



ADMISSION FORMS CHECKLIST **Due August 1st**

1. Go to **LaurelwoodPreschool.com**
2. Click on "**Accepted Students**"
3. Click on "**Admission Forms**"
4. Download forms 1 - 5 from the website and print them
5. Complete all requested information on each form and sign as required
6. Collect items 5-8 from your healthcare provider.
7. Upload all completed forms, including items from your healthcare provider, onto the 'Documents' section in the Procure portal ASAP.
8. Pay applicable tuition/fees on Procure
9. If there are items you cannot provide by August 1st, please notify the Administrative Manager as soon as possible. All documents are required **PRIOR** to your child being allowed to attend school.

FORMS – ALL STUDENTS

1. **Payment for May and April 2024 Tuition & Cleaning Deposit (online)**

April and May 2024 Tuition is collected with the cleaning fee at the time admission forms are due to confirm your child's placement in the class. Payments are made on Procure.

Tuition refunded ONLY if withdrawal notice is given by **December 1, 2023** – regardless of admission date.

EC **\$590.00** = (\$275 EC tuition (x2) + \$40 Cleaning Deposit)

PK **\$690.00** = (\$325 PK tuition (x2) + \$40 Cleaning Deposit)

5 DAY PK **\$1,104.00** = (\$525 5DPK tuition (x2) + \$40 Cleaning Deposit)

2. **Policies, Permissions, Agreements (9 Pages)**

- Family Information
- Admissions Agreement
- Privacy & Information
- Statement of Responsibility
- Parent Involvement Policy
- Photo Policy
- Biting Policy
- Emergency Card
- Disaster Release Card

3. An **Acknowledgment of Parent's Right Notification**

4. A **State of California Personal Rights**

NEW STUDENTS ONLY

5. **Doctor's Physical**

Children need a physical examination completed by a **doctor** within one year of enrollment.

6. **Child Immunization History**

Record must include the following minimum required dosages:

DTP - 4 doses

Hib Meningitis - 1 dose Measles, mumps, rubella - 1 dose

Polio - 3 doses

Varicella – 1 dose

Hepatitis B - 3-dose series

7. **Birth Certificate** for the child.

8. **ADULT Volunteer Immunizations:**

These vaccines are required for **ANY ADULT** (parents, grandparent, babysitter, etc) who will be working in the classroom

1. **Adult TB Test** – Result provided must be dated within ONE YEAR of enrollment
2. **Adult Pertussis** – Immunization Record or Blood Test
3. **Adult Measles** – Immunization Record or Blood Test
4. **Adult COVID-19** – Immunization Record of completed single-dose or two-dose vaccine

*Please be advised that Laurelwood Preschool resides on Laurelwood Elementary campus and is Santa Clara Unified School District property. All rules and regulations are subject to change.