

Northern Lights Academy



Where little minds explore big ideas

Parent Handbook and Enrollment Packet

2026-2027

Northern Lights Academy
NorthernLightsAcademyAK.com

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Dear Parents and Families,

Thank you for your interest in Northern Lights Academy (NLA). We are excited you are here, and to be involved with you and your child as their school journey begins.

Robin Hansen

I have a Bachelor of Science degree in Interdisciplinary Studies (education) with an English as a Second Language (ESL) Endorsement. I am also a certified Orton-Gillingham educator. This will be my 11th year in education (3 of them in Kindergarten), and second year as Lead Teacher at NLA. After teaching in public and private schools around the country, including Alaska, I am excited to make Eagle River and NLA "home."

I believe the best part about teaching is watching children grow and discover their own potential. We love seeing the pride and ownership that develops as students learn just how much they are capable of. We love teaching and working with children each day – it truly is the BEST job.

If you choose to enroll your child at Northern Lights Academy, he/she will be exposed to high-quality, engaging, and developmentally appropriate curriculum and activities. Each unit and activity is carefully designed to promote student literacy and positive social/emotional development. Your child will participate in large and small group work activities, as well as individual time with the teacher. Each class has a maximum size of 12 students with the intent that all student needs are met, while also ensuring more individualized instruction to carry students through school and life.

In this packet you will find Northern Lights Academy's Policies and Procedures, as well as student enrollment forms and requirements.

Please feel free to contact me with any questions. I am happy to speak with you and answer any questions you may have.

Again, thank you for your interest in NLA and our program. We look forward to hearing from you!

Robin Hansen
Lead Teacher

Our Philosophy

At Northern Lights Academy, we believe children learn best in a positive, playful and structured environment that focuses on the Whole Child. We focus on literacy and numeracy development in a way that builds a strong educational foundation and lifelong love of learning.

We believe the best learning comes from playing, creating, exploring, and engaging in structured, multi-sensory activities that foster whole child development. The whole child approach advocates that the best education curriculum addresses a child's emotional, mental, physical, and social health. We use developmentally appropriate and best practices to ensure each child meets his/her potential. We collaborate, cooperate, communicate, and are centered on a Love & Logic approach that nurtures positive social and emotional development as well as productive problem solving skills. These approaches also foster an intrinsic motivation for learning.

We focus on literacy development in an environment that fosters play and choice. Curriculum and activities are designed around meaningful learning experiences that prepare children for success in elementary school and beyond. Each unit is intentionally designed to make connections across all subjects including science, social studies, art, etc... Every activity merges literacy and social development in a purposeful way. Northern Lights Academy uses evidence-based teaching strategies and assessment tools to make sure each individual child is met at their own unique level and pace. This includes on-going and adaptive assessments that help us meet each child's academic and social/emotional needs in real-time.

At Northern Lights Academy, we believe each child learns differently and offer several ways to meet each learning style. Children also thrive on routines and each day is structured that way. Students will be given opportunities to challenge their minds and learn in large and small groups, as well one-on-one with the teacher. Students will also be given independent time to explore. This structure ensures an optimal learning environment and scaffolds student learning. Students will investigate new findings while digging deeper into previously learned concepts and ideas, all while making meaningful connections.

Our program fosters literacy development in fun, safe, engaging, and developmentally appropriate ways that provide a solid foundation for students entering Kindergarten and beyond.



Goals and Objectives

Goals

Northern Lights Academy has five main goals

- ✓ Prepare children for a comfortable transition into Kindergarten and school life
- ✓ Increase literacy (reading, writing and oral) acquisition
- ✓ Increase numeracy (numbers, counting and oral) acquisition
- ✓ Foster positive development of the Whole Child (cognitive, physical, social and emotional domains)
- ✓ Increase parental awareness, support and involvement in their child's academic and social life
- ✓ Exposure to letter names, sounds and mouth formation and oral production

