

Office Use: ___ Fee Paid ___ Payment Number ___ Processing Number ___ Full Day ___ Half Day



Living Christ Preschool September 2023 – May 2024 School Year Application

110 North Gammon Rd, Madison WI 53717
608-829-3598 ~ lcpdirector110@gmail.com

Check box if your child is a returning student Requested Start Date: _____

Child's Name _____
(First) (Middle) (Last) (Nickname)

Birthdate: _____ Age as of 9/1/23 _____ Gender: ___ Male ___ Female

Address: _____

Paternal Guardian Name: _____ Cell (____) _____

Paternal Guardian Workplace: _____

Work Phone (____) _____ Occupation: _____

Paternal Guardian e-mail: _____

Maternal Guardian Name: _____ Cell (____) _____

Maternal Guardian Workplace: _____

Work Phone (____) _____ Occupation: _____

Maternal Guardian e-mail: _____

Emergency Contact (other than parents): _____ Cell (____) _____

Address: _____ Relationship: _____

Authorized Pick-Ups: Other than parents, persons who are authorized to pick up the child.
If none, write (None)

Name: _____ Relationship to child: _____

Address: _____ Phone (____) _____

Name: _____ Relationship to child: _____

Address: _____ Phone (____) _____

Connection:

How did you hear about Living Christ Preschool? _____

Religious Affiliation _____ Your Local Place of Worship: _____

Would you like to know more about Lutheran Church of the Living Christ? ___ Yes ___ No

Physician/Medical Facility Information

Name of Child’s Doctor/Hospital: _____

Doctor/Hospital Address: _____

Doctor/Hospital Phone Number: _____

Describe any allergies or other special physical or emotional needs your child may have:

_____ (N/A)

Yes No I give consent for emergency medical care or treatment to be used only if I cannot be reached immediately.

Yes I acknowledge that there are no pets at Living Christ Preschool.

Permissions/Authorizations:

Yes No I give consent for my child to participate in field trips and activities during operating hours. (This includes “walking” fieldtrips around our property. If we were to leave the property you would be informed through Brightwheel or by e-mail.)

Yes No I give consent for pictures of my child to be used for display in the preschool/church.

Yes No I give consent for pictures of my child to be used for advertising purposes (Facebook, website, promotional material, etc.)

Potty Training: If your child is 3+, are they potty trained? ____ Yes ____ Almost ____ No

Home Language: If English isn’t your primary language, what language is spoken at home?

Key Fob policy

- Each family will receive one key fob. If both parents share pick up/drop off responsibilities, please talk to the Director about a second fob.
- When you enroll your child, there will be a \$10 fob Fee on your first bill. On your child’s last day when you return your fob, \$10 will be refunded to you.
 - This fee will also be applied for any additional fobs your family may request.

Parent Handbook Agreement

_____By initialing this line, I acknowledge that I have read the Living Christ Preschool Parent Handbook found at <https://www.living-christ-preschool.com/student-forms> and that I agree to abide by all policies and procedures stated therein. (Hard copies are available upon request.)

Parent/Guardian Signature: _____ Date: _____

Enrollment Contract

Fees: Please initial each line to acknowledge your understanding of these fees

_____ An application fee of \$60 is due when this application is turned in; applications will not be processed until this fee is paid. This fee is non-refundable.

_____ (Fall Enrollment Only) The first month's tuition invoice will be calculated and sent out with confirmation for the child's application being processed. This invoice must be paid in order to finalize the child's enrollment and hold their spot. This tuition is non-refundable.

_____ Supplies from the supply list will be brought in at Open House or on the child's first day of school. If the family chooses, they may instead pay the \$90 supply fee. If no supplies are brought in, the \$90 fee will be assessed on the next invoice. A \$35 portfolio fee will be charged on the first invoice to help cover costs of paper, ink, and other items to create your child's portfolio.

Tuition: Please initial each line to acknowledge your understanding of these policies

_____ After the first invoice to confirm your child's spot, invoices will be sent on the first of each month, for a month in advance. (October's invoice will be sent in September). Invoices are due by the 10th of the month they are sent out.

_____ If tuition is not paid by the 10th, there will be a \$20 late fee added. An additional \$20 will be assessed for every 5 days the invoice remains unpaid. If an invoice remains unpaid through the end of the month the child's enrollment may be terminated.

_____ Tuition must be paid to hold a child's spot. Long term absences will not be refunded tuition.

_____ A \$10 No Call/No Show fee will be assessed if your child is not to school by 9:00 am and their absence has not been reported. Please send a message through Brightwheel if your student will be late or absent.

_____ Tuition may be paid via cash, check made out to Living Christ Preschool, or on-line through Brightwheel (additional fees may be applied by Brightwheel).

_____ Parents must be able to access the information on Brightwheel, either through the app, or on a computer. This is our main method of communication between LCP staff, and parents.

Withdrawal: Please initial each line to acknowledge your understanding of these policies

_____ If your child will be unenrolled, we require a 30-day written notice. Any outstanding invoices must be paid.

_____ If a child has needs that cannot be met or is negatively impacting the learning environment and safety of others, we reserve the right to terminate the child's enrollment. See Parent Handbook.

_____ At any point, for withdrawal or otherwise, paid tuition and fees are not refundable.

Parent/Guardian Signature _____ **Date** _____

September 2023 – May 2024 Weekly Tuition

Please mark your requested days below:

Schedule Requested

_____ Monday _____ Tuesday _____ Wednesday _____ Thursday _____ Friday

Half Day (8:30am – 12:30pm)

Parent Provided Lunch served from 12:00 – 12:30	3 Days	4 Days	5 Days
Lambs: 6 weeks – 1 year	\$175	\$220	\$260
Lions: Typically age 1	\$160	\$200	\$235
Bears: Typically age 2	\$145	\$180	\$210
Zebras: Typically ages 3&4	\$130	\$160	\$185

Full Day (7:00am – Close)

Parent Provided Lunch served from 12:00 – 12:30	2 Days	3 Days	4 Days	5 Days
Lambs: 6 weeks – 1 year		\$270	\$340	\$415
Lions: Typically age 1		\$255	\$320	\$390
Bears: Typically age 2		\$240	\$300	\$340
Zebras: Typically ages 3&4	\$190	\$210	\$260	\$315

Estimated Drop-Off and Pick-Up Times for Full Day Students

Monday _____

Tuesday _____

Wednesday _____

Thursday _____

Friday _____

Other Fees

- Application Fee: \$60 required before application will be processed
- 1st Month's tuition will be calculated and an invoice sent upon application finalization. Paying this invoice confirms your child's spot. If not paid within 2 weeks of being sent, you may forfeit your spot.
- Late Pick-Up fee of \$10 per 10 minutes after end of day (12:30pm for half-day students or 5:00pm for full-day students).

Parent/Guardian Signature: _____ Date: _____

Application Fee of \$60 is required before application will be processed
Registration Fee and Tuition are NON-REFUNDABLE