

ULTIMATE LIFE PRESCHOOL ACADEMY

P.O. BOX 7208
CHARLOTTE, NC 28241
PHONE: 803-802-2641

HOME AND DEVELOPMENTAL INFORMATION FORM

Name of child _____ Name called _____

Date of birth _____ Religion _____ Nationality _____ Sex _____

Address _____ City _____ State _____ Zip code _____ Phone # _____

Other persons living in the home (including parents)

Name	Relationship	Age
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Are the mother and the father living together? _____

Is this the original marriage for both parents? _____

If divorced, who has custody of the child? _____

Is the child adopted? _____ Age at adoption _____ Has the child been told? _____

Please indicate your educational background:

Father

High school
1-3 years of college
College degree
Graduate degree

Mother

Father's occupation _____

Place of employment _____

Mother's occupation _____

Place of employment _____

When you are away from home, what arrangements are made for the child?

Have there been any difficulties or crises in you family, such as accidents, medical, Etc. of which we should be aware?

Type of dwelling: House _____ Apartment _____ Mobile Home _____ Rooms _____

Does the child have his/her own room? _____

Does the child dress self? _____

Which hand does the child prefer to use? _____

What is the child's bedtime? _____ What time does he/she get up? _____

Does the child take naps? _____ Time of day _____

Do you have any concerns about your child's sleep habits? _____

Does your child enjoy eating? _____ Is your child usually hungry at meals? _____

Usual time for meals: Breakfast _____ Lunch _____ Supper _____ Snacks _____

Does the child feed him/herself? _____ With spoon _____

Fork _____ Hands _____

Do you have any particular concerns about your child's eating habits? _____

Is your child toilet trained for urinating? _____ Bowels? _____

Does he/she indicate bathroom needs? _____

Does your child need help with Toileting? _____

Has your child had group play experience? _____

Where and what type? _____

Does the child have neighborhood playmates? _____

Does the child attend Sunday School? _____ Name of church _____

Is the child enrolled in any special group? (music, dancing, etc.) _____

How does your child get along with other children? _____ With adults? _____

What upsets him/her? _____

What makes him/her angry? _____

How does he/she handle anger? _____

What kind of discipline is used at home? _____

Who usually disciplines the child? _____

Does the child have a special security item? _____

What are the child's favorite TV programs? _____

What are the child's favorite toys? _____

What are the child's favorite indoor activities? _____

Has the child had experiences with: scissors _____ easel painting _____ finger painting _____

blocks _____ water play _____ clay _____

Paste _____ Music _____ cooking _____ books _____?

Does the child have pets? _____

Describe his/her special interests _____

Are there additional circumstances or information regarding your child that you would like for us to be aware of?

How does the child feel about going to school? _____

In what particular ways would you like us to help your child? _____

Date _____

ULTIMATE LIFE PRESCHOOL ACADEMY

Ministry of Ultimate Life Church
377 Carowinds Blvd., Suite 125
Fort Mill, SC 29708
P.O. Box 7208
Charlotte, NC 28241
Ph: 803-802-2641

PARENT INFORMATION PACK 2013-2014

Welcome to Ultimate Life Preschool Academy! We are a new school and are especially delighted to have you as a part of our class. We hope that you will tell others in the community about us. Please familiarize yourself with our school and its policies by reading this information and keeping it for referral during the year. If you have questions that are not answered in this packet, or if you have questions or concerns during the year, please see or call the Director at 803-802-2641.

Purpose

The Ultimate Life Preschool Academy and Mother's Morning Out are a non-profit organization sponsored by Ultimate Life Church. The Preschool and Mother's Morning Out are designed to meet the special needs of young children and their parents.

Philosophy

Being at the Ultimate Life Preschool Academy should be an enjoyable and nurturing experience for each child. From this simple concept our philosophy radiates. As we are often a child's first encounter with formal learning, we are concerned with each child developing attitudes about learning and people, as well as developing skills. We focus upon learning how to learn. We are most concerned with the process of learning as opposed to the products. Children master per-academic skills as a function of maturation. The critical prerequisites to academic skills are often the social-emotional areas of development. Our goal is to match the experience we provide with each child's individual style of learning by providing developmentally appropriate learning experiences for all ages. It is our goal that every child leave Ultimate Life Academy with all necessary academic and maturational readiness skills to succeed in his/her next academic setting.