Objectives

Students will learn, develop, and master skills to the best of their potential in all disciplines of academic and social learning. The Preschool environment and teacher will help ensure student success in literacy development and domain development (cognitive, physical, social and emotional) with the following objectives:

Literacy Development Objectives

- Follow simple, 1-2 step directions
- Actively listen and participate during discussion and responds appropriately to questions
- Answer questions about stories
- Retell familiar stories
- Encourage children to verbally express feelings and thoughts to peers and adults
- Handle books and other reading materials appropriately
- Identify some letters and sounds, written numbers, counting (to include one-to-one correspondence), colors, symbols, and shapes
- Recognize, write and spell his/her first name
- Write letters, numbers and symbols with developmentally appropriate formation
- Repeat simple nursery rhymes and songs with finger play and/or visual aids

Domain Development Objectives

- Interact appropriately with and be respectful of adults, self, peers, and school environment
- Demonstrate independence and self-direction
- Resolve conflicts appropriately
- Participate appropriately in a variety of types of play (dramatic, role, etc..)
- Engage in large motor movements (hopping, jumping, etc..) while following basic safety rules
- Engage in small/fine motor movements such as cutting, coloring, etc..
- Grasp and hold pencil and other tools correctly to write, draw, color and cut
- Manipulate small objects effectively (for example, buttons, zipping coats, tying shoes, etc..)
- Verbally engage in sharing creations with others (show-and-tell, art, Star Student, etc..)
- Draw pictures and dictate sentences about stories and experiences

The Northern Lights Academy's goal of school preparedness transition will be met by regular attendance of the student/learner and consistent routines in the classroom that mirror Kindergarten classrooms.

The Northern Lights Academy's goal concerning parental awareness, support and involvement will be met daily by communicating with parents on their student's achievements and challenges. In addition, the Preschool will provide handouts and reading materials on literacy and child development for parents. Conferences/workshops will be set up to further assist parents with concerns.

Activities

Your preschool child will be participating in a variety of activities and tasks such as the following:

- Daily calendar activities (welcome, songs, pattern building, counting etc..)
- Read-alouds
- Shared reading (with Big Books and follow-up activities)
- Partner and independent reading (looking through books)
- Phonological awareness activities (playing with the sounds of language)
- Oral language development activities
- Writing activities
- Small-group literacy and language activities
- Literacy development activities (working independently with the teacher)
- Print awareness activities (learning to look at letters and symbols)
- Large and small-group math lessons
- Cross-curricular activities
- Math centers
- Social studies and science projects (unit themed)
- Music, instrument and movement activities
- Library and media center activities (Listening to reading (audio books with tactile text support)
- Snack
- Various play opportunities
- Process Art opportunities
- Art projects
- Making friends with classmates
- Establishing routines and cooperative learning

Play and Learning Centers

Writing
Art
Blocks
Games
Science

Library
Puzzles
Dramatic Play
Sensory Table
Light Table

Listening Library
Manipulatives
Listening
Song Charts
Home Life Play



Preschool Daily Schedule

AM Mini Moose and PM 'Lil Caribous (ages 3 & 4)

Time	Activity
8:30-8:45am 11:30-11:45am	Students arrive and engage in Morning Tubs (manipulative activities)
8:45-9:10am 11:45-12:10am	Circle Time: Morning Meeting, Calendar Time (songs and movement), Discussion of topic being covered, Shared Reading (read-aloud), and overview of the day
9:10-10:10am 12:10-1:10pm	Center Time: All centers are open for literacy and numeracy enrichment/exploration. During this time, students will also meet with the teacher in small groups, or one-on-one, to best meet each child's needs. The teacher will also be conducting assessments to plan future lessons.
10:10-10:30am 1:10-1:30pm	Clean-Up and Snack Time
10:30-10:40am 1:30-1:40pm	Music Time: songs, poems, movement
10:40-10:55am 1:40-1:55pm	Literacy Enrichment and Reflection: Review of letters/numbers being covered, pattern play, Shared Reading and dramatic engagement, Show-and-Tell (Mondays and Tuesdays), Sorting/categorizing, Reflection Time
10:55-11:00am 1:55-2:00pm	Pack-Up and get ready to go home



