

Enrollment Packet

2019 - 2020

Preschool & Daycare at CLC

Welcome to the Creative Learning Campus!

I'm so glad you are interested in enrolling your son/daughter at our preschool and daycare! We exist to meet the physical, social, emotional, intellectual and spiritual needs of young children. Through hands-on activities and experiential learning opportunities in art, music, language, science and math, children develop the skills necessary for kindergarten.

As a Christian preschool, Christ's love is shared as the children experience Bible stories, devotions, prayers, songs and the warm, caring atmosphere created by our wonderful teachers.

To enroll your child, please read the attached Enrollment & Registration Policy. Then complete and return the yellow Registration Form (also attached), along with your cash or check payment for the \$50 registration fee, to the preschool office.

The remaining registration forms will be mailed to you later in June and are due at Parent Information Night in August. For further information about the church or preschool, please visit us at www.clcflatrock.com. You may direct questions concerning forms, procedures, or the preschool to Kristi Hill at 734-782-0563 or khill@clcflatrock.com.

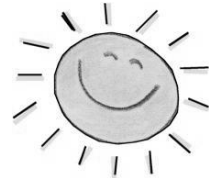
If you would like a daytime tour of the preschool, please call to schedule an appointment. You are welcome to bring your child.

On behalf of our preschool staff, thank you for your time and cooperation in completing the required paperwork. Your timely assistance is greatly appreciated. We all look forward to serving you and your child(ren) during the coming school year.

Kristi Hill, Preschool Director
Community Lutheran Church ~ Creative Learning Campus

Enrollment & Registration Policy

Community Creative Learning Campus



Enrollment

To enroll your child, the following requirements must be met:

1. Registration Form must be submitted with a \$50 non-refundable deposit fee.
2. Child must be fully potty trained.
3. Child preferred to be 3 by September 1 of the enrolling year to attend a 3's class.
4. Child preferred to be 4 by September 1 of the enrolling year to attend a 4's class.
5. Prior to acceptance, parents need to make the school aware of any special medical or physical needs of the child to be enrolled. The needs of the child will then be evaluated on an individual basis. Acceptance of the child will be based on the best interest of the child as well as our ability to meet his or her needs.

Registration

The Registration Form (attached) may be picked up in either the church or preschool office. In order for your application to be processed, a \$50 Registration Fee must accompany the Registration Form and is non-refundable, except under the following circumstances:

- ◆ The full amount will be refunded if your child is put on a waiting list.
- ◆ Half of the fee is refundable if you decide to send your child to kindergarten and inform the school by June 15.
- ◆ Half of the fee is refundable if your child is not potty-trained and the school is informed by August 15.

The registration form and fee are due in the preschool office prior to your child's attendance at Creative Learning Campus. All forms will be numbered in the order they are received. Forms will be processed on a first come, first served basis in the following order:

1. **Members of Community Lutheran Church**
2. **Current families of Creative Learning Campus**
If you have a child currently enrolled in the 4-year old program and you are unsure of whether he/she will enter kindergarten in the fall, please speak with your child's teacher or with Kristi Hill.)
3. **Alumni families of Creative Learning Campus**
4. **Families of the general public**
All parents will be notified within 30 days of their child's placement on a class list or waiting list. Checks for each child on the waiting list will be returned with your notification.

If you have any questions, please feel free to call Kristi Hill in the preschool office at 734-782-0563.

Preschool Classes and Tuition Rates

Three Year Old Classes (Prefer child to be 3 years old by September 1)

Class I	MWTh	9:00a – 11:30a	\$1,350/year	
			\$135/month	
Class II	MWTh	12:30p – 3:00p	\$1,350/year	
			\$135/month	
Class III	Tu/Fri	9:00a – 11:30a	\$900/year	\$90/month

Four Year Old Classes (Prefer child to be 4 years old by September 1)

Class I	MTWTh	9:15a – 11:45a	\$1,750/year	\$175/month
Class II	MTWTh	12:45p – 3:15p	\$1,750/year	\$175/month
Class III	MTWTh	9:30a – 12:00p	\$1,750/year	\$175/month

Pollywogs Schedule and Rates

August 26th – Aug 29th

Pollywogs Hours: 9:00 – 11:00a Monday – Thursday

Hourly rate: \$5.00 per hour

Pollywogs was created for parents who want their children to ease gently into the routine of coming to school, for the first time in their little lives, without the pressure of regular preschool classes. It is a big transition to go from being at home or in the care of someone familiar to preschool classes where the people and environment are unfamiliar. This program will help alleviate the anxiety that is felt by parents and children alike on those first days of school when separation is difficult.

