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## APPLICATION FOR ADMISSION FOR THE 2024-2025 SCHOOL YEAR

Circle the class of your choice. Classes are from 9:00 a.m. until noon:

1 YEAR OLD - MWF  
\$285 / MONTH

1 YEAR OLD—TT  
\$230/ MONTH

1 YEAR OLD - MTWTF  
\$375 / MONTH

2 YEAR OLD- MWF  
\$285 / MONTH

2 YEAR OLD - MTWTF  
\$375/ MONTH

3 YEAR OLD- MWF  
\$285 / MONTH

3 YEAR OLD- MTWTF  
\$375 / MONTH

4 YEAR OLD- MTWTF  
\$375 / MONTH

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I hereby apply for the admission of my child to the **Woodland Presbyterian Church Early Learning Center** in the class circled above and submit the following information for your consideration:

Child's Full Name: \_\_\_\_\_

Name by which child is called: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Sex: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

E-mail addresses: \_\_\_\_\_

Father's Name: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

Employer: \_\_\_\_\_ Work Phone #: \_\_\_\_\_

Mother's Name: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

Employer: \_\_\_\_\_ Work Phone# : \_\_\_\_\_

Parents:  Married  Divorced  Widowed  Other

Who is the primary custodian? \_\_\_\_\_

Is your child potty trained? \_\_\_\_\_ Any physical / developmental handicaps? \_\_\_\_\_

General Health: \_\_\_\_\_ Allergies / Medical Condition: \_\_\_\_\_

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Previous Preschool or Mother's Day Out attendance, if any \_\_\_\_\_

Church Membership? If so, name of church: \_\_\_\_\_

How did you hear about the ELC? \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Relationship to child: \_\_\_\_\_

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### FINANCIAL POLICIES

The following policies are intended to create an equitable arrangement between the school and the families regarding the financial responsibilities of each:

1. **Registration Fee.** A \$175 registration fee must accompany the application. The fee is \$100 for each additional child. This fee is **non-refundable**.
2. **Supply and Snack Fee.** The supply and snack fee is due with September tuition.  
\$200 for each child enrolled.
3. **Commitment Fee/Prepayment for the last month of school.** A **non-refundable** and **non-transferable** commitment fee equal to one month's tuition must also accompany the application. This fee will be applied towards May 2025 tuition if the child remains enrolled in the ELC at that time and all fees are current.
4. **Late Tuition Fees.** Monthly tuition is due on the first of each month. Tuition will be considered delinquent after the 10<sup>th</sup> of the month and a delinquent fee of \$25.00 per month will be charged. In addition, a fee may be charged for NSF checks. The ELC reserves the right to apply all payments towards outstanding sums.
5. **Late Pick Up Fees.** A fee of \$5.00 for every five minutes late may be imposed for unnecessary or habitual delay in picking up children.

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#### Office Use Only:

Registration fee paid      Check no. \_\_\_\_\_ Date: \_\_\_\_\_ Amount: \_\_\_\_\_

Commitment fee paid      Check no. \_\_\_\_\_ Date: \_\_\_\_\_ Amount: \_\_\_\_\_

Supply / Snack fee paid      Check no. \_\_\_\_\_ Date: \_\_\_\_\_ Amount: \_\_\_\_\_