Pre-Kindergarten Daily Schedule

PM Bear Cubs and AM Otter Pups (ages 4 & 5)

Time	Activity
8:30-8:45am 11:30-11:45am	Students arrive and engage in Morning Tubs (manipulative activities)
8:45-9:10am 11:45-12:10am	Circle Time: Morning Meeting, Calendar Time (songs and movement), Discussion of topic being covered, Shared Reading (read-aloud), and overview of the day
9:10-10:10am 12:10-1:10pm	Center Time: All centers are open for literacy and numeracy enrichment/exploration. During this time, students will also meet with the teacher in small groups, or one-on-one, to best meet each child's needs. The teacher will also be conducting assessments to plan future lessons.
10:10-10:30am 1:10-1:30pm	Clean-Up and Snack Time
10:30-10:40am 1:30-1:40pm	Music Time: songs, poems, movement
10:40-10:55am 1:40-1:55pm	Literacy Enrichment and Reflection: Review of letters/numbers being covered, pattern play, Shared Reading and dramatic engagement, Show-and-Tell (Mondays and Tuesdays), Sorting/categorizing, Reflection Time
10:55-11:00am 1:55-2:00pm	Pack-Up and get ready to go home



Policies and Procedures

Classes and Ages of Children Served

Northern Lights Academy, LLC and Northern Lights Academy AK, LLC will operate four separate classes. Our school calendar is coordinated with and reflects the Anchorage School District (see enclosed calendar), with exception to Northern Lights Academy being closed on the 3rd Wednesday of November.

The **Mini Moose** class (red) will meet on Monday and Friday mornings from 8:30-11:00am, and will serve children ages 3-4. The **'Lil Caribous** class (blue) will meet on Tuesday and Thursday afternoons from 11:30-2:00pm, and also serve children ages 3-4. The **Otter Pups** class (orange) will meet on Tuesday, Wednesday, and Thursday mornings from 8:30-11:00am, and serve children ages 4-5. The **Bear Cubs** class (green) will meet on Monday, Wednesday, and Friday afternoons from 11:30-2:00pm and will serve children ages 4-5.

Children ages 3, 4 and 5 are eligible to attend. All students must be fully potty trained. Each class will have a Lead Teacher and a Teacher's Assistant/Volunteer during operation. Each class has a maximum size of thirteen (12) students. For each class to "make," a minimum of 7 students are required to be enrolled.

Throughout each school day, students will participate in literacy-based activities including, but not limited to play, movement and snack activities. See enclosed Daily Schedule for details.

Enrollment Requirements

A child will be considered for enrollment in Northern Lights Academy once a completed Enrollment Packet and the non-refundable (\$110) Enrollment Fee is submitted. The Enrollment Packet includes: Contact Information, Emergency Information, copy of a current Physical Examination, Health Information, proof of Current Immunization Records, and a Student Interest Survey.

Regulations require that each child shall have an annual physical examination prior to attending any preschool camps. A copy of this examination *must* be kept in a confidential file at the Preschool (Northern Lights Academy). A copy of the student's immunization record or notarized "religious exemption form" is also mandatory. Immunizations required include Diphtheria, Tetanus, Polio, Rubella, Measles, Pertussis, Hepatitis A and B, and Varicella (the Chicken Pox vaccine).

Children with Special Needs

Children with special needs are welcome at Northern Lights Academy. We will make every effort to accommodate their needs and to ensure a positive and inclusive learning environment/experience for them. A pre-enrollment conference will be required to discuss the child's needs, concerns, and any adaptations necessary to the classroom and/or program.