Program

We can best describe our program as following the "whole child" approach to working with young children. This means that daily activities are planned to meet the social, emotional, physical, spiritual and cognitive needs of children. The program is child centered with careful guidance by the teacher. The children are allowed time to freely explore their world, play with interesting equipment, use their muscles, listen to stories and music, and interact with adults and other children. The teacher strives to create an atmosphere in which children can develop confidence and a good, healthy view of themselves and others as individuals. The daily schedule is planned to provide a certain amount of order to a child's world and an alternation between child-initiated and teacher directed activities. However, this schedule is viewed as being flexible, and teachers try to adapt the program to the needs of the children.

Daily Activities

The children are greeted warmly at the beginning of each day by the teachers. The greeting seems to set a tone for the day and the children realize that the school is a secure and happy place to spend their day.

Learning centers include creative arts, music and rhythm, language arts, dramatic play, science, mathematics and social studies to enhance the development of readiness skills. Group times include songs, finger plays and stories: indoor as well as outdoor activities provide opportunities to use and develop large and small muscles. The curriculum is planned by the

teachers in conjunction with the Director. The creative curriculum model used integrates the learning centers, large and small group activities, a print-rich environment and teachers who act as facilitators in the children's developmentally appropriate learning experiences. Teachers frequently incorporate a theme or unit approach to their classroom activities, Bible stories and Christian character building stories are regularly incorporated into the curriculum and daily life experiences of the children.

Enrollment

ULA operates on a ten month program corresponding as closely as possible to the beginning and ending date of the public schools. Applications for enrollment can be made by contacting the Director at 803-802-2641 or by visiting the school and completing an enrollment application.

Acceptance for enrollment is based on the date the application is submitted, but preference is given to children of church members, siblings already attending Ultimate Life Church and staff. There is a non-refundable annual registration fee of \$50.00 Limited scholarship assistance is available so applications may be made for consideration by contacting the Director at 803-802-2641

Arrival

Hours of operation at ULA are 9:00 a.m. until to 3:00 p.m., in a few limited circumstances, extended day services may be available. Please bring your child to school in the morning by 9:30 a.m. if possible. We want him/her to be able to take advantage of all of our activities. We are not responsible for children who are not accompanied to the classrooms or playground where his/her teacher can be made aware the child has arrived. Please be sure to sign your children In on the sign-in sheet each morning

Picking up Children

Please make sure that your child is picked up by 3 p.m. If you see that you are running late, please call the Center. A late fee of \$5.00 per half hour per child will be charged and should be paid at the time the child is picked up. We will only allow your child to leave with a person listed on your permission form. *ID or password will be required until we can recognize the person* We must have written notice if other arrangements are made. Please be sure to sign your child/ren OUT each afternoon.

Absences

If your child is going to be absent or extremely late arriving at the Center, please let the teacher know.

Sickness

A child should be kept at home whenever there are symptoms of illness. If your child develops nausea, diarrhea, or fever while at school, you will be called and expected to come get your child. If a child is well enough to come to school, he should be able to participate in all activities, both indoors and outdoors. A child who has been sick should be fever free 24 hours without a fever reducing medication before he/she returns to school. If your child required a doctor's visit for an illness or rash, please bring back a form that states what it is, whether it is contagious or not, and when it is all right for the child to return. The same would apply for a prescription. The form would say what the medicine is for and include the above information. The doctor's offices have these preprinted statements, so it will not add to your cost or inconvenience. If a child is taken from the Center during the day due to illness, he/she may not return the same day without a note from the doctor verifying the child is well/non-contagious. The teacher will post information about any contagious illness within the class as soon as she is notified of them.

Medication

The children may have medication given to them by the staff providing the following regulations are observed:
The parent is to present a written statement stating the child's name of medication, dosage and time(s) it is to be given, As well as the length of time medication is to be given. The parent should indicate side effects, if any. All information should be recorded on the Medicine Sheet that is posted in each classroom. Medication must be in a container labeled with the child's name and given directly to the teacher, not in the child's lunch box or locker.

Parental Permission/Emergency Procedure

ULPA requires that the following forms be on file in our office before a child attends our school:

- Permission/Emergency information Form
- Health Record

Home and Development Information

DHEC Immunization Form

Declaration that parents have read the Parent's Information and agree to follow the school's policies.

If an accident should occur or a child becomes ill at school, the following steps will be taken

(according to the permission form signed by the parents):

The teacher or director will:

Attempt to contact the parent

Attempt to contact the parent through alternate names listed by parents

Attempt to contact the child's physician.

