

Office Use: \_\_\_ Fee Paid \_\_\_ Payment Number \_\_\_ Processing Number \_\_\_ Full Day \_\_\_ Half Day



**Living Christ Preschool**  
**September 2024 – May 2025 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 9/1/24 \_\_\_\_\_ 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.  
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 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 \$75 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 \$40 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.

## **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 10<sup>th</sup> of each month.

\_\_\_\_\_ If tuition is not paid by the 10<sup>th</sup>, 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. Tuition will not be refunded for long term absences.

\_\_\_\_\_ 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 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 2024 – May 2025 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
Lambs: 6 weeks – 1 year	\$180	\$225	\$265
Lions: Typically age 1	\$165	\$205	\$240
Bears: Typically age 2	\$150	\$185	\$215
Zebras: Typically ages 3&4	\$135	\$165	\$190

Full Days (7:00am-5:00pm)	2 Days	3 Days	4 Days	5 Days
Lambs: 6 weeks – 1 year		\$275	\$345	\$420
Lions: Typically age 1		\$260	\$325	\$395
Bears: Typically age 2		\$245	\$305	\$345
Zebras: Typically ages 3&4	\$195	\$215	\$265	\$320

<b>Full Day Students Only – Arrival Departure Times</b>					
*** Request for changes must be submitted two weeks in advance, and are not guaranteed. ***					
	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
				4:30-4:45	4:45-5:00

### Other Fees

- Application Fee: \$75 required before application will be processed
- 1<sup>st</sup> 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.
- 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**