

Little Shepherds PreSchool



5475 Brand Road, Dublin OH 43017
614-209-4554 lshepherdschool@aol.com
"A Christian based early education center"

www.princeofpeacedublin.org

Email – Lshepherdschool@aol.com

Director – Sue Miller

Office Hours – Monday through Thursday 8:30 to 3:30

PRESCHOOL REGISTRATION PACKET

School Year 2009-2010: September 8, 2009 to May 20, 2010

To Register:

- Fill out application; select class option am or pm, 1st and 2nd choice
- Review, sign and return one copy of Tuition Agreement
- Mail or turn in forms to preschool office with registration fee of \$130
- Enrollment will be confirmed through a phone call from the preschool office.
- Registration fee will be returned to wait listed students

Once enrolled, information to note:

- Further enrollment forms and first day information will be sent by mail in July 2009. Return enrollment forms to preschool with August 1st tuition.
- Attend "Parent Information Night – FOR PARENTS ONLY" Tues, Sept 1st, 7-8pm
- School year will operate Tuesday, September 8, 2009 through Thursday, May 20, 2010

For Preschool Office use only:
 Class assignment _____
 Application received _____
 Fee received _____

**LITTLE SHEPHERDS PRESCHOOL
 APPLICATION
 2009-2010**

Child's Name _____ - _____			
	(First name - Preferred name)	(Middle Name)	(Last Name)
M / F _____	Age _____	Date of Birth _____ / _____ / _____	Toilet trained: YES NO
Home Address _____		Home Phone _____	
City _____		Zip _____	Church _____
Father		Mother	
Name _____		Name _____	
Employer _____		Employer _____	
Business phone _____		Business phone _____	
Cell phone _____		Cell phone _____	
Family email address: _____			
Child lives with: Both parents () Father () Mother () Legal Guardian () Foster Parents ()			
Siblings: _____			

am 9:15 to 11:45	<u>Review Tuition Agreement for age criteria for each class; list 1st and 2nd choice</u>		pm 12:45 to 3:15
REGISTRATION: \$130			
CLASS: Little Lambs	Lambs	Shepherds	Disciples
AGE: 2 1/2-3 yr. olds	3-4 yr. olds	PreK 4 yr.	PreK 4-5 yr.
SESSION: Mon am	MW am	MWTh am	MTWTh am
Weds am	TTh am	MWTh pm	MTWTh pm
Tues & Th am	TTh pm		
MONTHLY			
TUITION: 1 day \$67	\$134	\$156	\$197
2 day \$134			
MONTHLY TUITION WILL BE DUE AUGUST 1ST THROUGH APRIL 1ST.			
1 st choice: _____		2 nd choice: _____	
Sibling will be attending: YES NO			

PLEASE provide the following information about your child and sign, thank you.

- CLASS ROSTERS - Is there any information you do not wish to have distributed? _____
- SCHOOL PREVIOUSLY ATTENDED _____
- ALLERGIES we should be aware of _____
- INFORMATION we should be aware of _____
- PHOTO RELEASE – Occasionally we have opportunities to share information about our preschool with the public for educational and public relations purposes. We do not include names of children.
 Please circle your wishes YES/to release NO/refusal to release

Parent
Signature _____ **Date** _____

LITTLE SHEPHERDS PRESCHOOL TUITION AGREEMENT School Year 2009-2010

To enroll and hold a place for _____
(First name-preferred name) (Middle Name) (Last Name)

in Little Shepherds PreSchool for the above mentioned school year we agree to the following:

1. To enroll our child we agree to pay the **NON-REFUNDABLE registration/supply fee of \$130**
2. We agree that our child meets age criteria and toileting criteria for class chosen.
 - LITTLE LAMBS** – age 2 ½ by first day of attendance; toilet trained not required
8-10 each group with 2 teachers.
 - 1 day am offering on Mon or Wed** Tuition is \$603 - monthly tuition \$67
 - 2 day offering on TTh am** Tuition is \$1,206 - monthly tuition \$134
 - LAMBS** - age 3 by September 30, 2009 and toilet trained
or age 4 by December 30, 2009 and toilet trained.
13 each group with 2 teachers
 - MW am or TTh am or TTh pm** Tuition is \$1,206 - monthly tuition \$134
 - SHEPHERDS PreK** - age 4 by September 30, 2009 and toilet trained.
15 each group with 2 teachers
 - MWTh am or MWTh pm** Tuition is \$1,404 - monthly tuition \$156
 - DISCIPLES PreK**- age 5 by March 31, 2010 and toilet trained.
15 each group with 2 teachers
 - MTWTh am or MTWTh pm.** Tuition is \$1,773 - monthly tuition \$197
3. **Monthly tuition is due by the 1st of each month.** We agree to pay **9 monthly tuitions beginning August 1, 2009 through April 1, 2010.** We agree to pay the late fee charge of \$10 after the 10th of each month. School year is Tuesday, September 8, 2009 through Thursday, May 20, 2010.
4. **Checks returned from the bank non-sufficient funds.** We agree to pay a \$10 charge for each check returned by the bank; school reserves the right to determine whether or not to resubmit checks non-sufficient funds from the bank one time. If the check is rejected again, then the tuition will need to be paid for with cash.
5. **We understand that for ease of payment and collection,** our monthly fees are evenly divided between months of operation, which are September to May. Full tuition for each month is required regardless of holidays, vacations, illness, school emergency closings, or withdrawal. * (see sections 8 & 9)
6. **We understand that Dismissal is: am session 11:45 / pm session 3:15.** We understand by 11:50 or 3:20 if we have not notified the preschool at 209-4554, we agree to pay a \$15 late dismissal fee charge for each incident.
7. **Payments** can be mailed to the preschool or deposited in the preschool office mailbox.
 - Make checks payable to: PRINCE OF PEACE LUTHERAN CHURCH**
5475 Brand Road, Dublin, OH 43017
 - CASH PAYMENTS** must be made in the church office.
 - ATM direct payment** arrangements can be made through the church office, 766-6377; with a \$3 service fee
8. ***WITHDRAWAL – School Initiated** – We understand that the school reserves the right in extreme circumstances to terminate enrollment of any child, if in the opinion of the staff, continued attendance would not be in the best interest of either the child or the school. Secondly, if payments are not maintained current; and thirdly, if required forms are not provided for child.
9. ***WITHDRAWAL – Parent Initiated** – We agree to notify the preschool or church office by July 1, 2009 if our child is not going to attend for this school year. We agree to notify the preschool or church office, as soon as possible, if our child will not be completing the school year. We agree to pay the current month’s tuition regardless of number of days in attendance.

Parent Signature _____ Date _____

PLEASE KEEP A COPY OF THIS AGREEMENT FOR YOUR RECORDS