



July 7, 2025

Dear Families:

It is time to complete registration for kindergarten! We are so glad that you have chosen to join our program and look forward to a year filled with lots of learning! Mrs. Ritscher, our kindergarten teacher, will be contacting you in August to schedule a home visit. These home visits help the children feel more comfortable with their new teacher and help transition them into the kindergarten classroom. There will also be a visit day before school begins.

Completing Registration

All the forms you will need to complete registration are available at the Northminster Learning Center's website. To access them, go online and visit **www.northminster.us** Follow the links to download the forms you will need. Please refer to the list below:

Materials Required for Enrollment

1. ___ Complete **Enrollment Form**-including info for emergency contacts
2. ___ Provide a **certified Birth Certificate** (we will make a copy if not on file)
3. ___ Return signed **Handbook Agreement** (handbook found at northminster.us)
4. ___ Return signed **Guidance Policy** (found in the packet)
5. ___ Return signed copy of **DCFS Verification of Receipt**. (Found in the packet) -DCFS standards can be found on our website northminster.us
6. ___ Complete **EFT** (Electronic Funds Transfer) form for August Pro-rated payment
7. ___ Provide A Copy of Your Child's: (the doctors have these forms)
 - **Kindergarten Physical**- must include immunizations, TB screening and lead screening.
 - **Eye Exam**
 - **Dental Exam**

***Your registration materials, including your child's physical must be received by Northminster office by Friday, August 1st.** Children will not be able to start school until the packet is completed as required by DCFS. If you have a date for an exam but have not yet been, provide us with the date.

Kindergarten Tuition

The August tuition payment will be a pro-rated amount of \$238 plus any before and aftercare fees that you might incur for that week. That amount will be billed August 15th. Your first full amount of \$625 a month plus before and aftercare will be billed starting September 15th.

Kindergarten Visit Day

Tuesday, August 19th you are welcome to bring your child for a kindergarten visit day. At this time, your child can bring in school supplies, see the classroom, visit with friends, and prepare to start the school year. As a parent, you may ask any questions you need answered and meet some of the other families. **The school supply list can be found at the end of the Kindergarten Handbook which can be found on our website.**

Kindergarten Start Day

Kindergarten begins on Wednesday, August 20th and class will be in session from 8:00 to 3:00 with after school program available until 5:30. Please let us know if you need before-care that week.

Important Events

- Tuesday, August 19th: Kindergarten Classroom Visit open 3:00-5:00 p.m.
- Wednesday, August 20th: First full day of school: 8:00 a.m. – 3:00 p.m.
- Monday, September 1st: Labor Day- no school

If you have any questions, please give us a call at the learning center (309-691-6322). Again, we look forward to working with your family.

Sincerely,

Michelle Lundquist

Michelle Lundquist, Director
Jessica Stanton, Associate Director
Northminster Learning Center

Northminster Presbyterian Church
10720 N. Knoxville Avenue
Peoria, IL 61615
Phone: 309-691-6322 ext. 2
Fax: 309-691-6031
Email: michellel@northminster.us
jessicas@northminster.us

AUTHORIZED PEOPLE THAT MAY PICK UP CHILD

Name _____ Phone _____

Name _____ Phone _____

Name _____ Phone _____

Name _____ Phone _____

Is there anyone who is specifically **NOT** authorized to remove your child from our care?

Name _____ Relationship _____

Signature of parent/guardian _____ **Date** _____

Medical Information

Child's Physician _____ Phone # _____

Primary Insurance & Policy # _____

Preferred Hospital if any _____

Does your child have any special medical needs/concerns? No _____ Yes _____

Is your child on any medications? No _____ Yes _____

Does your child have any food allergies or diet restrictions? No _____ Yes _____

Is your child a vegetarian (does not eat some sort of meat)? No _____ Yes _____

If Yes, what can your child **not** eat? Beef _____ Pork _____ Chicken _____ Other _____

What languages are spoken at home? _____

Signature of parent/guardian _____ **Date** _____

EMERGENCY CONTACT, when parent cannot be reached:

Name _____ Phone _____

Address _____ Relationship _____

Signature of parent/guardian _____ **Date** _____

Child's Name _____
Last First M.I.

Emergency Medical Care

In case of emergency medical or first aid care, treatment of illness or accident, I hereby consent to Northminster Learning Center to provide emergency medical care, through a hospital, clinic, and physician or by Northminster Learning Center staff.

Signature of parent/guardian _____ **Date** _____

Permission for Trips and Excursions

I hereby give consent to Northminster Learning Center for my child to participate in special excursions to places of interest, with the understanding that such trips are under supervision of authorized personnel of the program, and that all possible precautions will be taken to insure the health and safety of my child. In the event there is a field trip off the premises, you will have prior notice.