Enrollment and Withdrawal Procedures

Enrollment for each class will open on December 1st, or the first Monday in December prior to the next school year (example: Dec. 4, 2023 is the first Monday in December prior to the 2024-2025 school year). Enrollment will be considered on a first-come, first-served basis after the receipt of the completed Enrollment Packet and one time Enrollment Fee. If the class fills, a Waiting List will be created. The Waiting List will also be kept on a first-come, first-served basis after receipt of the completed Enrollment Packet and Registration Fee. "Returning Families" (families who have previously had a student attend Northern Lights Academy) will have priority enrollment over first time enrollment families on the wait list.

When planning to withdraw a child from Northern Lights Academy, the parent/guardian must notify the school as soon as possible. Written notice of *at least* 30 days prior to removal from the class is required. Tuition will be pro-rated for early withdrawal of a child during the month with notice given to the school prior to the beginning of that month. No tuition will be refunded for withdrawal of a student without advance notification.

Non-Discrimination Policy

Northern Lights Academy does not discriminate against children and/or their parent/guardians on the basis of sex, race, creed, color, religion, national origin, physical handicap, mental disability or impairment, marital status, pregnancy, parenthood, or age.

Tuition

Tuition is due the first day of class (for your child) of each month. Cash and checks (made payable to Northern Lights Academy) will be accepted as payment for tuition. Credit Card payment is also accepted with a small processing fee. The 2 day/week classes will have a credit card processing fee of \$8 and the 3 day/week credit card processing fee is \$12. Payments via Venmo are also accepted with a small processing fee. The 2 day/week classes will have a Venmo processing fee of \$5 and the 3 day/week Venmo processing fee is \$7. *Payments made after the 7th day of any school month will be considered late and a \$35 "Late Payment Fee" will be assessed. There is a \$25 fee for checks returned due to "insufficient funds."*

A non-refundable Enrollment Fee of \$110 is due upon submitting the Enrollment Packet for each year in attendance. August tuition is due at the Open House for your student. The 2024-2025 school year rates are as follows:

• 2x/week class: Mini Moose (red) and "Lil Caribous (blue)	\$290 per month
• 3x/week class: Otter Pups (orange) and Bear Cubs (green)	\$390 per month

The Lead Teacher is entitled to one paid sick day per school year. In the event that the school is closed due to Teacher illness, or other circumstances of the Lead Teacher, you will not be reimbursed for that day. You will, however, be credited \$35 per day for subsequently missed days. If the Anchorage School District closes the public schools for snow or bad weather-related reasons, Northern Lights Academy will also be closed. You will not be credited for those days.

If you have two or more children enrolled in Northern Lights Academy at the same time, you will receive a 10% discount on the least expensive child. This discount does not apply to the enrollment fee.

Drop-off and Pick-up

Parents/Guardians are responsible for dropping off and picking up their child(ren) (see enclosed daily schedule). For drop-off, it is important for the parent/guardian to bring their child into the classroom, sign the child in, and make sure the teacher is aware that the child has arrived. For pick-up, the parent/guardian must come into the classroom, sign the child out, and make sure the teacher is aware that the child is leaving. Students will only be released to adults who are listed on the Emergency Contact Sheet.

In order to protect each child, it is the policy of Northern Lights Academy to refuse to release any student enrolled to a person other than those who are listed on the enrollment forms.

We reserve the right to ask any person for identification before releasing a student into their care. If at any time a person not listed on the enrollment form will be picking up a child, the lead teacher must be notified in advance.

Parents/Guardians are responsible for picking their child up at the scheduled class end time. There is a 10-minute grace period, and the teacher must be notified. In the event the parent/guardian pick-up exceeds 10 minutes after class end time, a \$25 fee will be assessed to the following month's tuition for each occurrence.

Parent/Family Involvement

Parents/guardians and family members are invited, welcome and encouraged to visit Northern Lights Academy at any time. In addition, there are unlimited opportunities to volunteer in the school as well as assisting with projects at home. We need each family to volunteer at least once a month if you have a student in the 3 day/week class, and each family to volunteer at least once every 6 weeks if you have a student in the 2 days/week class. You can always volunteer more than the minimum requirement. Grandparents are also welcome to volunteer! Sign-ups for volunteers will be posted on parent table in the front entryway of the school.

