



7426 Idylwood Road, Falls Church, VA 22043 – (703) 573-0494 – [splpreschool@aol.com](mailto:splpreschool@aol.com)

## ENROLLMENT APPLICATION FORM 2023 -2024

<b>CLASSES</b> <i>check one box</i>	3 years old, 4 days, 9:30 – 1:30, (\$515.00) Ladybugs
2 years-old, 3 days, 9:30 – 12:30, (\$330.00) Turtles	4 years old, 4 days, 9:30 – 1:30, (\$515.00) Toucans
3 years-old, 3 days, 9:30 – 1:30, (\$415.00) Butterflies	4 years old, 5 days, 9:30 – 1:30, (585.00) Frogs

Child First Name		Child Last Name	Preferred Name
Date of Birth	Sex	Child Primary and Secondary Languages	
Address		City, State, Zip Code	Home Phone
Previous Day Care or Preschool Attended, Name and Address			

### PARENTS/GUARDIANS

Parent 1 First Name		Parent 1 Last Name	Cell Phone
Relationship to Child	Employer's Name and Address		Work Phone
Parent 1 Email Address			
Parent 2 First Name		Parent 2 Last Name	Cell Phone
Relationship to Child	Employer's Name and Address		Work Phone
Parent 2 Email Address			
Siblings, Name and Age			
Ethnicity	Languages Spoken	Religion	Church Affiliation

### EMERGENCY CONTACT AND AUTHORIZE PERSON PICK UP

Emergency Contact: Name	Relationship	Phone
Authorized person to pick up my child Name	Relationship	Phone
Authorized person to pick up my child Name	Relationship	Phone

**Medical Information and Release:** If parents cannot be reached in case of a medical emergency, we authorize the preschool permission to obtain immediate medical care.

Insurance Company Name	Phone
Allergies or Intolerance to Food or Medications	Does your child use an Epi-Pen?
Is there any medical, developmental, or psychological information we should be aware of? If so, please indicate any professional help your child receives or has received.	

**AGREEMENTS**

1. We, the undersigned, have submitted the following:

- A **\$75.00 non-refundable Registration Fee** (submitted at the time of/with the enrollment Application)
- A **non-refundable deposit** (1 month’s tuition) to be applied to tuition for the month of May 2024 (Due May 5)
- A **non-refundable Events Fee of \$75.00** due May 5<sup>th</sup>. We understand that the remaining 8 tuition payments are due by the 5<sup>th</sup> of each month beginning September 2023.

Parents pay fees through Brightwheel, or by cash, or check.

2. We understand that to ensure placement, **all fees/payments must be submitted by the due date.**

3. **Withdrawal and Tuition Refunds:** A thirty (30) days written notice must be given to St. Paul’s Lutheran Preschool before withdrawing a child. Written notification of withdrawal prior to the start of school must be received by AUGUST 1, 2023 in order to receive a refund of the prepaid May tuition. NO exceptions will be made to the policy.

4. **Extended Leave Policy:** If a child takes an extended leave from the Preschool Program, the family is still responsible for paying all tuition fees due during the child’s period of absence. These fees must be paid to hold your child’s position in the Preschool. For example: if your child is gone during the months of December and January, you must pay the December and January tuition in order for your child to return to school in February.

5. We acknowledge and accept the Withdrawal, Refund and Extended Leave Policy stated here. **Initials** \_\_\_\_\_

6. **Permission of photography:** We give permission to use photos of students in the Preschool’s newsletter, website, advertising materials, and the Preschool’s social media (No names will be listed). **Initials** \_\_\_\_\_

7. I have read the online Parent Handbook. **Initials** \_\_\_\_\_

By signing below, I acknowledge that the above information is accurate, and I agree to abide by the policies of St Paul’s Lutheran Preschool.

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

FOR OFFICE USE ONLY					
New Enrollment	SPLP Alumni	Class			Start Date
Registration Fee	Date	Deposit \$	Date	(1 Month’s Tuition Applied to May 2023)	
Event Fee	Date	Health Form	Date	Birth Certificate	Date