Pollywogs may be used as childcare while you run errands or get some work done at home. Or you might have your child come only on the days he or she will be in their regular preschool class. Some parents start with 45 minutes and increase the time their child stays each day to work up to 2½ hours (the length of preschool classes). It is up to you and what you are comfortable with for your child. Parents are welcome to stay with their child for the first half-hour on the first day.

Daycare Schedule and Rates

Daycare Opens the Wednesday after Labor Day

Daycare Hours: 7:30a – 5:00p Monday – Thursday

Hourly rate: \$5.00 per hour

Special rates: See below

Our daycare program is available to children ages 2.5- through 6-years old. All children must be fully potty trained (wipe self, turn water on/off, wash and dry hands). Children are not required to be enrolled in one of the preschool classes to use the daycare. This

program is supplementary to our 3- and 4-year old classes. Daycare may be used on a regular basis, or as needed.

As-Needed Option

To utilize the daycare on an as-needed basis, a Daycare Request Form must be submitted no later than 24 hours prior to its use. As-needed hours will be billed at the rate of \$5.00 per hour (or partial hour). Friday daycare hours are subject to change or not be offered at all.

As-needed anytime between 7:30 – 5:00p, with 24 hours notice = \$5/hr or partial hr

Special Rates Options

We are offering a deal on the following options for families who need daycare services on each of their child's class days. The total of each selection will be added to your monthly tuition payment, regardless of the portion of the times you use. In other words, if you select one or more sessions from the 3's or 4's daycare options below, you will be billed for that total amount, whether you use all days/times each week or not.

3-Year Old Daycare Options (Mon, Wed, Thur ONLY):

Tuesdays	7:30 – 5:00	\$40/day x 1 day/week x 4 weeks/month = \$160 mo
Before School	7:30 – 9:00	\$5/day x 3 days/week x 4 weeks/month = \$60 mo
AM Session	9:00 – 12:30	\$15 day x 3 days/week x 4 weeks/month = \$180 mo
PM Session	11:30 – 3:00	\$15 day x 3 days/week x 4 weeks/month = \$180 mo
After School	3:00 – 5:00	\$5/day x 3 days/week x 4 weeks/month = \$60 mo

4-Year Old Daycare Options (Mon, Tue, Wed, Thur ONLY):

Before School	7:30 – 9:15	\$5/day x 4 days/week x 4 weeks/month = \$80 mo
AM Session	9:15 – 12:45	\$15 day x 4 days/week x 4 weeks/month = \$240 mo
PM Session	11:45 – 3:15	\$15 day x 4 days/week x 4 weeks/month = \$240 mo
After School	3:15 – 5:00	\$5/day x 3 days/week x 4 weeks/month = \$80 mo

Regular Basis Option

To utilize the daycare on a regular basis, but less than the special rates options, you will need to specify the days and times on the registration form. If your child's schedule will fluctuate, please keep the daycare staff informed via Daycare Request Form as the changes occur.

Class Preference and Daycare Request Creative Learning Campus

MWTh Classes – Three Year Old Preschool

	Mon, Wed, Thurs	Morning Only	9:00a – 11:30a
	Mon, Wed, Thurs	Afternoon Only	12:30p – 3:00p

TuFr Classes – Three Year Old Preschool

	Tues, Fri	Morning Only	9:00a – 11:30a
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MTWTh Classes – Four Year Old Preschool

	Mon, Tue, Wed, Thur	Morning Only	9:15a – 11:45a
	Mon, Tue, Wed, Thur	Afternoon Only	12:45p – 3:15p
	Mon, Tue, Wed, Thur	Morning Only	9:30a – 12:00p

Comments: _____

There are many considerations in forming class lists – boy : girl ratios, daycare needs, duplicate names, medical/developmental concerns, etc. We will consider requests for class placement, but making class lists can become complicated, and we cannot promise that we can accommodate all requests.

I give permission to have the following listed on the student roster (to be given to other CLC preschool parents only).

Address	Yes _____	No _____
Phone number	Yes _____	No _____
Email	Yes _____	No _____

Signature of parent or guardian

Date

Daycare Needs 7:30a – 5:00p M – F

Please indicate your daycare needs below and fill out the attached Daycare Hours Needed Form. Friday hours are subject to availability.

I will need to utilize the daycare... As-needed Regularly

