



**Agape**  
Christian Preschool

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Welcome to ACP for the 2024-2025 school year. This packet contains all the information necessary to enroll your child. New forms are required each school year a child is enrolled. Your child is eligible for enrollment when the paperwork and fees are correctly completed and returned to the ACP office. Please complete all forms with black or blue ink and sign where required. Unsigned forms are considered incomplete and will be returned for signatures. If you have any questions, please contact Amy Kellesvig, Director of ACP.

### **Enrollment is processed upon receipt of the following forms:**

- Registration** - Completion of the 7 forms listed and receipt of the \$75 registration fee guarantees enrollment. If registering after June 30, 2024, please remit \$115.00. The registration fee is nonrefundable and does not apply towards tuition. Confirmation of enrollment will be emailed at the end of May 2024.
- Childcare Enrollment** - required by State Licensing.
- Health History** - required by State Licensing.
- Emergency Care Card** – required by State Licensing.
- All About Me** – our teachers use this information to learn about your child.
- Internet/Social Media/Photo Release Form**
- Parent Handbook** – Please sign the last page and return with your completed enrollment forms. The handbook contains information to prepare you and your child for preschool. It should be read carefully and retained for future reference.

### **Due on or before October 1, 2024:**

**Day Care Immunization** - required by Wisconsin State Licensing. You may submit a copy of your child's State Immunization Record in lieu of transcribing the information; however **Personal Information and Signature/Date sections of the Day Care Immunization form must be completed, and the form should be attached to the immunization record print out.**

**Child Health Report** - required by Wisconsin State Licensing. **A physician's signature is required for the form to be considered complete.**

### **Optional Form:**

**Tuition Assistance Form** - Complete this form **only** if you are applying for financial assistance towards tuition.

As a State-Licensed preschool, ACP is expected to maintain strict licensing requirements. Forms required by the State of Wisconsin must be kept on file as indicated for each child enrolled; missing or incomplete forms can result in a child not being eligible to attend preschool until all required forms are complete and returned.

A copy of Wisconsin Rules for Licensed Day Care Centers is available at our school information center or upon request.