

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



Living Christ Early Learning Center
September 7, 2026 – August 27, 2027 Application

110 North Gammon Rd, Madison WI 53717
608-829-3598 ~ LCPdirector110@gmail.com or pserbus@living-christ.org

☐

Check box if your child is a returning student

Requested Start Date: _____

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

Birthdate: _____ Age as of 9/1/26 _____ 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 ELC? _____

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.
If none, please check the N/A box.:

_____ ☐ (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 Early Learning Center.

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 building.

☐ 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 Early Learning Center 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

Please initial each line to acknowledge your understanding of these fees and policies.

_____ An application fee of \$150 is due when this application is turned in; applications will not be processed until this fee is paid. This fee is non-refundable.

_____ 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 a \$100 supply fee. If no supplies are brought in, the \$100 fee will be assessed on the next invoice.

_____ A \$45 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.

_____ Each child must have a parent provided lunch. If a child does not have a lunch at school by 11:45, a lunch will be provided by the school, and a \$10 fee will be added to your Brightwheel account. If a child frequently does not have a lunch, they may be dis-enrolled.

_____ 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 each month.

_____ If tuition is not paid by the 10th or if you have a returned or failed payment, there will be a \$25 late fee added. An additional \$25 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. Tuition will not be refunded for long term absences (See the space holding policy in the parent handbook.).

_____ 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 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 LCELC staff, and parents.

_____ 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.

_____ Each child at LC-ELC will be paired with a volunteer prayer partner who is a member at LCLC. The church member will be given the child's first name and age.

Parent/Guardian Signature _____ **Date** _____

Weekly Tuition

Please mark your requested days below:

Schedule Requested

_____ Monday _____ Tuesday _____ Wednesday _____ Thursday _____ Friday

Half Day (8:30am-12:30pm)	3 Days	4 Days	5 Days
Lions: Typically age 1	\$190	\$230	\$265
Bears: Typically age 2	\$175	\$210	\$240
Zebras: Typically ages 3&4**	\$160	\$175	\$215

Full Days (7:00am-5:00pm)	2 Days	3 Days	4 Days	5 Days
Lambs: 6 weeks – 1 year		\$300	\$365	\$440
Lions: Typically age 1		\$285	\$345	\$420
Bears: Typically age 2		\$270	\$325	\$365
Zebras: Typically ages 3&4**	\$220	\$240	\$285	\$340

Full Day Students Only – Arrival Departure Times

*** Request for changes must be submitted two weeks in advance, and are not guaranteed. ***

Each family must choose one arrival time window and one departure time window.

While later drop offs and earlier pickups are welcome, failure to use your window in a consistent basis may result in losing your selected window due to staffing.

	Monday	Tuesday	Wednesday	Thursday	Friday
Arrival Time					
Departure Time					
Arrival Windows:					
7:00-7:15	7:15-7:30	7:30-7:45	7:45-8:00	8:00-8:15	8:15-8:30
Departure Windows					
3:00-3:15	3:15-3:30	3:30-3:45	3:45-4:00	4:15-4:30	4:30-4:45
				4:45-5:00	

*****Students who will be 4 years old by 9/1/26: We have applied to be part of the state's "Get Kids Ready" program. If we are accepted into this program and your child is eligible to participate, we will be able to offer reduced tuition. We hope to have more information by the end of May 2026.***

Other Fees

- Application Fee: \$150 required before application will be processed
- 1st Month's tuition will be calculated and an invoice sent according to our tuition payment schedule. Paying this invoice confirms your child's spot. If not paid, you may forfeit your spot.
- Children must be picked up promptly at 12:30pm for half day students and no later than 5:00pm for full day students. See parent handbook for late pick up fees.

Parent/Guardian Signature: _____ Date: _____

Registration Fee and Tuition are NON-REFUNDABLE