



## PRESCHOOL

1. Go to **www.LaurelwoodPreschool.com**
2. Click on “**Accepted Students**”
3. Click on “**Admission Forms**”
4. Download Forms 1-5 (**13 pages total**).
5. Print & complete all of the requested information on each form.
6. Collect items 6-9 (as described below) from your healthcare provider.
7. Scan (or take photos, if you do not have a scanner) of all of the forms and supporting documentation.
8. Email the electronic copies of the forms and supporting documentation to the Administrative Manager (manager@laurelwoodpreschool.com). **Please include your student’s name and teacher in your email.**
9. Pay the April 2022 tuition plus \$40.00 cleaning deposit via PayPal. April & May 2022 tuition is collected early, as a deposit for the year. This deposit is refunded **ONLY** if withdraw notice is given on or before September 1, 2021, regardless of admission date.
 

<b>EC</b>	<b>\$250.00</b>	= (\$210 EC tuition + \$40 Cleaning Deposit)
<b>PK</b>	<b>\$305.00</b>	= (\$265 PK tuition + \$40 Cleaning Deposit)
<b>5 DAY PK</b>	<b>\$510.00</b>	= (\$470 PK5D tuition + \$40 Cleaning Deposit)
10. Bring your paper copies of the forms and supporting documentation to your scheduled Meet & Greet. **Please bring COPIES of birth certificates and immunization records—not originals.**

**FORMS – ALL STUDENTS**

1. **Payment for April 2022 Tuition & \$40.00 Cleaning Deposit:** Please submit your PayPal receipt.
2. **Admissions Agreement** (7 pages)
 

Family Information	Admissions Agreement	Privacy & Information Policy
Insurance Waiver	Statement of Responsibility	General Permission Forms
Parent Health Verification	Adult Flu Vaccine Declaration	Medical Authorization
Biting Policy	Bathroom Policy	Parent Involvement Policy
Student Behavior Policy	Photo Policy	Handbook Acknowledgement
3. **Emergency and Disaster Release Cards** (2 pages)
4. **Acknowledgment of Parent's Right Notification** (1 page)
5. **State of California Personal Rights** (1 page)

**FORMS - NEW STUDENTS ONLY**

6. **Doctor’s Physical Form:** A physical must be completed by a doctor within 1 year of enrollment.
7. **Child’s Immunization History:** Record must include the following minimum required dosages:
 

<b>DTP: 4 doses</b>	<b>Hib Meningitis: 1 dose</b>	<b>Measles,mumps,rubella: 1 dose</b>
<b>Polio: 3 doses</b>	<b>Varicella: 1 dose</b>	<b>Hepatitis B: 3-dose series</b>
8. **Birth Certificate** of the child.
9. **ADULT Volunteer Immunizations:** These vaccines are required for **ANY ADULT** (parents, grandparent, babysitter, etc) who will be working in the classroom.
  - **Adult TB Test:** Result provided must be dated within ONE YEAR of enrollment.
  - **Adult Pertussis:** Immunization record or blood test.
  - **Adult Measles:** Immunization record or blood test.
  - **Adult COVID-19:** Immunization record of completed single-dose or two-dose vaccine.