Signature of parent/guardian _____ **Date** _____

Photographs/Internet

Northminster Learning Center has my permission to use my child's likeness in photographs, film, video, & NLC's Social Media pages, and the internet for publicity purposes, advertising or for display in the church. I understand that my child's likeness or work **will not** be labeled with his/her full name.

Signature of parent/guardian _____ **Date** _____

Artwork/Projects

I hereby give consent to Northminster Learning Center to place my child's artwork/projects in photographs, film, video, & NLC's Social Media pages. I understand the child's first name & age may be included.

Signature of parent/guardian _____ **Date** _____

Payment of Fees

All fees are due on the 15th of the month when your tuition will be paid through EFT. Your payment will be transferred from your bank account or to your credit card. If funds are not available in your bank account, a \$25 late fee will be assessed. In the event you fail to pay all charges due within 60 days of our written notice and we must enforce our rights to collect unpaid fees, you must pay all charges, including collection agency fees, attorney fees, court costs, court reporter's fees for depositions and at trial, and others expenses we incur in enforcing our rights. **During the school year programming, you are responsible for tuition fees even when you choose not to send your child (ex. family vacation, illness etc.)**

Signature of parent/guardian _____ **Date** _____

2025-26 Program Selection Sheet

Curiosity Corner (\$210/month for 2 days a week or \$230/month for 3 days a week)

Please Mark: ☐ Monday/Tuesday Session ☐ Wednesday/Thursday Session

☐ Monday/Tuesday/Friday Session ☐ Wednesday/Thursday/Friday Session

Discovery Preschool Please Mark: ☐ AM Session ☐ PM Session

Age on Sept. 1, 2025: ☐ 3-year-old preschool student ☐ 4-year-old preschool student

Days of Attendance:

☐ 3-day program Tuesday, Wednesday, Thursday (\$230/month) PM only

☐ 4-day program Monday-Thursday (\$250/month)

☐ 5-day program Monday-Friday (\$261/month)

☐ Before School Care 7:30-8:30 (Additional \$60/month)

☐ After School Care 3:15- 5:30 p.m. (Additional \$272/month or \$20/day)

Full Day Discovery Preschool Please mark all that apply.

☐ Regular School schedule 8:00-3:00 (\$625/month)

☐ Before School Care 7:30 a.m. (Additional \$31/month)

☐ After School Care 3:00- 5:30 p.m. (Additional \$272/month or \$20/day)

Kindergarten Please mark all that apply.

☐ Regular School schedule 8:00-3:00 (\$625/month)

☐ Before School Care 7:30 a.m. (Additional \$31/month)

☐ After School Care 3:00- 5:30 p.m. (Additional \$272/month or \$20/day)

After School Program/Holiday Camp

☐ Full-time (\$90/week) ☐ Part-time (\$22/day) Days of Attendance: M T W TH F

☐ Holiday Camp only (\$38.00/day & \$27 for 1/2-day holiday camps)

Child's School: ☐ Banner ☐ Hickory Grove

Grade: ☐ K ☐ 1st ☐ 2nd ☐ 3rd ☐ 4th ☐ 5th

First Week of School Plan: Please mark if your child will attend/begin.

☐ My child will start Wednesday, Aug.14th for Regular After Care (3:00-5:30 pm)

Special Start Date _____

Comments:

Guidance Policy

Please read the following policy regarding guidance and behavior. If you agree to the policy, please date and sign the bottom of the form. This form must be included in your child's enrollment forms.

Guidance Procedures

Northminster Learning Center's philosophy in addition to the laws of the state of Illinois prohibits physical punishment. We positively guide children's behavior by creating a supportive environment that:

- Focuses on children's strengths.
- Encourages adults to form positive, authentic relationships with children.
- Makes a commitment to supporting child's play.
- Offers plenty of opportunity for children to make meaningful choices.
- Uses re-direction as a guidance technique.
- At times, ignores inappropriate behavior.
- Has a consistent, yet flexible daily schedule.
- Provides for both active and quiet times.
- Uses positive key phrases to guide children's behavior.
- Offers respectful reminders.
- Acknowledges each child's developmental stage.
- Adopts a problem-solving approach to conflict.
- Has age-appropriate expectations.
- Allows expression of feelings and emotions.

Due to the fact that these children are very young, we have chosen a few simple rules.

1. Follow safety rules.
2. Listen to your teachers.
3. Help others.

Children are entitled to a pleasant and safe environment in their classroom at Northminster Learning Center. When a child persistently exhibits negative behaviors or functions at a significantly lower developmental level than most children, the environment, schedule, or activity level of the classroom may be a challenge and Northminster Learning Center may not be the best educational placement for the student. All children at Northminster, preschool and above, are involved in the Second Step program that teaches identifying emotions, problem solving skills, and social emotional support. Teachers are also given training on Trauma and other childhood behaviors.

