

Gateway Preschool Academy 2023 – 2024 Registration Information

1. Complete the following Registration forms and return with appropriate fees. All fees must be paid in cash/check at time of enrollment. A spot for your child **will only be secure** with a completed package and all fees paid. (The only exception is for the Hearing and Vision Screening for students entering Pre K – physicians will not perform the screening until their 4th birthday. This form must be submitted before the first day of school.)
2. If your child is 2 years old on or before September 1, 2023, they will be in the 2's class.
If your child is 3 years old on or before September 1, 2023, they will be in the 3's class.
If your child is 4 years old on or before September 1, 2023, they will be in a Pre K class.

To be eligible for a 3 year old or Pre K class, your child MUST be potty trained and self-sufficient in the bathroom before the start of the school year. No diapers or pull ups will be allowed.

Child's Name: _____

Circle Class Preference

2 Day (Tuesday/Thursday) 9:00 – 1:50	2's	3's	Pre K
3 Day (Tuesday/Wednesday/Thursday) 9:00 – 1:50	2's	3's	Pre K

Payment (all fees paid by cash or check only)

All checks payable to Gateway Community Church – no online payments available for Registration.

2 Day Registration \$175 _____ cash _____ check # _____

3 Day Registration \$200 _____ cash _____ check # _____

2 Day Supply Fee \$100 _____ cash _____ check # _____

3 Day Supply Fee \$125 _____ cash _____ check # _____

One Time Electronic Convenience Fee (only if paying online with debit/credit card) \$50
_____ cash _____ check # _____

Please double check to make sure all forms are filled out completely
and you have signed all appropriate places.

Gateway Preschool 2023 – 2024 Registration Form

Student Name: _____ Preferred Name: _____

Date of Birth: _____ Age as of September 1, 2023: _____ Circle one: Male Female

Home Address: _____ City: _____ Zip: _____

Family Church Affiliation: _____

Siblings Name and Ages: _____

Mother's Name: _____ Cell Phone: _____

Mother's Work: _____ Work Phone: _____

Mother's Address (if different) _____ Email: _____

Father's Name: _____ Cell Phone: _____

Father's Work: _____ Work Phone: _____

Father's Address (if different) _____ Email: _____

AUTHORIZATION FOR EMERGENCY MEDICAL ATTENTION

In the event I cannot be reached and my child becomes ill or requires emergency medical treatment, I authorize the person in charge to take my child to the appropriate hospital emergency room to secure any and all necessary medical care for my child.

I give consent for the facility to secure any and all necessary medical care for my child.

Signature of Parent or Legal Guardian Date

Print Name

Student's Physician Name: _____ Phone # _____

Insurance Provider: _____ Policy # _____ Group # _____

Please list any medical conditions that your child may have, such as allergies, existing illness, previous serious illness, injuries, and hospitalization in the past 12 months. _____

Food Allergies: Yes No If yes, what? _____

Dietary Restrictions: Yes No If yes, what? _____

Gateway Preschool Academy 2023 - 2024 Student Pick Up List / Emergency Contacts

Only the following person(s) have authorization to pick my child _____ up from Gateway Preschool Academy. Any changes to the list need to be made in person through the GPA office. Person(s) other than a parent, must present a driver's license upon pick up.

Name: _____ Phone # _____ Driver's License # _____

Name: _____ Phone # _____ Driver's License # _____

Name: _____ Phone # _____ Driver's License # _____

Name: _____ Phone # _____ Driver's License # _____

In case of an emergency, GPA will call parents first and then go down the list you provide below.
(Local Contacts Only)

Name: _____ Phone # _____ Driver's License # _____

Name: _____ Phone # _____ Driver's License # _____

Student Photography/ Video/Parent Email Release

I release GPA for the following: _____ to use photos of my child in school video presentation
_____ to use photos of my child on classroom Facebook page/website
_____ to share the following email(s)

with other GPA families to send information on school events

Signature of Parent or Legal Guardian

Date

Gateway Preschool Academy 2023 – 2024 Physician's Release Form

Student's Full Name: _____ Date of Birth: _____

Healthcare Professional Statement:

I have examined the above named student within the past year and find that he/she is able to take part in the 2023 – 2024 school year at Gateway Preschool Academy.

Please attach an updated immunization form or original copy of state exemption/exception form and proof of Hearing and Vision Screening for 4 and 5 year olds.

Healthcare Professional's Signature

Date

Name, Address and Phone Number of Health Care Professional (Physician Stamp Preferred)

If faxing forms, please send to: Gateway Preschool Academy

Attn: Lisann Rawley

469-428-7518

Gateway Preschool Academy Financial Agreement 2023 – 2024

This agreement states the financial responsibility of the parent or guardian for the GPA school year 2023 – 2024. Tuition is broken into 9 equal payments, regardless of the school days that month. Fees are based on the total number of school days and broken into the equal payments so the amount remains constant.

Registration Fee (non refundable)

2 Day Program (Tuesday/Thursday) \$175
3 Day Program (Tuesday/Wednesday/Thursday) \$200

Supply Fee (non refundable)

2 Day Program (Tuesday/ Thursday) \$100
3 Day Program (Tuesday/ Wednesday/Thursday) \$125

Tuition (due the 15th of each month starting in August 2023 and ending in April 2024)

2 Day Program (Tuesday/Thursday) \$240
3 Day Program (Tuesday/Wednesday/Thursday) \$340

Electronic Convenience Fee (if paying by credit or debit card – due at time of registration and nonrefundable)

2 Day Program (Tuesday/Thursday) \$50
3 Day Program (Tuesday/Wednesday/Thursday) \$50

- Payments can be made check or cash and sent to school in your child’s folder if you do not choose the online option.
- Payments not made by the 15th of the month will incur a **\$25 late fee per week**.
- *If the 15th falls on a weekend or non school day, your tuition will be considered late if not paid by the next school day.*
- Any account is delinquent past 30 days, will require withdrawal from the program until payment in full is made.
- A \$35 fee will be assessed for any NSF check and cash payment will be required.
- One reminder will be sent by the Director each month before the 15th of the month.
- A 30 day written notice is required to unenroll a child from the program. If a 30 day notice is not given, you will be responsible for the next months payment. This allows GPA time to fill the spot left open in a timely manner without a financial burden.
- End of year statements will be sent out in January 2024.

Our family will be paying by _____ cash/check for the 2023 – 2024 school year

_____ online credit/ debit card for the 2023 – 2024 school year (fee required)

Student Name: _____

Parent/Responsible Party Name: _____

Signature of Parent or Responsible Party

Date

Acknowledgement of Student Handbook

I have read the online copy of:

Gateway Preschool Academy Student Handbook 2023 - 2024
Policies and Procedures

Signature of Parent or Legal Guardian

Date