



CHILDCARE REGISTRATION

Dear Parents,

Thank you for considering Troy Christian Schools' Childcare Program. We offer excellent and varied programs, staffed by qualified and dedicated teachers in a Christ-centered environment licensed by the State of Ohio Department of Education. It is our goal, as children grow and change, to provide families with the highest quality care for their children. We provide a balance of activities promoting academic skills as well as social and emotional development.

If your child will be three or four years old by September 30 of the current year and is enrolled in our Childcare Program, he or she will also enjoy our morning Preschool Program during the school year. Preschool is held daily in our classrooms from 9:00-11:30 AM, with childcare schedules in place before and after. Preschool children must be able to care for their own bathroom needs. If you withdraw your child from the Childcare Program during the year, your child will also be withdrawn from the Preschool Program. These preschool spaces are held for children enrolled in our Childcare Program.

If you are interested in enrolling your child, it is important to fully complete the attached application and return it with the registration fee as quickly as possible. You will be notified concerning our available space in the program you desire. If your child will be with us during the summer, please complete the summer program schedule also.

It is an Ohio law that all Preschool and Childcare children have an updated medical form and a completed emergency card on file before they begin our program. Please have the attached form completed with the appropriate dates and signatures where indicated. They must be returned to our office before your child attends. (If you are re-enrolling you do not have to complete the medical form unless you have been sent an expiration notice.) Medical physicals take a while to schedule. Make your appointment well in advance so we may be able to meet the needs of your schedule.

It is our greatest desire to offer the best in early childhood development for our families in need of this service. We feel confident in the quality of our programs and the commitment of our teachers. We would consider it a privilege to serve your family.

In Him,

Debbie Camp

Debbie Camp
Childcare Director

Troy Christian Childcare Statement of Cooperation

We have read the attached sheet on the most current financial policies and fees for childcare. We, as parents, agree to pay the fees and comply with all the center's policies according to rates and due dates listed on the attached document.

Under Ohio law only the parent/guardian who has legal custody of the child(ren) may enroll their child(ren) in Troy Christian Schools.

Father	*Signature	Date
Mother	*Signature	Date

*Multiple signatures will be required if both parents are responsible for the child's account.

Class Roster

The state of Ohio requires that a class roster be prepared annually and be made available to any parent, that requests a copy, of children enrolled. Please check below if you would like to have, or prefer not to have, your name, your child's name, your address, your child's address, your phone number(s), and your email address(es) on the class roster.

Child's Name Please Print	Parent/Guardian Signature	Date
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Post

Withhold

The Troy Christian School, Inc. admits students of any race, color, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, scholarship and loan programs, and athletic and other school-administered programs.

Ohio Department of Education – Division of Educational Services

Early Childhood Education Section

CHILD MEDICAL STATEMENT

(Expires 12 months after last well check date)

Child's Name (print or type)	Date of Birth
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This is to certify all of the following:

1. Has had the immunizations by Section 3313.671 of the Ohio Revised Code for admission to school, or has had the immunizations required by the Ohio Department of Health for infants and toddlers, or is to be exempted from these requirements for medical or religious reasons.
2. Is free from apparent communicable disease and is in suitable condition to attend a preschool program, based on his/her medical history and physical condition at the time of this examination.

Immunization Record – Enter month/day/year of each immunization.

Vaccines	Dose 1	Dose 2	Dose 3	Dose 4	Dose 5	Dose 6
Diphtheria, Tetanus, Pertussis (DTaP)**						
Influenza						
Hepatitis A (Hep A)						
Hepatitis B (Hep B)						
Haemophilus Influenza type b (HIB)						
Menactra						
Meningococcol						
Measles, Mumps, Rubella (MMR)						
Polio**						
Pevnar						
Varicella-VAR (chicken pox)						
Pneumococcal Conjugate (PCV)						
Rotavirus						
Other						

The immunizations above are recommended by the Centers for Disease Control and Prevention and the Ohio Department of Health.

Signature of examining Physician/Physician's Assistant or Advanced Practice Nurse		Date of Examination
Street Address		
City	State, Zip Code	Phone Number

Ohio Administrative Code rules 5101:2-12-37 and 5101-2-13-17 require that this examination be given no more than twelve months prior to the date of admission to the child care center or type A home.

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Troy Christian Childcare & Preschool Emergency Information

(Expires after 12 months-TCS reserves the right to have this form updated upon request.)

