



## Registration 2019-2020

*Supporting each child's growth and development through  
Early learning experiences and faith based teachings*

Thank you for choosing our program for your family!

We look forward to a year of caring & learning.

Check out more class information in our PARENT HANDBOOK at our website  
[princeofpeacedublin.org](http://princeofpeacedublin.org)

May God bless your family

Sue Miller, Director

[Lshepherdschool@aol.com](mailto:Lshepherdschool@aol.com)

614-209-4554

Fax 614-336-8639

### **TO REGISTER YOUR CHILD**

1. Review the class offerings, times, age criteria, days, tuition fees with 10 monthly payments schedule.
2. Choose the class that matches your child's age group; if your first choice is not available, we will give you a call to discuss class options.
3. Turn in the ENROLLMENT FORMS page 1&2 to the Learning Center office  
With the non-refundable registration fee of \$75.00 + first month payment  
(Based on your class selection)
4. Please make your checks payable to Prince of Peace Lutheran Church.  
On your check write your child's name & Little Shepherds in the memo.

### **ENROLLMENT BEGINS DECEMBER**

We will date forms turned in and process them by date received.  
Email confirmations will be sent beginning on the dates below.

January 7, 2019

January 21, 2019

Returning Students & Church Members

Enrollment opens to Community

# Little Shepherds Learning Center

## Class Offerings 2019-2020

Program calendar is Tuesday, August 27, 2019  
through Wednesday, May 13, 2020

**Little Lambs Toddlers:** AM 9:30 to 11:50  
**Preschool & Prek Program:** AM 9:30 to 12:00 PM 12:50 to 3:20  
**Kindergarten Enrichment TTh :** AM 9:30 to 12:00 PM 12:50 to 3:20

### Toddlers: toilet trained not required

		Ratio	Days	Monthly payment
Little Lambs	age 2.5 by Sept 2019	2-10	MW am	\$175
Little Lambs	age 2.5 by Sept 2019	2-10	TTh am	\$175

### Preschool: must be toilet trained

		Ratio	Days	Monthly payment
Lambs	age 3 by Oct 2019	2-14	MW am	\$175
			TTh am	\$175
Rainbows	age 4 by March 2020	2-14	TWTh am	\$225

### Pre-K: must be toilet trained

		Ratio	Days	Monthly payment
Shepherds AM	age 4 by Sept 2019	2-15	MTWTh am	\$250
Shepherds PM	age 4 by Nov 2019	2-15	TWTh pm	\$225

### Pre-K: must be toilet trained

		Ratio	Days	Monthly payment
Disciples AM	age 5 by March 2020	2-15	MTWTh am	\$250
Disciples PM	age 5 by March 2020	2-15	MTWTh pm	\$250

### Kindergarten:

	AM 9:25 to 12:00	PM 12:50 to 3:20		
			Ratio	Days
Age 5 by September 30, 2019			2-12	TTh am
				TTh pm
				Monthly payment
				\$175
				\$175



**School year 2019-2020**

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**ENROLLMENT FORM page 1**

**CHILD's NAME:** \_\_\_\_\_ **D.O.B.** \_\_\_\_\_ **M** **F**

**What name should we use for name recognition?** \_\_\_\_\_

**Does your child have allergies?** \_\_\_\_\_

**What is your spoken home language?** \_\_\_\_\_

**PARENTS' NAMES:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **zip code:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**For class info/alerts email:** \_\_\_\_\_

**Can we share your contact info on class rosters?** Yes No

**Photo Release for church/LSLC publications?** Yes No

**Are you a current student or church member?** Yes No

**Are siblings attending a LSLC class?** Yes No

**What class** \_\_\_\_\_

**CLASS SELECTION: Please list: name of class, am or pm and days**

**First choice**

\_\_\_\_\_

**Second choice**

\_\_\_\_\_

**Office use only:**

**Class assignment** \_\_\_\_\_

**Date** \_\_\_\_\_ **Fee** \_\_\_\_\_ **check #** \_\_\_\_\_



# ENROLLMENT FORM page 2

## TUITION AGREEMENT - School Year 2019 -2020

To enroll and hold a place for \_\_\_\_\_ (child name)  
In Little Shepherds Learning Center for the above mentioned school year, we agree to the following.

