



Preschool Enrollment Application for the 2018 - 2019 School Year

Child's Full Name: _____ DOB: _____

Preferred Name: _____ Gender: _____

Start Date: _____ Age on Start Date: _____ Full-Time: _____ Part-Time: _____

Address: _____

Parent/Guardian's Name: _____

Home Phone: _____ Cell Phone: _____ Work Phone: _____

Email: _____

Parent/Guardian's Name: _____

Home Phone: _____ Cell Phone: _____ Work Phone: _____

Email: _____

Medical Information: I hereby grant permission for the staff of this facility to contact the following medical personnel to obtain emergency medical care if warranted.

Doctor: _____ Location: _____ Phone: _____

Please list allergies, special medical or dietary needs, or any other areas of concern:

Emergency Contacts: Children will be released only to these authorized people listed.

Name: _____ Work Phone: _____ Home Phone: _____

Name: _____ Work Phone: _____ Home Phone: _____

Name: _____ Work Phone: _____ Home Phone: _____

Family Facts

Names & Ages of Siblings: _____

Please list any other information that might help us to better understand your child (i.e. fears, recent death or divorce in the family, a new baby, adoption, and what the child has been told about these events: _____

At what church do you worship or serve? _____

Previous Preschool / Small Group Experiences: _____

Preschool children aged 12 months (must be one by September 1, 2018) through five years and not yet attending kindergarten are considered for enrollment upon completion of this application form and payment of fees.*

***All children enrolling in the 3 and 4 year old classes must be completely and independently potty-trained in order to attend. We cannot accommodate children still in pull ups or still being potty-trained.**

All classes are filled upon on a first-come, first-served basis. Classes begin for the 2018–2019 school year on August _____, 2018. The last day of the regular school year is May 25, 2019.

Fees Due with this Completed Application:

- A \$150 per child non-refundable application fee is due with this application for enrollment.
- A refundable \$85.00 supply fee is due with this application. This fee is refundable only if written notification of withdrawal from this program takes place by August 1 of the upcoming school year. The supply fee reduces to \$55.00 for start dates from January 15, 2019 to the end of the regular school year 2018–2019. The supply fee pays for student supplies, specialized needs, and developmental screenings provided by the school during the school year.

Other Program Fees:

- Tuition is charged on a yearly basis according to the days enrolled. For ease of payment the yearly fee is divided into 9 equal payments.
- The first school-year tuition payment is due September 1, according to the accompanying tuition fee schedule and then again the 1st of each month, September through May.
- A \$25 late fee will be applied to any tuition payment received after the 15th of the month. Any outstanding balance not paid in a timely manner may result in suspension or dismissal from the program and non-admission in the future.
- Late Pick-Up Fees: A \$1 per minute late pick-up penalty is charged if the parent or designated adult is not here to pick the child up by the designated pick-up time for the program that the child is attending.
- No refunds of tuition or deductions for child absences, holidays, vacations, or school cancellations will be made.

Please indicate your program preference by choosing the appropriate box below:

Morning Session
8:30am - 12:30pm
Mon & Tue _____
Wed/Thur/Fri _____
Mon - Fri _____

Morning + Lunch & Nap
8:30am - 2:30pm
Mon & Tue _____
Wed/Thur/Fri _____
Mon - Fri _____

All Day
7:30am - 5:30pm
Mon & Tue _____
Wed/Thur/Fri _____
Mon - Fri _____

Please note: The Application Fee and Supply Fee are required before enrollment will be accepted.

Please check all that apply:

_____ I am enclosing the non-refundable \$85 application fee required with this application.

_____ I am enclosing the required \$150 Supply Fee with this application. (One check for both fees is acceptable.)

_____ I am enrolling more than one child and request the 5% reduction in the tuition.

_____ I am paying the year in full and request the 5% reduction in the tuition.

Signed: _____

Date: _____