All notices, schedules, meetings and information will be emailed and/or posted on the Greeting Bulletin Board located on the easel inside the front entryway. Please check that board daily for messages or announcements. In addition to the greeting board, a monthly school newsletter will be sent home informing parents and family members of school happenings and upcoming activities/opportunities.

Parent/Legal Guardian Conferences

Conferences will be held in January or February of each year. These conferences are optional. Parents/guardians may request additional conferences at any time.

Illness

For the protections of all children and staff, children who are ill, or are showing signs of illness, will not be allowed in the school. Signs of illness are fever (equal to or greater than 100 degrees), excessive runny nose/cough, sore throat, puffy or red eyes, upset stomach, rash, lice, etc..

If a child should exhibit any signs of illness while at school, the parents/guardians will be called and asked to pick up their child as soon as possible. Meanwhile, the child will be separated from the group and made as comfortable as possible until the parent/guardian arrives. If the illness is serious, the paramedics will be called first, and then the parent/guardian will be contacted.

If your child will be absent due to illness, please contact the school to let us know the nature of the illness. In the event that it is a communicable disease, a release note from a physician will be necessary for the child to return to school. Parents will be notified of any communicable diseases to which their child may have been exposed.

If a child needs to take any medication during the school hours, the parent/guardian must fill out and complete an Administration of Medication Authorization Form. All prescription medications must be in the original container labeled with the child's name, expiration date, dosage, and prescribing doctor's name and phone number. Vitamins, aspirin, acetaminophen, ibuprofen, cough drops, etc., are also considered medications and require a completed Administration of Over-the-Counter Medication Authorization Form to allow us to administer them to your child.

In order to prevent the spread of germs in the classroom, all staff and children will be asked to wash their hands upon entering the facility, and after: handling secretions, nose blowing, using the bathroom, and before and after food preparation, service and consumption.

Outdoor/Cold Weather Play

We will not be going outside for recess/play; therefore outdoor playwear will not be necessary at school. However, in the unlikely event of an emergency, please make sure that your child is properly clothed for outdoor weather when they arrive and leave the school.

Bathroom Skills

All children must be potty trained and able to use the bathroom without assistance. If a child is struggling with a difficult fastener on his/her clothing, the Lead Teacher will assist them. All children must be able to change their clothes independently in the case of an accident. In order to prevent the spread of germs in the classroom, all staff and children will be asked to wash their hands after: handling secretions, nose blowing, using the bathroom, and before and after food preparation, service and consumption.

Clothing

Students should be dressed in comfortable play clothes when they arrive at school each day. If we will be going outside, parents/guardians will be notified in advance if special clothing is required.

Each child must have a full change of clothes (sealed in a large, labeled zip-lock bag) and indoor shoes to be kept at school. The change of clothes should include:

1. underwear (2 pairs)
2. pants (weather appropriate)
3. shirt
4. pair of socks

All clothing, shoes, coats, hats, etc. **must** be marked and labeled with the student's name.

Preschool Staff

The staff consists of the Preschool Director/Lead Teacher, as well as parent/family member Volunteers. In the even that the preschool Lead Teacher is ill, or unable to attend school that day, the Preschool will be closed. Phone calls, texts, and e-mails will be issued as early as possible to inform parents of any school closures.

School Rules

Preschool participants are expected to abide by elementary school rules and regulations in order to provide a consistent set of guidelines both for parents/guardians and children. Northern Lights Academy Staff will refer to the rules as "Being safe/Making safe choices" and "Being respectful," and "Being kind." Northern Lights Academy expects families to comply with the following guidelines:

Children will...

- be kind and courteous to themselves, their peers, adults and school property
- keep their hands and feet to themselves
- follow all directions and safety rules
- share materials cooperatively
- be a good, active listener

Parents/Guardians (classroom volunteers included) will...