1. To enroll our child, we agree to pay the **NON-REFUNDABLE registration fee of \$ 75.00 & 1<sup>st</sup> monthly payment**
2. We agree that our child meets age criteria and toileting criteria for class chosen.

**LITTLE LAMBS:** age 2.5 by September; toilet trained not required; 8-10 each group with 2 teachers  
2 day M W or T Th am Tuition \$1,750.00 - monthly payment \$175

**LAMBS:** age 3 by October and toilet trained; 14 each group with 2 teachers  
2 day M W am or T Th am Tuition \$1,750.00 - monthly payment \$175

**RAINBOWS:** age 3-4 age 4 by March 2020 and toilet trained; 14 each group with 2 teachers  
3 day T W Th am Tuition \$2,250.00 - monthly payment \$225

**Pre-K-SHEPHERDS:** age 4 -5 and toilet trained; 15 each group with 2 teachers  
4 day M T W Th AM (age 4 by September) Tuition \$2,500.00 - monthly payment \$250  
3 day T W Th PM (age 4 by November) Tuition \$2,250.00 - monthly payment \$225

**Pre-K - DISCIPLES:** age 4-5 and toilet trained; 15 each group with 2 teachers  
4 day M T W Th am (age 5 by March 2020) Tuition \$2,500.00 - monthly payment \$250  
4 day M T W Th pm (age 5 by March 2020) Tuition \$2,500.00 - monthly payment \$250

**KINDERGARTEN Enrichment:** 12 each group with 2 teachers  
2 day T Th am 9:30 to 12:00 Tuition \$1,750.00 - monthly payment \$175  
T Th pm 12:50 to 3:20

3. **We understand for ease of payments, tuition is divided evenly by 10 monthly payments which are due by the 1<sup>st</sup> of each month.**  
First payment is due at registration time and then monthly payments are to be made September 1, 2019 through May 1, 2020.  
We agree to pay the late fee charge of \$10 after the 10<sup>th</sup> of each month.
4. **Checks returned from the bank for non-sufficient funds:** We agree to pay a \$36 charge for each check returned by the bank. The Learning Center reserves the right to determine whether or not to resubmit checks non-sufficient funds from the bank one time. If the check is rejected again, then the tuition will need to be paid for with cash.
5. **We understand that full monthly payment is required regardless of holidays, vacations, illness, school closings, or withdrawal.** \* (see sections 8 & 9)
6. **We understand that Dismissal is: am session 12:00 / pm session 3:20.** We understand by 12:05 or 3:25, if we have not notified the Learning Center at 614-209-4554, call or text. We agree to pay a \$15 late dismissal fee charge for each incident.
7. **Payments** can be mailed to the Learning Center or deposited in the Learning Center office mailbox.  
**Make checks payable to: PRINCE OF PEACE LUTHERAN CHURCH, 5475 Brand Rd, Dublin, OH 43017.**  
On your check write your child's name and Little Shepherds in the memo.

Auto monthly payment arrangements can be made through the church payment program called BREEZE; credit card payments accepted with \$5 service fee per transaction. Church office can be contacted at 614-766-6377

8. **\*WITHDRAWAL – School Initiated** – We understand that the school reserves the right in extreme circumstances to terminate enrollment of any child, if in the opinion of the staff, continued attendance would not be in the best interest of either the child or the school. Secondly, if payments are not maintained current; and thirdly, if required forms are not provided for the child.
9. **\*WITHDRAWAL – Parent Initiated** – We agree to notify the Learning Center or church office by July 1, 2019 if our child is not going to attend for this school year. We agree to notify the Learning Center or church office, as soon as possible, if our child will not be completing the school year. We agree to pay current month's payment regardless of number of days in attendance.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

**KEEP A COPY FOR YOUR RECORDS**