1 year at WKK and my account must be in good standing. Vacation allowance must be taken Monday through Friday and notice must be given in advance to the office.
- ⇒ ☐ I understand that my child will not be released to any person(s) not listed on the registration form.
- ⇒ ☐ I give Wesleyan Kiddie Kollege consent to photograph my child during all activities.
- ⇒ ☐ I give Wesleyan Kiddie Kollege consent for my child's photograph to appear on their website, Facebook page or in the newspaper articles regarding WKK.
- ⇒ ☐ I give Wesleyan Kiddie Kollege consent for my child to watch school approved videos and movies.
- ⇒ ☐ I will sign my child in and out on a daily basis and NOT allow my child to use the computers at the Parent Kiosk.
- ⇒ ☐ If my child is having problems in the program, a conference will be arranged between the parent, the Wesleyan Kiddie Kollege staff person, and the Director.
- ⇒ ☐ Wesleyan Kiddie Kollege reserves the right to terminate childcare services if it is determined that placement is unsatisfactory.
- ⇒ ☐ I have received, read and agree to all policies and fees outlined in the Parent Handbook.

Parent Signature

Date

CHILD MEDICAL EXAMINATION REPORT (INFANT/TODDLER/PRE-SCHOOL)

IDENTIFYING INFORMATION

CHILD'S NAME

BIRTHDATE

CURRENT STATE OF HEALTH

Based on my assessment of this child's medical history, current state of health and my physical examination of the child on ____ / ____ / ____, this child can participate in a child care program. This child has no special care needs unless specified below.

(Date of medical examination must be within the last 12 months.)

PHYSICIAN'S INSTRUCTIONS FOR SPECIALIZED CARE

Complete this section only if child requires special care at a child care facility, e.g. special diets, allergies, ear infections, convulsions, diabetes, asthma, behavior problems, hearing or visual impairment, etc. (Attach additional pages as needed.)

SIGNATURE OF PHYSICIAN OR REGISTERED NURSE UNDER THE SUPERVISION OF A PHYSICIAN

DATE _____

PHYSICIAN'S OR NURSE'S NAME (PLEASE PRINT)

NAME AND ADDRESS OF CLINIC, GROUP, PRACTICE OR OTHER
(MAY USE STAMP.)

IF NURSE IS SUPERVISED BY A PHYSICIAN, INDICATE PHYSICIAN'S NAME
(PLEASE PRINT.)

TELEPHONE NUMBER



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We are excited to offer the safety, convenience and ease of Tuition Express®—a payment processing system that allows secure, on-time tuition and fee payments to be made from either your bank account or credit card.

ELECTRONIC FUNDS TRANSFER AUTHORIZATION FOR **BANK ACCOUNT** and **CREDIT CARD**

I (we) hereby authorize (business name) _____ to initiate credit card charges to the below-referenced credit card account (Section A) OR, initiate debit entries to my (our) checking or savings account, indicated below (Section B). To properly affect the cancellation of this agreement, I (we) are required to give 10 days written notice. Credit union members: please contact your credit union to verify account and routing numbers for automatic payments. Check with the center for accepted credit card types.

COMPLETE ONE SECTION ONLY

SECTION A (Credit Card)

Cardholder Name	Phone #
Cardholder Address	City State Zip
Account Number	Expiration Date
Cardholder Signature	Date

SECTION B (Bank Account)

Your Name	Phone #			
Address	City State Zip			
Bank or Credit Union Name	Bank or Credit Union Address	City	State	Zip
Routing Transit Number (see sample below)	Account Number (see sample below)	<input type="checkbox"/> Checking	<input type="checkbox"/> Savings	
Authorized Signature	Date			

For Official Use Only

Date Received

Employee Signature

John Sample Mary Sample 123 Nice Street Anytown, USA	BANK OF THE WEST 555-555-5555	00226
Pay to the order of:	Attach Voided Check Here	\$
Deposit slips not accepted		Dollars
12345678901	18003388	0226
Routing Number	Account Number	Check Number

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