- follow the example of the school staff when interacting with students
- model appropriate listening skills during class lessons
- be active in their child's school experience
- direct all questions and concerns to school staff

Discipline

Northern Lights Academy staff will model and reinforce positive behavior at all times. Northern Lights Academy's discipline policy is as follows:

1. A verbal warning will be given to change and/or redirect the unacceptable behavior
2. Repeated unacceptable behavior will result in a "breath break," and the child/children will be separated from the group
3. If the behavior issues continue, a private conference with parents/guardians of the child/children with disciplinary problems will be held. During this time we will discuss concerns with their behavior, expectations and consequences of behavior, and a plan to ensure elements of consistency between school and home.
4. In cases of serious irresolvable discipline problems, the child/children may be suspended from the program.

Northern Lights Academy reserves the right to terminate enrollment in the event of irresolvable behavior problems that affect the rights and/or safety of the other students in the class.

Food

Students will participate in Snack Time each day. The school will provide snacks, however, families will also have the opportunity to bring snacks for the class.

According to the Municipality of Anchorage Child Care requirements, all snacks served must cover at least two food groups. Acceptable Food Groups are dairy, fruit/vegetables, grains, and proteins. Beverages can count as one of the food groups such as milk or 100% apple or fruit juice.

Some snack suggestions are: granola bars, cheese sticks, pretzels, fruit snacks, trail mix, crackers, pudding, etc. All foods need to be prepackaged (by the store). Northern Lights Academy has a small refrigerator to keep items cold.

If your child is allergic to any type of food (that will be consumed during snack time), the parent/guardian will need to provide an alternate snack for that child.

Screen Time

There will be no use of computers, TV, video games, movies during school time.

Field Trips

Field Trips will occur throughout the school year, and are a part of Northern Lights Academy's curriculum. A child can participate in a Field Trip if the parent/guardian has signed the trip's Permission Form. Field Trip Permission Forms will be sent home prior to the Field Trip.

We will use parent drivers on all of the Field Trips. Parents have the option of driving their own child to and from the Field Trips. If a parent cannot drive, and decides to allow their child to participate in the Field Trip, they must provide an appropriate car seat/booster seat for their child to ride with another parent.

Show and Tell

Show and Tell will be held on Monday and Tuesday of each week. A child may bring one small item to show and talk about with their classmates. Some weeks Show and Tell may have a theme, or letter sound to model. If applicable, please assist your student in choosing an item that starts with our "letter of the week." The item brought to school for Show and Tell will stay in the student's backpack until Show and Tell time (no playing with home toys at school), and will return home the same day.

Superstar Kid

Each student will have an opportunity to be featured as our Superstar of the week. The purpose of this week is to celebrate the child. Please work with your student to create a poster with pictures, cutouts of their favorite things, drawings, etc. On the first day of their week, your child can bring in a show and tell item, favorite snack to share with classmates, family members to read a story to the class (mystery reader), etc. Parents will be notified in advance of their child's Superstar week.

Insurance Coverage

Northern Lights Academy carries liability insurance in accordance with the Municipality of Anchorage Licensing Regulations, and the state of Alaska.

Confidentiality

Northern Lights Academy will not disclose any information about the child/children or their families to any outside individual or group without the written permission of the parents/guardians, with the exception of any required/directives from the Municipality of Anchorage Licensing Regulations, Child Protective Services, and State Epidemiology.

Child Abuse Incident Report Procedure

Municipality of Anchorage Licensing Regulations requires that all licensed preschool providers report any suspected child abuse or neglect to the Office of Children Services (323 E. 4th Ave., Anchorage, AK 99501; (907) 269-4000) within 24 hours. All licensed preschool providers are "mandated reporters" to the state.

Complaint Procedures

If you have a complaint about the staff or program of Northern Lights Academy, please discuss your concern with the Academy's Director/Lead Teacher. If your problem is not resolved using that procedure, you may contact Child Care Licensing (825 L Street. 3rd floor; Anchorage, AK 99519 (907) 343-4758; hscccl@muni.org).

Smoking

Smoking will not be permitted at any time in the Northern Lights Academy facility, or on the sidewalk surrounding the school.