Please print using black or blue ink. All areas must be completed.

Child's Legal Name: _____ Age: _____ Birthday: _____
Child's Address: _____
City: _____ State: _____ Zip Code: _____

Father/Guardian

First Name Last Name Relationship

Home Phone Cell Phone Work Phone Email

Mother/Guardian

First Name Last Name Relationship

Home Phone Cell Phone Work Phone Email

If you cannot be contacted, whom should the school call?

Name/relationship: _____ Home Phone: _____ Cell Phone: _____
Name/relationship: _____ Home Phone: _____ Cell Phone: _____
Name/relationship: _____ Home Phone: _____ Cell Phone: _____
Name/relationship: _____ Home Phone: _____ Cell Phone: _____

Can these people transport your child? Yes No

Are these people allowed to take your child home with them? Yes No

I hereby give my permission for the above mentioned people, as caregivers or authorized person to pick up my child from TCS.

Signature Date

Field Trip Permission

My child, _____, has my permission to accompany his/her class on all field trips while he/she is in attendance.

I have read and agree with this statement.

I have read and DO NOT agree with this statement.

Signature Date

Medical Information

List all allergies, special precautions or treatments for your child: _____

List all medications currently being administered. It is important to update this information throughout the school year. _____

List all chronic physical problems: _____

List the dates of all hospitalizations for your child: _____

List all diseases your child has had: _____

Consent to Grant Treatment

In the event reasonable attempt to contact me have been unsuccessful, I hereby give my consent for the administration of any treatment deemed necessary by the Doctor or Dentist whose names are listed below. In the event the designated preferred physician/dentist is not available, by another licensed physician/dentist and the transfer of my child to the hospital listed below or any hospital reasonably accessible. This authorization does not cover major surgery unless the medical opinions of two other licensed physicians, concurring on the necessity for such a surgery, are obtained prior to the performance of such surgery.

I have read and agree with this statement.

_____ Signature _____ Date

Physician		
Street Address		
City	State, Zip Code	Phone Number

Dentist		
Street Address		
City	State, Zip Code	Phone Number

Hospital		
Street Address		
City	State, Zip Code	Phone Number

HELP US TO GET TO KNOW YOUR CHILD BETTER

1. Child's Name: _____
 2. Goes By: _____
 3. Birthday/Age: _____
 4. Father's Name: _____
 5. Father's Occupation: _____
 6. Mother's Name: _____
 7. Mother's Occupation: _____
 8. Siblings/Ages: _____
 9. Pet's Name/Kind of Animal: _____
 10. Favorite Song: _____
 11. Favorite Poem: _____
 12. Favorite Story: _____
 13. Has your child had previous preschool and/or childcare experience? _____
 14. If yes, please describe the experience. _____
 15. Briefly describe your child's personality. _____
 16. Does your child have any allergies/sensitivities to food? _____
 17. What are your expectations for this year? _____
 18. Does your child have any special needs? _____
 19. Is there anything you would like the teacher to know about your child? _____
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TCS Childcare Payment Plan Form

(To be completed annually or as requested)

Child enrolled: _____

Childcare program:

- Under 21 Months
- 22 Months-36 Months
- 3/4 Year Old
- Pre-K Combination
- School-Age – Combination
- School-Age – Summer

- 2 Full Days
- 5 Half Days

- 3 Full Days
- 5 Full Days

Child enrolled: _____

Childcare program:

- Under 21 Months
- 22 Months-36 Months
- 3/4 Year Old
- Pre-K Combination
- School-Age – Combination
- School-Age – Summer

- 2 Full Days
- 5 Half Days

- 3 Full Days
- 5 Full Days

Program start date: _____ Program end date: _____

Parent(s) name: _____

Party accepting financial responsibility: _____

Signature

Choose payment method:

- WEEK** (Childcare only) - Direct electronic payment, every Friday
- YEAR** - Due July **SEMESTER** - Due July and November

All families must complete the remainder of this form regardless of the payment plan chosen above. Weekly payments will be electronically transferred from your checking/savings account each week. Year and semester payments must be paid by the date indicated above or they will be electronically transferred from your checking/savings account. Any banking center in the United States will be recognized.

AUTHORIZED AGREEMENT FOR: DIRECT PAYMENT

I (We) hereby authorize: TROY CHRISTIAN SCHOOLS, INC. to initiate electronic entries to my account.

