

St. Matthias Lutheran Church Preschool



Registration Packet
2024-2025

St. Matthias Lutheran Church Preschool
Welcome to our school!

Dear Parents,

We are so thankful that you have been a part of our school and hope that you continue to trust us with your precious child!

Our in-house open enrollment has begun. We always open enrollment up to our current students first. As year we all know prices have gone up all around us. In order for our school to be able to thrive during this economic time, we have had to raise tuition. We put much thought into this and considered all options. Thank you so much for your understanding and help with this!

We will begin open enrollment for the public on February 6th. While you can still enroll after February 6th, spots will begin to fill up. We hope that your family will continue to choose our school to provide a loving, safe learning experience for your child. Registration fees are due at the time of enrollment; we thank you for your help with this.

Thank you so much for all of your support and we look forward to working together for another school year to help your child learn and grow! We have so many fun things planned for the new school year!

Many thanks,
Tabitha Capps



Registration and Tuition

A \$100.00 per child or \$150.00 per family, non-refundable, registration fee is required when registering your child/children in our Preschool program. Children are registered for the program year. A 30-day notice is required, to the director, should it be necessary to withdraw a child for any reason. You will be responsible for the next month's payment if less than a 30-day notice is given. • Tuition is due on the 1st of each month and considered late if received after the 5th of the month. A late fee of \$15.00 will be added for tuition not received by the 5th of the month. If paying with check or cash, please give those payments to Mrs. Tabitha. Checks should be made to SMLC Preschool. • Online tuition payments may be made through Brightwheel.

Arrival & Dismissal:

8:45-9:05 & 12:45-1:05

Please be mindful of our arrival and pick-up times. We appreciate your help with this

Calendar

A school calendar will be issued to our parents at open house. Our Preschool typically follows Pickens County school district closure schedule for holidays. This includes Labor Day, Week of Thanksgiving, two weeks at Christmas, Martin Luther King Jr. Day and Spring Break.

In the event of an inclement weather closing or delay, a message will be sent through Brightwheel and posted on our social media pages.

School Communication App

Brightwheel is a communication tool that allows you to see your child's learning and communicate with their teacher in one place. This app will allow you, and loved ones, to stay connected to your child's class as well as stay up to date on all upcoming events at our school. You will be invited to Brightwheel through a link sent to you.

SMLC Preschool is a non-profit program. All of our operating expenses are based on a projected income from enrollment and tuition payments. We ask that every family take their financial responsibility to our school seriously and make tuition payments according to the policies stated in our Handbook.



St. Matthias Lutheran Church Preschool

Enrollment Form

2024-2025 School Year Registration

Child's Full Name _____

Name to be called and taught to write _____

Child's Date of Birth _____ Age as of 9/1/2024 _____

Street Address: _____

City _____ State _____ Zip Code _____

Mother's Name _____ Cell #: _____

Place of Business: _____ Work #: _____

Email: _____

Father's Name _____ Cell #: _____

Place of Business: _____ Work #: _____

Email: _____

Child's Doctor: _____ Doctor Phone: _____

Medical Insurance: _____ Policy#: _____

Do you have a home church? (Circle one) Yes No

If yes, church name: _____

Emergency Contact/Individuals that may pick up your child from school (other than parent):

*Please ensure persons picking up your child have ID as we will be asking for identification.

Name: _____ Relationship to child: _____ Cell: _____

Name: _____ Relationship to child: _____ Cell: _____

Name: _____ Relationship to child: _____ Cell: _____

Any special information our school should know about your child? Are there any behavior issues or special needs we need to be aware of? Is this your child's first experience with preschool?

Does your child have any allergies or on Medication? (If yes, please list and explain)

Enrollment Options

4 Day - \$270/Month _____

5 Day - \$300/Month _____

Registration Fee

(\$100 Child/\$150 Family): \$ _____

Payment method: _____

Check #: _____

Date Paid: _____

Immunization Record on File: _____

Desired form of payment for tuition:

Office Use Only

Tuition Agreement: I agree to have tuition paid by the 1st of each month. I understand and agree to pay a \$15.00 late fee if tuition is paid after the 5th of the month in addition to the insufficient fund fee charged by the bank of \$35.00. I also agree that it is my responsibility to make tuition payable until proper termination of services requests have been made as outline in the handbook.

Tuition for the school year for 4 days is \$2,700 and is split into 10 equal payments of \$270, to be paid each month by the 1st of the month, beginning in August and ending in May.

Tuition for the school year for 5 days is \$3,000 and is split into 10 equal payments of \$300, to be paid each month by the 1st of each month beginning in August and ending in May.

Late Fee: Children are to be picked up by 1:05. There is a \$1.00 per minute late fee for children picked up after 1:05.

Sibling Discount to any/all younger siblings: 10% sibling for the school year.

When my child is ill, I understand and agree that SMLC Preschool will not accept my child for care.

I certify that my child is to my knowledge, in good health, and free of disabilities that would endanger him/her or other children. I agree to provide SMLC Preschool with current and up to date Immunization records.

Photo Release: SMLC Preschool is including photos of students, teachers, and the school on its website and Facebook/Instagram page. It is our policy that the names of students will not be used by the administration.

Please check for permission to post photos of your child participating in school activities.

I hereby give permission for SMLC Preschool to us photos on the school website and other forms of communication/ advertisement.

I hereby do not give permission for SMLC Preschool to use photos on the school website or other forms of communication/advertisement.

Liability Release: I hereby assume all risk of personal injury for all the years my child is attending or participating in SMLC preschool activities. I give permission to the school to call the doctor or paramedic for medical care for my child should an emergency arises. It is understood that a conscientious effort will be made to locate the child's parent or guardian. However, if it is not possible to locate parents, this responsibility will be accepted by SMLC Preschool. I release SMLC Preschool Staff, Board, Director, Teachers, and Volunteers from any and all liability arising from claims of injuries or damages that either individually or on behalf of your child might occur while any of these individuals are performing their duties.

By signing below, you agree that this is a legally binding form. Providing false information will result in termination of services.

I have been given a copy of the registration, tuition and handbook and am signing below to confirm that

Parent Name (Printed): _____

Parent Signature: _____ **Date:** _____

Director Signature: _____ **Date:** _____

Thank you for trusting us with your precious child!