

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



## Living Christ Preschool September 2022 – May 2023 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 9/1/22 \_\_\_\_\_ Gender \_\_\_\_ Male \_\_\_\_ Female

Address: \_\_\_\_\_

Paternal Guardian Name: \_\_\_\_\_ Cell (\_\_\_\_) \_\_\_\_\_

Paternal Guardian Workplace: \_\_\_\_\_ Work (\_\_\_\_) \_\_\_\_\_

Paternal Guardian e-mail: \_\_\_\_\_

Maternal Guardian Name: \_\_\_\_\_ Cell (\_\_\_\_) \_\_\_\_\_

Maternal Guardian Workplace: \_\_\_\_\_ Work (\_\_\_\_) \_\_\_\_\_

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 the 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  No I have been informed of the number of pets in the center and the degree of contact with the enrolled children. (None at Living Christ Preschool)

**Permissions/Authorizations:**

Yes  No I give consent for my child to participate in field trips and activities during operating hours

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)

**Choose only one of the following options (one must be Yes and one must be No):**

Yes  No I give consent for LCP to use Equate Kids SPF 50 sunscreen for my child as needed

Yes  No I give consent for LCP to use parent provided sunscreen \_\_\_\_\_ as needed

**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
- If the fob number becomes illegible, please stop by the office to have it re-marked
- 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 ask for.

**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. These fees are 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 10<sup>th</sup> of the month they are sent out.

\_\_\_\_\_ 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. 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 called in to the office, 608-829-3598. You must leave a message, speak to a teacher, or send a message through Brightwheel.

\_\_\_\_\_ 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 2022 – May 2023 Weekly Tuition

Please mark your requested days below:

### Schedule Requested

\_\_\_\_\_ Monday \_\_\_\_\_ Tuesday \_\_\_\_\_ Wednesday \_\_\_\_\_ Thursday \_\_\_\_\_ Friday

#### Half Day (830am – 1230pm)

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 (7am – 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

(Fill in with your best assumptions)

Monday \_\_\_\_\_

Tuesday \_\_\_\_\_

Wednesday \_\_\_\_\_

Thursday \_\_\_\_\_

Friday \_\_\_\_\_

### Other Fees

- Application Fee: \$60 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.
- Late Pick-Up fee of \$10 per 10 minutes after end of day (12:30 for Half-day students or close 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**