- Checking Account Savings Account

ATTACH VOIDED CHECK/SAVINGS DEPOSIT SLIP HERE

Financial Institution: _____

Routing/Transit Number: _____

Checking/Savings Account Number: _____

This authority is to remain in full force and effect until TROY CHRISTIAN SCHOOLS, INC. has received written notification from me AT LEAST TWO WEEKS PRIOR TO TERMINATION OR SCHEDULE CHANGE.

Authorized Signature: _____

Date: _____

2012-2013 TROY CHRISTIAN SCHOOLS, INC. CHILDCARE FEE SCHEDULE

Fee Notification and Financial Policies

Please read before signing the Statement of Cooperation and keep this on file for your reference.

Registration Fee \$60

No Childcare Registration Fee for TCS students enrolled in K-6 for 2012-2013 school year.

Childcare Program

	1st Child				2nd Child				3rd Child			
	5 Full Days	3 Full Days	2 Full Days	5 Half Days	5 Full Days	3 Full Days	2 Full Days	5 Half Days	5 Full Days	3 Full Days	2 Full Days	5 Half Days
Under 21 Mos	162	137	109	113	162	137	109	113	162	137	109	113
22 Mos to 36 Mos	147	125	95	98	136	115	88	88	126	110	83	83
3 & 4 yr old	141	120	90	93	131	110	83	83	121	104	78	77

A preschool program is part of each students' morning, Monday through Friday. (3 & 4 year old classes only)
Rates change when child is promoted to the next class.

School-Age Program (during school year)

	1st Child			2nd Child			3rd Child		
	5 Days	3 Days	2 Days	5 Days	3 Days	2 Days	5 Days	3 Days	2 Days
Full Days	98	72	60	88	67	55	83	60	50
Half Days	67	50	39	60	44	34	55	39	29

Combination School-Age Childcare/Tuition - Weekly Rate

		1st Child			2nd Child			3rd Child		
		5 Days	3 Days	2 Days	5 Days	3 Days	2 Days	5 Days	3 Days	2 Days
Full Days	Pre-K Kindergarten	176	150	138	151	130	118	136	113	103
Half Days	All day Kindergarten	184	167	156	155	139	129	135	119	109
Half Days	1st - 5th	197	180	169	165	149	139	143	127	117

Summer School-Age Program

	1st Child			2nd Child			3rd Child		
	5 Days	3 Days	2 Days	5 Days	3 Days	2 Days	5 Days	3 Days	2 Days
Full Days	143	115	93	130	104	83	120	98	77
Half Days	88	72	55	77	67	50	77	60	44

ALL PAYMENTS ARE DEDUCTED ELECTRONICALLY ON A WEEKLY BASIS.

Half day program is 5 hours or less.

Payments begin the Friday before your program begins and the last payment is the Friday before your program ends.

These charges include all student activities and field trips.

Hot lunches and snacks are included in all childcare programs Toddler through Kindergarten.

School age (grades 1st - 5th) hot lunches can be purchased for a \$16 meal ticket (5 lunches) during the school year only.

Vacation credits are applied to childcare fees only. This excludes the tuition portion of the combination rate for PRK and Elementary.

Late Pick Up fee = \$2/minute

Troy Christian Schools Inc.

Acceptable Use Policy for Technology

Instruction

Student and Staff Access to Computers, Telecommunications, Electronic, and Networked Information Resources

Troy Christian Schools recognizes that as computers, telecommunications and other new technologies change the ways that information may be accessed, communicated and transferred, those changes may also alter instruction, staff and student learning. Electronic information services are available to students, teachers and staff in our schools who qualify. Our goal in providing this service is to promote education excellence by resource sharing, innovation, and communication.

Telecommunications, because it may lead to any publicly available fileserver in the world, will open classrooms to electronic information which may not have been screened by our staff prior to use by students of various ages. Internet access and filtering systems are coordinated through a complex association of government agencies, and regional and state networks. Troy Christian Schools will make every effort to protect students and teachers from any misuses or abuses of the information service. All users must be continuously on guard to avoid inappropriate and illegal interaction with the information service.

While computers and the school-area network are provided for staff and students to conduct research and communicate with others, access to such will be provided to staff who shall act in a considerate and responsible manner. Such will also be provided to students who agree to act in a considerate and responsible manner. General school rules for behavior and communications apply to all computer use and users (See Student Handbook).

