

# St. Peter's Home

300 Kelley St. Manchester, NH 03102 625-9313 [sft@stpetershome.com](mailto:sft@stpetershome.com)

## APPLICATION FORM

Name of Child \_\_\_\_\_ Nickname \_\_\_\_\_ Age \_\_\_\_\_ Sex \_\_\_\_\_

Due date of delivery \_\_\_\_\_ Date of Birth \_\_\_\_\_

Place of Birth \_\_\_\_\_ Child's Nationality \_\_\_\_\_

Home Address \_\_\_\_\_ Telephone \_\_\_\_\_

Address Cont \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Brother \_\_\_\_\_ Age \_\_\_\_\_ Sister \_\_\_\_\_ Age \_\_\_\_\_

**PARENT** Marital Status (circle one) Single Married Separated Divorced Widowed

**MOTHER** Maiden Name \_\_\_\_\_

Age: \_\_\_\_\_ Social Security Number \_\_\_\_\_

Place of Employment \_\_\_\_\_

Work Phone \_\_\_\_\_ Extension \_\_\_\_\_

**FATHER** Name \_\_\_\_\_

Age \_\_\_\_\_ Social Security Number \_\_\_\_\_

Place of Employment \_\_\_\_\_

Work Phone \_\_\_\_\_ Extension \_\_\_\_\_

**THIS ENTIRE PACKET WITH ALL FORMS COMPLETED AND \$235.00 IS REQUIRED TO BE ACCEPTED ON THE WAITING LIST: \$60.00 Registration Fee which is NONREFUNDABLE and \$175.00 Security Deposit. If scheduled admission is not honored, the security deposit is NONREFUNDABLE.**

Due to many circumstance, date of admission cannot be guaranteed. A confirmation letter will be mailed to you.

Interview Date _____ Possible Date of Admission _____ Date of Admission _____ Admission # _____ Computer # _____ Register # _____	Interviewer _____ Confirmation Date _____ Group _____
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**SECURITY MEASURES**

St. Peter’s Home will release children only to adults of at least 18 years of age. Children will be accompanied on the property at all times, until such time that they are left with their teachers. No children will be released without permission from the legal guardian(s).

**DAY CARE ACTIVITIES**

- 1. Bible Sessions
- 2. Computers
- 3. Educational Activities
- 4. Physical Education
- 5. Home Economics
- 6. Library
- 7. Music
- 8. Science
- 9. Picnics (on Fridays)
- 10. Dance (\$8.00 per class weekly)
- 11. Gym (\$8.00 per class weekly)
- 12. Workbench (\$8.00 per class & cost of workbench kit)

**PROTECTIVE MEASURES**

Have there been any child support, custody, divorce, adoption, juvenile, paternity, litigation, or other court cases concerning your child? If yes, please identify each case by court, type of case and date, and explain each case:

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Is there any other pending domestic violence, divorce, legal separation, separate maintenance, domestic relations, or other court cases concerning you and your spouse or any other parent? If yes, please identify each case by court, type of case and date, and explain each case

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If there are any Court Orders or agreements concerning the child’s custody and/or visitation, you are required to provide a copy of the Order or Agreement to the Director.

If while your child is enrolled at St. Peter’s, a Court action arises involving your child, you, your spouse, or the other parent, must notify the Director immediately.

**BIRTH CERTIFICATE**

In order to register your child, parents must bring the child’s Birth Certificate along with completed forms.

**Do you receive any Human Services assistance?** Yes \_\_\_\_\_ No \_\_\_\_\_

Type of Program \_\_\_\_\_ Case Worker \_\_\_\_\_

# FEE AGREEMENT & POLICIES

Revised: 11/01/10

## **Absences**

In the event your child is absent from St. Peter's, tuition payment is required in order to retain your child's placement in our program. A form must be filled out in the office for planned days and weeks absent. Any child that is absent for a week without notifying the Director will automatically be discharged on Friday of that week. Payment is due the week prior to the absence.

## **Admission**

A full admission packet should be completed by the parent/guardian. No child will be admitted without proper documentation. Failure to provide necessary documents will delay your child's admission. Documentation includes: Complete Application Package, Birth Certificate, Child Health Form, Authorization to administer nonprescription medication, Infant Schedule (when necessary)

## **Allergies**

If your child/children have any allergies you must inform Administration. Parents must substitute lunch/snacks for any food allergies. Menus are posted on Bulletin Boards and on Web Site for the month. Please be faithful and check menu if your child has food allergies. Menus will not be distributed to individual children.

