

**PEOPLES SETTLEMENT ASSOCIATION  
(302) 658-4133**

**2007-2008 SCHOOL YEAR  
SCHOOL BEGINS AUGUST 27, 2007**



**WHAT DO I NEED TO ENROLL MY CHILD FOR PRESCHOOL?  
(PRESCHOOL 3YRS TO 5YRS)**

- 1. \$5.00 PROCESSING FEE -DUE WHEN APPLICATION RETURNED**
- 2. CURRENT PHYSICAL W/LEAD SCREENING**
- 3. 2 WEEK PAYMENT OF \$200.00 OR PURCHASE OF CARE AGREEMENT WITH 2-WEEK PAYMENT OF CO-PAY**

**WHAT DO I NEED TO ENROLL MY CHILD FOR  
KINDERGARTEN?  
(STUDENT MUST BE 5YRS OLD BY SEPTEMBER 14, 2007)**

- 1. COPY OF BIRTH CERTIFICATE**
- 2. CURRENT PHYSICAL W/LEAD SCREENING**
- 3. 2 WEEK PAYMENT OF \$200.00 OR PURCHASE OF CARE AGREEMENT WITH 2-WEEK PAYMENT OF CO-PAY**
- 4. \$5.00 PROCESSING FEE - DUE WHEN APPLICATION RETURNED**

**WHAT DO I NEED TO ENROLL MY CHILD FOR  
BEFORE/AFTERCARE?**

- 1. \$5.00 PROCESSING FEE -DUE WHEN APPLICATION RETURNED**
- 2. CURRENT PHYSICAL**
- 3. 2 WEEK CO-PAYMENT OF \$ 80.00 for Before Care or Purchase of Care**
- 4. 2 WEEK CO-PAYMENT OF \$100.00 for After Care or Purchase of Care**
- 5. 2 WEEK CO-PAYMENT OF \$120.00 for Before/Aftercare  
or Purchase of care**

Executive Director  
Business Manager  
Child Care Director  
Office Manager  
Before/After Care Manager

Keith Lake  
Jerry Howell  
Crystal Williams  
Nina Johnson  
Renee Young

# PEOPLES SETTLEMENT ASSOCIATION

408 East 8<sup>th</sup> Street  
Wilmington, DE 19801  
Phone (302) 658-4133 Fax (302) 658-7406  
www.psassociation.org

Program applying for: ( ) Before care ( ) After care

SCHOOL STUDENT ATTENDS \_\_\_\_\_  
GRADE \_\_\_\_\_ Phone \_\_\_\_\_

( ) Preschool ( ) Kindergarten

## APPLICATION FOR ADMISSION FOR 2007-2008



Date: \_\_\_\_\_

Full name of applicant \_\_\_\_\_  
First M.I. Last

Sex \_\_\_\_\_ Date of Birth \_\_\_\_\_ Age: \_\_\_\_\_

### Parent/Guardian Information

Mother \_\_\_\_\_  
First Last Relationship

Home Address \_\_\_\_\_  
Street Apt# City State Zip

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell# \_\_\_\_\_

Father \_\_\_\_\_  
First Last Relationship

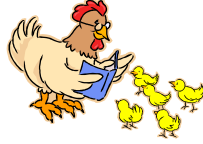
Home Address \_\_\_\_\_  
Street Apt# City State Zip

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell# \_\_\_\_\_

### Official use only

Processing fee paid \_\_\_\_\_ Receipt # \_\_\_\_\_





**CHILDREN WILL ONLY BE RELEASED TO PERSONS ON THE AUTHORIZED LIST! (NO EXCEPTIONS)**

**Authorized Pick Up**

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

Who is authorized to pick up your child: (Children will only be released to the listed individuals, All persons authorized **MUST BE** 18 yrs or older with valid I.D. For security purposes we will not accept phone calls for permission to release a child to an unauthorized person (Someone not listed).