Based upon needs determined by designated staff, independent student use of telecommunications and electronic resources may be permitted upon demonstration of proficiency. Independent student use shall require submission of permission forms and agreement forms by the parent and by the student. Troy Christian Schools supports and respects each family's right to decide whether or not to apply for independent access while at school. Parents are ultimately responsible for setting and conveying the standards that their children should follow when using telecommunications and electronic information sources.

Instruction Acceptable Use Policy or Agreement

Internet access is coordinated through MDECA (Metropolitan Dayton Educational Cooperative Association). The smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general, this requires efficient, ethical and legal utilization of the equipment, computer and network resources. Students or staff knowingly violating the terms of this policy or agreement will be dealt with according to the student or staff discipline policies of Troy Christian Schools and or civil authorities, and such activities may result in termination of their account/access and/or expulsion from school or termination of employment.

When signed by the student and a parent/guardian, these documents becomes legally binding contract and indicates those who have signed have read the terms and conditions carefully and understand their significance. All staff of Troy Christian Schools are expected to follow this policy and will be required to sign this Troy Christian Schools-User agreement, which will be legally binding.

Terms and Conditions

The use of equipment, computers, network resources and the Internet is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. Nor reasonable expectation of continued use or access shall exist. The administration, faculty, and staff of Troy Christian schools may deny, revoke, or suspend specific user accounts/access.

1. **ACCEPTABLE USE.** The use of your account and/or access must be consistent with the education objectives of the Troy Christian Schools.
 - a. Use of electronic resources for recreational entertainment is prohibited.
 - b. To transmit or knowingly receive any materials in violation of any United States, State of Ohio, or Troy Christian Schools regulation or law is prohibited. This includes, but is not limited to, the following: copyrighted material, threatening, harassing, pornographic, obscene, or profane material, materials related to the illegal use or manufacture of restricted substances, defamatory or discriminatory material, or material protected by trade secret.
 - c. Commercial activities, product advertising, political lobbying and extensive personal use are prohibited.
 - d. Use of other organization' networks or computing resources must comply with rules appropriate to that network
2. **NETWORK ETIQUETTE.** You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
 - a. Be polite. Never send, or encourage others to send, abusive messages.
 - b. Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language, material or images. Illegal activities of any kind are strictly forbidden. Remember that you are a representative of our school on a non-private system. You may be alone with your computer, but what you say and do can be viewed globally!
 - c. Privacy. Do not reveal your full name, phone number, or home address, or those of other persons when using the Internet.
 - d. Electronic mail. Electronic mail (e-mail) is not guaranteed to be private. Network or other computer use or storage areas are and will be treated as school property. Computers, files and communications may be accessed and reviewed by administrative personnel and may be accessed by other computer users. Messages relating to or in support of illegal activities must be reported to the authorities.
 - e. Do not use computers or the network in such a way that you would disrupt the use by other people. Talk, Write, and Chat commands may be intrusive and should only be used after receiving permission from the other party. Chain letters and Inter-Relay chat are misuses of the system.
 - f. Permission of the supervising staff member must be obtained before downloading large files or installing programs to a computer.
3. **SERVICES.** Troy Christian Schools makes no warranties of any kind, whether expressed or implied, for the service it is providing. Troy Christian School will not be responsible for any damages you suffer while on this system. These damages include loss of data as a result of delays, non-deliveries, miss-deliveries, or service interruptions caused by the system or user errors or omissions. Use of any information obtained via the information system is at your own risk. Troy Christian Schools specifically denies any responsibility for the accuracy of information obtained through its services.
4. **SECURITY.** Security on our computer system is a high priority due to the large number of users. Access to electronic resources is intended for the exclusive use of authorized individuals. If you feel you can identify a security problem on the Internet, you must notify a system administrator or

faculty member. Do not demonstrate the problem to other users. Do not use another user's account or share your account. Doing so will result in the loss of privileges for both parties.

5. VANDALISM. Vandalism is defined as any malicious attempt to harm or destroy data of another user or any other agencies or networks that are connected to the system. This includes, but is not limited to, the uploading or creation of computer viruses. Any vandalism will result in the loss of computer services, disciplinary action, and legal referral.
6. Any problems, which arise from the use of an account, are the liability or responsibility of the account holder or user. All account holders or users hereby release Troy Christian Schools from any and all claims or damages or any nature arising from their access, use, or inability to access services.