If the staff is unable to contact the parent or the child's physician, they will call another physician, call an ambulance, or have the child taken to the hospital in the company of a staff member. In the event the staff is unable to contact the parent and seeks treatment from the physician or the hospital, the parent will be responsible for the medical expenses resulting from the treatment.

Ultimate Life Academy will not accept responsibility for any problems resulting from incomplete or incorrect information given by the child's parents.

Operation Schedule

ULPA will operate on the Fort Mill public school schedule. Labor day through Memorial Day.

Inclement Weather if the public schools announce a closing before opening time of school, we will also close. Listen on WRHI 1340 AM radio and WSOC TV, WBTV and CN2 for Announcements. We will make every attempt to announce the evening before.

Generally if the public schools in our district are closed, we will be too. If the public schools have a delayed opening we may also have a delayed opening. If the schools close early, we will try to remain open, but will close early if driving becomes too dangerous. Please tune into WRHI for announcements. Closing decisions will be made by the Director or jointly by the Director and Pastors.

Clothing and Mats

Due to the wide variety of activities planned during the school's day, your child may often have spills or get dirty. It would make him/her feel better to be dressed in comfortable, washable clothes. During the winter months, your child should be dressed warmly for outdoor play.

Long dresses, boots, flip flops, and other sandals without straps around the heel often restrict movement and can be dangerous to your child. Besides making playground play more difficult and dangerous, there are many times during indoor play when they create problems (fingers and toes are stepped on; boots are used for kicking, etc.). Please be certain that your child's clothing is easily managed by the child. One piece overalls or clothes that fasten in back are difficult for your child to manage independently. Jewelry is easily lost or broken and can be dangerous to the child if caught on climbing equipment, etc.

A complete change of clothes must be kept in your child's locker in case of accidents. This includes socks, underpants, outer pants and shirt or dress, and shoes. Remember that as the weather changes and your child grows, appropriate clothing will be needed. When the spare clothes are worn home, a second set needs to be sent the following day. Please include a plastic bag with your child's name and extra clothes. If your child needs to be changed during the day and there are no extra clothes in his/her locker, the teacher will call you to ask you to bring some immediately. Please put your child's name inside his/her clothing so that garments will not be lost or exchanged with those of other children. Kindergarten mats inside a pillow case, child's blanket, favorite security item (i.e. doll, teddy bear, etc.), will be used for the rest time. Please label everything!

Toys

We request that you not allow your child to bring his/her toys from home, with the exception of a security item to use during rest time. The Center has a wide variety of toys available. Toys from home frequently get lost or broken. Toy guns and knives encourage aggressive and inappropriate play and will not be allowed at ULPA. Show and Tell or special requests from the teachers will be announced with notices by the teachers.

Birthday Celebrations

We encourage the celebrations of birthdays at school. This is an excellent time for parents and/or grandparents to visit our school. Refreshments may be served. Please do not bring elaborate decorations. Please let the teacher know of your plans for birthday Celebrations several days in advance. If you are planning a party for your child at home, please do not send invitations to school unless all of the children in the class are invited.

Field Trips

The older children(older threes and fours) go on various field trips during the year. We normally use the church minibus, or occasionally teacher's and parent's vehicle, in which seat belts are always used. You will be notified in advance of trips. We hope to take monthly field trips and have Chapel weekly.

Changes in Information

Please notify your child's teacher of any changes in the family information you have given us. Any changes in the home such as moves, change of jobs, deaths, illnesses or absences of family members that could be upsetting to the child should be reported to the teacher. Please be certain we have current telephone numbers so that we can reach you.

Withdrawal

If it becomes necessary to withdraw your child from the program, please inform the Director at least three weeks in advance. If you wish to reapply after withdrawing, your child's name will be put on the waiting list. If a place is available, the registration fee of \$50.00 must be paid at the time of re-enrollment.

Lunch and Snacks

A snack will be served each morning and afternoon. We also plan cooking experiences for the children. Snacks are served at midmorning and are not a substitute for breakfast. Please be sure your child has a nutritious breakfast before coming to school. You are responsible for sending a lunch with your child. We have refrigerators for items that need to be kept cold; Please make sure that the food is labeled with your child's name. We have a microwave, but food may only be warmed, not cooked (such as in frozen dinners that may take 7-10 minutes). Be sure all food to be heated in a microwaveable container with your child's name on it. The Center provides milk, juice or water for lunch. Please do not send too many sweets in your child's lunch box. Food that is not eaten will be placed back in the lunch box (when possible) to let you know what was not eaten.