**Children are not permitted to walk home.**

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_



4 Digit Security Code \_\_\_\_\_

(Please make sure all listed persons know the 4-digit security code).  
(We have the right to ask for identification at any time – please have identification available)

**Authorized Pick Up List**

1. \_\_\_\_\_ (Relationship) \_\_\_\_\_ Phone \_\_\_\_\_
2. \_\_\_\_\_ (Relationship) \_\_\_\_\_ Phone \_\_\_\_\_
3. \_\_\_\_\_ (Relationship) \_\_\_\_\_ Phone \_\_\_\_\_
4. \_\_\_\_\_ (Relationship) \_\_\_\_\_ Phone \_\_\_\_\_
5. \_\_\_\_\_ (Relationship) \_\_\_\_\_ Phone \_\_\_\_\_
6. \_\_\_\_\_ (Relationship) \_\_\_\_\_ Phone \_\_\_\_\_

**\*\*Please make all changes at the office\*\***



## Medical Release

In the event of a medical emergency I, the parent/guardian of \_\_\_\_\_ do authorize Peoples Settlement Association to seek medical treatment for my child.

I agree to assume all expenses for moving and medically treating my child. My consent includes any treatment deemed necessary. Including but not limited to surgery, diagnostic procedures, or the administering of anesthesia.

I understand every attempt will be made to contact me at the numbers listed. This agreement will remain in effect as long as my child is in attendance at Peoples Settlement Association.

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

\_\_\_\_\_  
**Date**

**Does your child have any allergies including medication? \_\_\_\_\_ If yes please list below.**

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

**Date of last physical? \_\_\_\_\_ (Must be within 1 year for children 5yrs & under)**

**Doctor's Name \_\_\_\_\_ Phone# \_\_\_\_\_**

**Insurance \_\_\_\_\_ I.D. # \_\_\_\_\_**

Is your child allergic to any medications? \_\_\_\_\_ If yes, please list what. \_\_\_\_\_  
Yes or No

Is your child taking any medication(s)? \_\_\_\_\_ If yes, please list what. \_\_\_\_\_

\_\_\_\_\_  
**All children must have a physical before they are able to attend.**

**\*\*\*PLEASE LIST ANY FOOD ALLERGIES\*\*\*\***

\_\_\_\_\_  
**MEDICATION MUST BE BROUGHT TO THE OFFICE – MEDICATION CANNOT BE ADMINISTERED WITH OUT A PHYSICIAN'S NOTE. MEDICATION MUST BE IN Its ORIGINAL CONTAINER**

**Preschool/Kindergarten/Before/Aftercare: Rules& Regulations:**

1. No Fighting (1st offense will result expulsion).
2. No Cursing (1st offense will result in expulsion).
3. No stealing (1st offense will result in expulsion).
4. Defiance or disrespectful behavior toward staff or other children will not be tolerated.
5. Kids are encouraged to participate in all activities.
6. We will not be responsible for lost or stolen jewelry.
7. Children should be dressed in appropriate uniform attire everyday unless specified by Director. (Children will be sent home if they're not in uniform)
8. Children must be signed in and out by an adult. **18YRS or OLDER**
9. Children must arrive on time.
10. Late children will not be excepted unless doctor's note is presented at the time of drop off.

**NO OUTSIDE FOOD/BEVERAGES IS ALLOWED IN SCHOOL. STUDENTS ON A SPECIAL DIET MUST FILL OUT FORM AT THE OFFICE.**

I \_\_\_\_\_ have read and understand the rules and regulation policy for Peoples Settlement Child Care Program and will comply with all the rules and regulations that are listed above. I pledge my full cooperation and participation while my child is enrolled in Peoples Settlement Child Care Program.

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

Signature of Parent \_\_\_\_\_

Date \_\_\_\_\_

## Peoples Settlement Association Financial Policy for Child Care

### Payments & Fees

\*\*\*\*Each application requires a non – refundable \$5.00 processing fee  
(Due when application is returned)

\*\*\*\*A 10-day payment of tuition is required before student begins.

\*\*\*\*Payments are due on the 1<sup>st</sup> and the 15<sup>th</sup> of the month. A late fee of \$15.00 will be charged to your child's account after each due date, if tuition is not paid.

A five-day grace period is given before late fees are assessed. \*\*Example – pay by the 5<sup>th</sup> for ½ tuition and pay by the 20<sup>th</sup> for the remaining tuition.