Troy Christian Schools will use work/photo of students in conjunction with the schools' homepage on the World Wide Web. Troy Christian Schools will only post the students' first name and last initial, name of the school, teacher's name and grade. **If you do not wish for your child's work/photo to be posted on the school web site, as parent or guardian it will be your responsibility to complete the Troy Christian Schools Student Privacy Form, located at the end of this document, to request that your child's work/photo not be posted on Troy Christian Schools World Wide Web Homepage.**

Required Staff Signature (To be completed by TCS Staff)

I have read this contract and agree to abide by the terms and conditions of the contract. Staff members sign on the line next to "Staff-User's Name" section. Students and Parent/Guardian please continue on to the Troy Christian Schools Student User Agreement section and sign on the appropriate lines.

Troy Christian Schools

Staff-User's Name (please print): _____

Signature: _____ **Date:** _____

Troy Christian Schools Student User Agreement

I understand and will abide by the procedures and Acceptable Use Policy for electronic resources of Troy Christian Schools. I further understand that any violation of the regulations above is unethical and should I commit any violation, my access privileges may be revoked, school disciplinary and/or appropriate legal action may be taken.

In consideration for the privilege of using the Troy Christian Schools electronic resources and in consideration for having access to the information contained on it, I hereby release and agree to indemnify and hold harmless Troy Christian Schools from any and all claims or damages of any nature arising from my access, use, or inability to access or use the computers or network system.

Required Student Signature

Student Name (please print): _____

Signature: _____ **Date:** _____

Parent or Guardian Consent for Independent Use

Parents and guardians need to be aware that a relatively small portion of information available on the Internet may contain defamatory, inaccurate, abusive, obscene, profane, sexually-oriented, threatening, racially offensive, or illegal material. Troy Christian Schools do not condone the use of such materials and will not allow the use of such materials in school. Troy Christian Schools will diligently work with MDECA and use their filters to eliminate such material from our network. It is impossible to restrict access to every controversial item. For this reason, we are giving parents and guardians the option of not permitting their child to have access to the Internet, under the supervision of staff, for educational purposes. If you do not wish your child to have access to the Internet in school, please contact your child's principal and fill out the Access to Internet Parent "Option-Out" form.

As the parent or guardian of the student signing above, I have read the electronic resources Acceptable Use Policy and guideline for student use established by the Troy Christian Schools. I grant permission for my son or daughter to access networked computer services such as electronic mail and the Internet. I understand and agree that individuals and families may be held liable for violations. I understand that some materials on the computer, or Internet may be objectionable, but I accept responsibility for guidance of computer or Internet use – setting and conveying standards for my daughter or son to follow when selecting, sharing or exploring information and media.

Required Parent Signature

Custodial Parent or Guardian Name (please print): _____

Signature: _____ **Date:** _____

Please note the following Troy Christian Schools Student Privacy Form is not a required form nor does it need to be completed as part of the user agreement. It is only provided as a courtesy for those parents and students who do not wish to use the school computers, network and/or have their image or work displayed in the school website, school publications, and on video/digital media presentations. If the above statement applies to your needs please complete the form and return it to your student's school office.

Troy Christian Schools Student Privacy Form

From time to time, your child's school may wish to publish examples of student projects, group photographs, or student recognitions on the Troy Christian Schools' Website, on school publications, or video/digital media. A student's personal information will NOT be published.

Pictures and video used on the Troy Christian Schools' web site and publications may include but are not limited to students when they are involved in projects, athletic activity, when they are in large groups, or when they receive recognition.

Selected school materials to be published on the web site, school publications and video/digital media could include: art work, written papers, videos, class projects and/or computer projects.

Student Name (Please Print): _____

- My child may use the Internet while at school according to the rules outlined in the Troy Christian Schools Inc. Acceptable Use Policy For Technology. Yes No

- My child's picture, first name and last initial, and/or selected school projects may be published on Troy Christian Schools' website, school publications, and/or school's video/digital media. Yes No

I also understand that this agreement will be binding during the entire career of the above named student at Troy Christian Schools. I have informed my child of this discussion and by signing this form my child agrees to respect and follow my wishes regarding his/her privacy while attending Troy Christian Schools.

Student Signature: _____ **Date** _____

Parent/Guardian Name (please print): _____

Parent/Guardian Signature: _____ **Date** _____