## **Arrival Time**

Children should be in by 10:00 a.m., unless they have a Doctor's/Dentist appointment. Parents should notify office if their child will be late. Kindergarten and Pre-Kindergarten children should be in no later than 8:45 a.m.

## **Clothing**

Please supply a change of clothing for your child at all times. Two changes for infants. Sneakers are required. No black soles, if they mark the floors.

## **Court Matters**

A claim will be filed in small claims court for unpaid balances when a child leaves the program. Also, it's an administrative policy not to be involved in domestic relations litigation; therefore, employees of the home will refuse, as a matter of policy, to attend any court hearings.

## **Discharges**

TWO FULL WEEKS paid notice is necessary for discharging a child from the program. (Please sign a discharge form at the Director's Office)

## **Hours**

Open 6:30 a.m. to 5:30 p.m.. Never beyond 5:30 p.m. Beyond 9 hours a day, a fee of \$2.00 per ½ hour will be charged. If for any reason a child is left beyond 5:30 p.m. there will be additional charges (\$15.00 per 15 min).

## **Holidays (Payable)**

St. Peter's Home will be closed on :

Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve (close at noon), Christmas Day, Day After Christmas Day, New Year's Day, Martin Luther King, Jr. Day, Washington's Birthday, Good Friday, and Memorial Day. In the event that a holiday falls on a weekend, we will be closed on an alternate day.

## **Illnesses**

We have full time First Aid Attendants on staff for the health and well being of your child. Each child shall be observed throughout the day for symptoms of illness and injury. If symptoms of illnesses such as more than one episode of vomiting/diarrhea in one day, or a temperature of 101 Fahrenheit or higher the child's parents shall be informed so that alternate arrangements can be made. When a child has been sent home with previous listed illnesses, he/she must kept home until symptoms have subsided for at least 24 hours or longer. If your child has fever below 101 please provide necessary medication. We need written authorization for dispensing medication from parent and Child's Physician.

A child with a communicable disease will be taken to the Main Office and the parent will be contacted to pick up.

**Medical**

We require that all children's immunizations be up to date as appropriate for their age. The immunization schedule is as follows: 2 mos; 5 mos; 7 mos; 16 mos; and 4-6 years of age. THE LICENSING DEPT. REQUIRES annual medical exams for all children.

**Outdoor Play**

We take the children out to play all year round except during inclement weather. Please provide proper clothing so that your child may enjoy the playtime outside. All children will be expected to play outdoors if attending school.

**Release**

Children are released only to parents/guardians and a signature is required every day. In the event of a need for an alternate person to pick up your child, St. Peter's Home must be notified and a signed form completed. Positive ID is required in order for the child to be released. Under no circumstances will a child be released to minor.

**Re-Registration**

Re-Registration is completed in February or March of each year. The \$60.00 registration fee is paid yearly and is nonrefundable.

**Rest Period**

Nap time is a quiet time where the children are allowed to rest. We do not require that the child go to sleep, but the child must be quiet so others may sleep. Most children need to sleep because of the vigorous activities of the morning. From 9:00 a.m. to 3:00 p.m. the doors of St. Peter's Home are locked for security reasons. All who visit must come through the front door and ring the door bell.

**Tuition/Payment**

\$160.00 for one child above the age of three and toilet trained

\$175.00 for one child ages six weeks through three years old or not toilet trained.

Weekly tuition must be received on Monday. An additional fee of \$5.00 will be charged to your account for late payment.

Payment may be made weekly, biweekly, or monthly. If paying more than one week, the payment must be in advance. St. Peter's Home does not accept electronic payments at this point, however, online payments that generate a check mailed to St. Peter's Home will be accepted. Please note your child's name in the account/memo section of the check.

**Vacation**

St. Peter's Home is closed every year the first two weeks in July. No tuition payment is required for these two weeks. Any other time your child is absent from our care, tuition payment is required.

**Website**

It is strictly prohibited for any person to photograph, videotape, or to take any other image, digital or otherwise, of any child not related to you, employee of St. Peter's Home, or of the facility for dissemination or posting in any way on any public or private website without the express written permission of St. Peter's Home.

Signed \_\_\_\_\_ Witnessed \_\_\_\_\_ Date \_\_\_\_\_