### Tuition Fees

****Before Care	- \$160.00 a month	\$40.00 weekly	**Students receive breakfast
****After Care	- \$200.00 a month	\$50.00 weekly	**Students receive dinner.
****Before & Aftercare	- \$240.00 a month	\$60.00 weekly	**Students receive breakfast and dinner.
****Preschool	- \$400.00 a month	\$100.00 weekly	**Students receive breakfast, lunch & snack
****Kindergarten	- \$400.00 a month	\$100.00 weekly	** Students receive breakfast, lunch & snack

All programs are billed on a monthly basis.

Parents are required to pay for any student absent days, ½ days, in –service days, inclement weather, and Holidays.

### Statements

\*\*The statement will reflect year to date billing, trip fees, payment history, in addition to current months billing and/or previous months late fees. Statements will be ready by the 5<sup>th</sup> of every month and then submitted to each parent.

\*\*The business manager will produce statements at the end of each month.

\*\*The Business Manager, Executive Director, Child Care Director, will analyze statements and - accounts 30 past due will be removed from the program.

\*\*The Child Care Director will issue statements each month to parents.

### Purchase of Care

\*\* Parents must pay in full their daily rates as specified by the Division of Social Services.

\*\* Parents are required to keep their purchase of care current. Reminder notices will be given.

\*\* If the Purchase of Care authorization expires, it is up to the parent to renew the authorization within 5 business days. (The student may lose his/her spot after 5 business days). The parent has the option to be billed at our regular rate to keep the student from missing school. A 5-day rate will be due prior to starting.

\*\*The Division of Social Services will not pay our processing fee of \$5.00

\*\*No verbal authorizations will be taken from the Division of Social Services. Our site # is 1700006100



**School supplies needed by September 7, 2007 for  
Preschool and Kindergarten**

Blanket

Change of Clothes

*School Uniform (must be worn everyday)*

*Red uniform shirt & navy pants/skirt*

Crayons (16 pack)

1 box of tissues \*\*\*

Hand Sanitizer \*\*\*

Markers (8pack)

1 Book bag

Scissors (child safety only)

3 glue sticks

The above items will be shared with classmates  
throughout the school year. \*\*\*

**\*\*SCHOOL UNIFORM MUST BE WORN EVERDAY\*\***

**Peoples Settlement Association**  
408 East 8<sup>th</sup> Street  
Wilmington, DE 19801  
Phone 302-658-4133 Fax 302-658-7406  
[www.psassociation.org](http://www.psassociation.org)



# “Walking” Trip Permission Slip

---

is hereby given permission to participate in spontaneous, walking field trips throughout the school year. I understand that each trip will take place in the neighborhood area (weather permitting) and the teachers will always supervise the children.

Signature of parent or guardian \_\_\_\_\_

Date signed \_\_\_\_\_

# Peoples Settlement Association



## Hours of Operation

All programs are Monday through Friday

### Preschool and Kindergarten

6:30 a.m. to 5:30 p.m.

**\*\*Students must be in school by 9:00 a.m.\*\*  
(No admittance after 9:00 a.m. without a physician's note)**

Breakfast ends at 8:50 a.m.

### Before Care

6:30 a.m. to 9:00 a.m.

### After Care

Elementary students only –When school's out closing time is 5:00 p.m.

3:00 p.m. to 6:00 p.m.

**Any students not picked up by the closing times will be assessed a late  
fee of \$1.00 a minute.**

**This fee is due the next business day (cash only)**

# Uniform Policy

We have a uniform policy at Peoples Settlement Academy. Please follow the guidelines when dressing your child/children for school daily. This Policy applies to Peoples Settlement Academy's Preschool and Kindergarten Programs.

**No student will be accepted without his or her uniform.**

## Boys

Navy Blue - Pants/Short

Red Tops Only

Navy or White Socks

Blue/Black Shoes/Sneakers

## Girls

Navy Blue - Shorts/Skirts/Skorts/Jumper

Red Tops Only

Navy or White Socks/Stockings

Blue/Black Shoes/Sneakers

**\*\* T-shirts, sweat pants and jeans  
are not appropriate uniform attire. \*\***

Should you have any question regarding the above, please contact the Child Care Office.

- Red tops are located at Target, K-Mart, Walmart, Foreman Mills, Sears