Fee Schedule

Monthly fees are due on the first school day of each month. If the tuition is more than on week past due, a \$15.00 fee will be added to the payment. If you have made arrangements to pay on any other schedule than during that first week of the month, the payment is due on the exact day you have arranged, or there will be a \$15.00 late fee. If payment has not been paid in full within 10 days the child/ren may not return until the bill has been paid in full.

\$50.00 is due at the time of registration and is not refundable. Families with two or more children attending full time pay full tuition for the most expensive class and receive a 10% tuition discount on the other class.

You may give your tuition to the person in the office, to the Director or put the tuition in the tuition drop box in the class. A tuition drop box is provided in each room for paying fees but please do not put cash in it. If you pay in cash be sure you get a receipt in case of a lost payment. If it is more convenient, you may mail your checks to Ultimate Life Academy, P.O. Box 7208, Charlotte, NC 28241. Please put your child's name and date of pay period on the check.

We do not send statements, but late notices will be sent home. A child cannot begin a new session until all tuition and late pay and pick up fees are paid in full. Teachers salaries, utilities, equipment, and other necessary materials depend upon prompt payment of fees. We have the right to dismiss a child whose payments are more that two weeks in arrears.

The Director will be happy to answer questions you may have about tuition.

Ultimate Life Academy Contact Phone Numbers

Church 803-802-2641

Sandy Brazil, Director Home 803-329-1396

**ULTIMATE LIFE PRESCHOOL ACADEMY
HEALTH INFORMATION FORM**

Date _____

Name of child _____

Injuries of operations (Explain and give date) _____

Allergies _____

Treatment required and how often _____

Restricted diet? How? _____

Has your child had an eye test? _____ Date _____

Results _____

Has your child had a hearing test? _____

Results _____

Does your child have any health problems that might affect his/her behavior or restrict full participation in the preschool program?

_____ Diseases that child has had: (Please check all that apply).

Disease	Year
<input type="checkbox"/> Measles	_____
<input type="checkbox"/> Soar Throat	_____
<input type="checkbox"/> Hay Fever	_____
<input type="checkbox"/> Headaches	_____
<input type="checkbox"/> German Measles	_____
<input type="checkbox"/> Convulsions or Seizures	_____
<input type="checkbox"/> Asthma	_____
<input type="checkbox"/> Ear Infection	_____
<input type="checkbox"/> Mumps	_____
<input type="checkbox"/> Rheumatic	_____
<input type="checkbox"/> Worms (type)	_____
<input type="checkbox"/> Chickenpox	_____
<input type="checkbox"/> Heart Disease	_____
<input type="checkbox"/> Hernia	_____

SOUTH CAROLINA DEPARTMENT OF SOCIAL SERVICES GENERAL RECORD AND STATEMENT OF CHILD'S HEALTH

Instruction: This form is to be completed for each child at the time of enrollment and maintained on file at the facility.

GENERAL INFORMATION: (COMPLETED BY PARENT OR GUARDIAN)

NAME OF FACILITY _____ COUNTY _____
ADDRESS _____
_____ ZIP _____

NAME OF CHILD _____ _____ _____ _____
--

ADDRESS _____

_____ ZIP _____
DATE OF BIRTH _____ ENROLLMENT DATE _____
NAME OF PARENT OR GUARDIAN _____
NAME OF PERSON(S) RESPONSIBLE IF PARENTS ARE _____

UNAVAILABLE _____

ADDRESS _____
TELEPHONE NUMBER(S) _____
FAMILY CODE WORDS _____
IS CHILD CURRENTLY ENROLLED IN SCHOOL? YES NO
NAME OF FAMILY PHYSICIAN OR HEALTH RESOURCE _____

ADDRESS _____
_____ ZIP _____
TELEPHONE NUMBER(S) _____

**A REGULAR HEALTH INFORMATION: (COMPLETED BY PARENT OR GUARDIAN)
MY CHILD HAS THE FOLLOWING HEALTH CONDITIONS SUCH AS ALLERGIES, ASTHMA,
DIABETES, EPILEPSY, ETC. AND OR TAKES THE FOLLOWING MEDICATIONS ON BASIS.)**

ADDITIONAL COMMENTS:

CERTIFICATE OF IMMUNIZATION: YES NO
CERTIFY THAT TO THE BEST OF MY KNOWLEDGE _____
IS IN GOOD MENTAL AND PHYSICAL HEALTH AND ABLE TO PARTICIIPATE IN PRESCHOOL PROGRAM.
PROGRAM AT _____