Changes in Preschool Policy

Written notification will be given to all parents/guardians in the event Northern Lights Academy amends or adds to the current Policies and Procedures Handbook.

Class Supply List (subject to change as needed)

The class supply lists may vary a bit from year to year. Your child's teacher will tell you if they need additional items that are not listed below. Please bring items to the Open House or on the first day of school:

All Students:

- 1 backpack
- 1 ream of white copy paper
- 1 roll of paper towels
- 1 box of Ziploc bags (any size)
- 1 bottle (or refill bottle/pouch) of foaming antibacterial hand soap (Dial is preferred)
- 1 box of bathroom disposable drinking cups (3oz. or 5oz. cups)
- 1 pair of indoor shoes (non-lace and no Crocs) to be left at school
- 1 complete change of clothes (each piece labeled in a Ziploc bag) to include:
2 pairs of underwear 1 pair of socks 1 shirt 1 pair of pants

Girls:

- Disposable condiment cups (3 or 5.5oz)

Boys:

- 1 pack of baby wipes

Optional (wish-list):

- White cardstock
- Elmer's glue bottles
- Cotton balls
- Q-tips
- Colored pencils
- Highlighters (all colors)
- Assorted Tempera paint colors (Any color is appreciated! Our most loved colors are blue, red, yellow, and pink/purple. Crayola or Colorations brands are the best quality.)

Amazon Wish List: <https://tinyurl.com/mphes8j>

ENROLLMENT APPLICATION

2026-2027

I would like to enroll my child in the following class*:

PRESCHOOL

_____ Monday/Friday **AM** PS Class (3 & 4 year-olds) 8:30-11:00am (Mrs. Hansen)

_____ Tuesday/Thursday **PM** PS Class (3 & 4 year-olds) 11:30-2:00pm (Mrs. Hansen)

PRE-K

_____ Mon/Wed/Fri **PM** PK Class (4 & 5 year-olds) 11:30-2:00pm (Mrs. Hansen)

_____ Tues/Wed/Thurs **AM** PK Class (4 & 5 year-olds) 8:30-11:00am (Mrs. Hansen)

***Please Note:** A \$110 (non-refundable) Registration Fee must be submitted with this application to hold your child's spot. A minimum of 7 students is required to make a class.

Child's Name (printed): _____ Date of Birth: _____

Name your child likes to be called: _____

Siblings enrolled at NLA: _____

Contact Information for Parent(s) or Legal Guardian(s)-(please print):

Mother:	Father:				
Home Address:	Home Address:				
Mailing Address:	Mailing Address:				
Cell Phone:	Cell Phone:				
Work Phone:	Work Phone:				
Email:	Email:				
Authorized to pick up child?	Yes	No	Authorized to pick up child?	Yes	No

Emergency Contacts (at least one must be local area, within an hour drive):

Name: _____ Relationship: _____

Cell Phone: _____ Work Phone: _____

Authorized to pick-up my/our child (circle one): YES NO

Name: _____ Relationship: _____

Cell Phone: _____ Work Phone: _____

Authorized to pick-up my/our child (circle one): YES NO

Name: _____ Relationship: _____

Cell Phone: _____ Work Phone: _____

Authorized to pick-up my/our child (circle one): YES NO

Student Interest Survey

Child's Name: _____ male _____ female (circle one)

Child's Nickname: _____ Child's t-shirt size: _____

Siblings: _____

_____ age: _____
age: _____
age: _____
age: _____

Others living in the home: _____
_____ relationship: _____
_____ relationship: _____

If your child is adopted, a foster child, a stepchild, or their parents are divorced, please provide any information regarding the child's past history or custody arrangements that will be helpful to our staff:

If your child is adopted, does he/she know? _____

Language(s) spoken in the home: _____

Does your child favor their left or right hand? _____ Foot? _____

Food preferences: _____

Food dislikes: _____

Favorite colors: _____

Favorite books: _____

Favorite movies/TV Shows: _____

Favorite indoor activities: _____

Favorite outdoor activities: _____

Child's current interests: _____

Does your child have any special fears? _____

Are there any special struggles/concerns we should be aware of? _____

What about your child are you most proud of? _____

Areas of your child's development that makes you most proud: _____

Areas of your child's development that most concern or worry you: _____

What are your goals for your child this year? _____

Can your child use the restroom independently? _____

Are there any holidays or occasions you do NOT celebrate? _____

Please circle the skills/tasks your child can do independently and consistently:

tie shoes open/close screw top zip jacket put on tennis shoes

wash hands open/close snack bag put toys away follow 1-step directions

cut paper Draw lines Draw circles Follow 2-step directions

Please circle the words you feel best describe your child's general temperament:

calm stubborn flexible curious joyful playful

introverted extroverted friendly shy patient kind

helpful routine-oriented happy mellow go-with-the-flow

dependent independent excitable sensitive observant

I, _____ (parent/guardian name printed), have read completely and agree to abide by all Northern Lights Academy's policies and procedures.

Parent/guardian signature

Date

Relationship to child

Phone number

If there is any other information you would like us to know about your child, please use the space below.

Health Information

A physical examination performed within the last year, as well as a copy of your child's immunizations, are required for admission to the Preschool. These documents must be submitted no later than the first day of school.

Primary Physician's Name: _____ Phone _____

Specialist Physician's Name (if any): _____

Phone _____

What is the child seeing the Specialist for?

Preferred Hospital: _____ Phone _____

Does your child face any challenges with their...

Vision _____ Hearing _____

Speech _____ Other: _____

Communicable Diseases that your child has had (give dates, if possible):

Chicken Pox _____ Rubella _____

Measles _____ Mumps _____

Other _____

List any serious prior or current Illnesses or Accidents:

List any allergies (including allergic reactions to medications):

If there is anything else that you feel we should be aware of, please feel free to add it to this form.

Everything noted above and on back of this form is complete and current.

Printed name of Parent or Legal Guardian

Date: _____

Signature of Parent or Legal Guardian

CONSENT FOR EMERGENCY MEDICAL OR SURGICAL CARE

This authorizes **Teachers/Staff from Northern Lights Academy** to give permission for transportation and to any doctor, nurse or hospital to provide emergency medical or surgical care for _____ in the event that I cannot be contacted immediately. It is understood that a conscientious effort will be made to locate me, or my spouse before any action will be taken. I understand my obligation to keep my preschool provider informed of my whereabouts. I will assume the cost of necessary transportation as well as any medical or surgical care.

Signature of Parent or Legal Guardian

Witness

Date

Date

AUTHORIZATION FOR THE ADMINISTRATION OF MEDICATION BY AUTHORIZED STAFF

I authorize the administration of: _____ (Name of Medication), to my child, _____ (Name of Child). by the preschool staff. The time and the correct dosage of medication to be given is:

Dates to administer medication are from: _____ to _____.

Parent's Signature: _____ Date: _____

Address: _____

Home Phone: _____ Work Phone: _____

NOTE TO PARENTS: Alaska regulations prohibit the staff from giving medicine including aspirin and vitamins to a child unless the facility has written permission from the child's parent(s) who provide the medication with written instructions for its use. Prescription medicine must be in the bottle with a prescription that has not expired, the physician's name and the patient's name on the label.

RECORD OF ADMINISTRATION OF MEDICATION

Date	Time	Initials	Amount	Comments

WALKING FIELD TRIP PERMISSION FORM

I give permission for _____ to go on Walking Field Trips in the vicinity of the school.

An example of a Walking Field Trip: walking to the parking lot behind or in front of the Preschool to collect leaves.

This permission slip will be kept in your child's file for repeated occasions. Parents will be always be notified in advance of all Walking Field Trips, and volunteers/chaperones will be required.

Printed Parent Name: _____

Parent Signature: _____ Date: _____

Daytime Phone Number: _____