In order to best serve all children, Northminster Learning Center cannot serve children who display chronically disruptive behavior or children who have been determined to be significantly delayed developmentally. Chronically disruptive behavior is defined as verbal or physical activity which may include but is not limited to such behavior that: requires constant attention from the staff, inflicts physical or emotional harm on other children, abuses the staff, ignores or disobeys the rules which guide behavior during the school day and program time. Teachers will document these behaviors with a date and description of the situation.

When a child is demonstrating these kinds of behaviors, the parents will be informed to discuss possible solutions to the problem. We will give them information on having a developmental screening through their district and help them get in contact with the appropriate people and services. If it is determined that a different classroom environment would be more appropriate, we will write a behavior transition plan with the parents to be able to smoothly transition the child to a more appropriate environment.

Parent Name: _____

Date: _____

Student Name: _____



Agreement to Abide by the **Kindergarten Handbook**

I have received, read, and understand the 2025-2026 program handbook for Kindergarten at Northminster Learning Center and agree to abide by the policies and procedures. I agree to follow the policies regarding payment, absence, and illness. I am aware of the birth certificate and school physical requirement. The handbook can be found on our website, northminster.us, or you may pick up a copy in the office.

Student Name _____

Parent Name _____

Date _____

Northminster Learning Center
10720 N. Knoxville
Peoria, IL 61615

Licensing Standards may be found on our website, northminster.us.

CFS 581
Rev. 12/2000

Illinois Department of Children and Family Services

VERIFICATION OF RECEIPT

I/WE, _____

Please Print Name(s)

hereby certify that I/we have parent(s) of:

Name(s) of Child(ren)

received a copy of a summary of licensing standards printed by the Illinois Department of Children and Family Services in the Northminster Learning Center enrollment packet.

Signature of Parent (s) _____

Date _____

THIS COMPLETED FORM IS TO BE PLACED IN EACH CHILD'S FILE AT THE DAY CARE FACILITY.

CFS 581



Consent for Text Messaging from Procure Software

I hereby give consent to Northminster Learning Center to send text messages to me from the Procure Software Program. This service will be for emergency notifications and school-wide notices. I understand that messaging and data rates may apply because of receiving text messages and that I am responsible for charges incurred.

Name(s) of Child(ren) _____

Parent Name(s)- (Please Print) _____

Name of Phone Service Provider: _____

10 Digit Phone number(s) to receive messages: _____

Signature: _____

Date: _____

*Service provider information is required because these messages go out from an email and are converted to a text. The system needs to know what cell phone tower to send it to.

Automated Payment Processing



Safe. Convenient. Easy.

Child's name _____

We are excited to offer the safety, convenience, and ease of Tuition Express®—a payment processing system that allows secure, on-time tuition and fee payments to be made from either your bank account or credit card.

ELECTRONIC FUNDS TRANSFER AUTHORIZATION FOR BANK ACCOUNT AND CREDIT CARD

I (we) hereby authorize (business name) Northminster Learning Center, Peoria, IL to initiate credit card charges to the below-referenced credit card account (Section A) OR, initiate debit entries to my (our) checking or savings account, indicated below (Section B). To properly affect the cancellation of this agreement, I (we) are required to give 10 days written notice. Credit union members: please contact your credit union to verify account and routing numbers for automatic payments. Check with the center for accepted credit card types. * To cover the cost that Procure charges us to use debit/credit card, we will need to bill your account 3% of the tuition account each month. *

COMPLETE ONE SECTION ONLY

SECTION A (Credit Card)

Cardholder Name	Phone #		
Cardholder Address	City	State	Zip
Account Number	Expiration Date	CCV	
Cardholder Signature	Date		

SECTION B (Bank Account)

Your Name	Phone #		
Address	City	State	Zip
Bank or Credit Union Name	Bank or Credit Union Address	City	State Zip
Routing Transit Number (see sample below)	Account Number (see sample below)	<input type="checkbox"/> Checking	<input type="checkbox"/> Savings
Authorized Signature	Date		

Your Name
Any Street, Anytown
Tel: (001) 555-0000

DATE _____

PAY TO THE ORDER OF **ATTACH VOIDED CHECK HERE**

DEPOSIT SLIPS NOT ACCEPTED

Savings Bank
Any Street, Anytown
Tel: (001) 555-5555

RE: 123456789 000123456789 0001 MP

100 DOLLARS

Security Features Included. Details on back.

ROUTING
NUMBER

ACCOUNT
NUMBER

CHECK
NUMBER

FOR OFFICIAL USE ONLY

Date Received

Employee Signature

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