NAME OF DAY CARE FACILITY _____

SIGNATURE: _____ DATE: _____
PARENT(S) OR GUARDIAN(S)

SIGNATURE: _____ DATE: _____
DIRECTOR/OPERATOR OR STAFF DESIGEE

ULTIMATE LIFE PRESCHOOL ACADEMY

PERMISSION/EMERGENCY FORM PART 1

CHILD'S NAME: _____ NAME CALLED: _____

DATE OF BIRTH: _____ SEX: _____ HOME PHONE: _____

HOME ADDRESS: _____

MOTHER'S WORK: _____ PHONE: _____

FATHER'S WORK: _____ PHONE: _____

PLEASE MARK WITH AN ASTERISH (*) THE PARENT AND NUMBER WE SHOULD CALL FIRST IN THE EVENT OF ILLNESS OR ACCIDENT.

PLEASE CALL THESE ALTERNATE PERSONS WHEN THE PARENTS CANNOT BE REACHED:

NAME: _____ PHONE: _____

NAME: _____ PHONE: _____

Under no circumstances will the school Staff allow your child to leave the school for the day with any persons other than those you indicate below unless notified in writing or by phone. Driver's license identification may be required Code Word for verification is _____.

NAME ADDRESS PHONE #

NAME ADDRESS PHONE #

NAME ADDRESS PHONE #

**ULTIMATE LIFE PRESCHOOL ACADEMY
PERMISSION/EMERGENCY FORM
PART 2**

Allergies: _____

Doctor: _____ Phone: _____

I grant permission for my child to:

1. use all of the play equipment and participate in all activities of ULTIAMTE LIFE ACADEMY.
2. leave the School premises under proper supervision for walks or field trips in an authorized vehicle.
3. be included in evaluations and pictures connected with the program. Evaluations will be discussed with parents upon request.
4. to have medication administered by the staff written authorization and proper instructions provided by me as the need arises throughout the year.

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

1. attempt to contact a parent
2. attempt to contact a physician
3. attempt to contact you through any of the alternate persons listed above
4. if we cannot contact you or your child's physician, we will do any of the following:
Call another physician, call an ambulance or have the child taken to the hospital in the company of a staff member.

Parents(s) Signature Date

Parent(s) Signature Date

ULTIMATE LIFE PRESCHOOL ACADEMY DISRUPTIVE CHILD POLICY

For the optimum learning environment to exist, at least a minimum level of behavior must be maintained at all times in the classroom. Parents and children should be aware of the consequences if disruptive behavior occurs.

Any chronic and severe behavior that disrupts a classroom and interferes with the day's activities may result in removal of the child from the group until he or she can regain control of his or her behavior. A call or note from the teacher detailing the problem will be sent home with the child that day. The note will be acknowledged by a parent and returned the following day.

Repeated offenses will result in a mandatory Parent-Teacher-Director conference in which an individual plan will be formulated to improve the behavior of the child.

If behavior of the child does not improve significantly after implementation of this plan, another conference will be scheduled. Outside professional counseling and referrals may be required to determine if there is a medical or other reason for the continued behavior problems.

In the extreme case of one child inflicting bodily harm to another, for example biting, fighting, or any other kind of physical aggression, the parents of the offending child may be called and expected to come and pick that child up immediately. A conference will be scheduled later to discuss the occurrence.

If a child's behavior is severely disruptive and does not improve after implementation of the above mentioned steps, he or she may be dismissed by the Director from the school. This is never our desire and will be done only in extreme situations when it is determined that we cannot adequately meet your child's needs in our school.

Generally uncooperative, noncompliant or mildly disruptive behavior is usually handled by the classroom teachers. Positive reinforcement, redirection, natural consequences, cause and effect, and discussion are the methods used most frequently. A brief time-out or a trip to the office to talk with Mrs. Brazil about the incident may be employed as well as a note or talk with the child's parents. Children are confronted with many situations throughout their day and are not expected to respond appropriately in every situation. They are, after all, growing and learning more everyday about how to become a social being in a sometimes complicated world. Some of our goals at ULPA are to encourage them to become kind, caring, thoughtful, sharing, competent, self-controlled, likeable little people.

Parent(s) Signature

Date

Parent(s) Signature

Date

Director: Sandra C. Brazil
Home: 803.329.1369