

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

REGISTRATION PACKET

School Year 2011-2012

September 6, 2011 to May 17, 2012

To Register:

- Fill out application; select class option am or pm, 1st and 2nd choice
- Review, sign and return one copy of Tuition Agreement
- Return forms to preschool office with registration fee of \$130
- Enrollment will be confirmed through an email 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 2011
Return enrollment forms to preschool with August 1st tuition.
- Attend "Parent Information Night – FOR PARENTS ONLY" Tues, Aug 30th
- First days are Phase in days and will begin week of September 6th

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

**LITTLE SHEPHERDS PRESCHOOL
 APPLICATION
 2011-2012**

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 _____
 Family email address: _____
 Family Language spoken at home: _____
 Father Mother
 Name _____ Name _____
 Employer _____ Employer _____
 Business phone _____ Business phone _____
 Cell phone _____ Cell phone _____
 Child lives with: Both parents () Father () Mother () Legal Guardian () Foster Parents ()
 Siblings: _____

am 9:30 to 12:00 pm 1:00 to 3:30
Review Tuition Agreement for age criteria for each class; list 1st and 2nd choice
 REGISTRATION: \$130

CLASS: Little Lambs	Lambs	Shepherds	Disciples	Enrichment
AGE: 2 1/2-3 yr	3-4 yr	PreK 4 yr.	PreK 4-5 yr	PreK 5 yr & K 5-6 yr
SESSION: Mon am	MW am	MWTh am	MTWTh am	TWTh am
Weds am	TTh am	MWTh pm	MTWTh pm	
TTh am	TTh pm			
MONTHLY				
TUITION: 1 day \$69	\$138	\$163	\$204	1 day \$69
2 day \$138				2 day \$138
MONTHLY TUITION DUE AUGUST 1 ST THROUGH APRIL 1 ST .				
				3 day \$ 163

1st choice: _____ 2nd choice: _____
 Sibling will be attending: YES NO

PLEASE provide the following information about your child

- 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

LITTLE SHEPHERDS PRESCHOOL TUITION AGREEMENT School Year 2011-2012

To enroll and hold a place for _____
 (First 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 each group with 2 teachers
1 day Mon or Wed am Tuition is \$621 - monthly tuition \$69
2 day TTh am Tuition is \$1,242 - monthly tuition \$138
 - LAMBS** - age 3 by September 30, 2011 and toilet trained
 13 each group with 2 teachers
MW am or TTh am or TTh pm Tuition is \$1,242 - monthly tuition \$138
 - SHEPHERDS PreK** - age 4 by November 30, 2011 and toilet trained.
 15 each group with 2 teachers
MWTh am or MWTh pm Tuition is \$1,467 - monthly tuition \$163
 - DISCIPLES PreK**- age 5 by May 31, 2012 and toilet trained.
 15 each group with 2 teachers
MTWTh am or MTWTh pm. Tuition is \$1,836 - monthly tuition \$204
 - ENRICHMENT Kindergarten & PreK**- age 5 by December 2011 or in Kindergarten and toilet trained.
 15 each group with 2 teachers; this group will be a combo Prek & Kindergarten group of students
1 day Wed am Tuition is \$621 - monthly tuition \$69
2 day TTh am Tuition is \$1,242 - monthly tuition \$138
3 day TWTh am Tuition is \$1,467 - monthly tuition \$163
3. **Monthly tuition is due by the 1st of each month.** We agree to pay **9 monthly tuitions beginning August 1, 2011 through April 1, 2012.** We agree to pay the late fee charge of \$10 after the 10th of each month. School year is Tuesday, September 6, 2011 through Thursday, May 17, 2012.
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 12:00 / pm session 3:30.** We understand by 12:05 or 3:35 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 Rd, Dublin, OH 43017
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, 2011 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