



5824 Berkley Drive
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APPLICATION FOR ADMISSION FOR THE 2025-2026 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

I hereby apply for the admission of my child to the **Early Learning Center of Woodland Church** 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: _____

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: _____

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 2 & 3 day / week classes, \$250 for 5 day / week classes.
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 2026 tuition if the child remains enrolled in the ELC at that time and all fees are current. This fee may be waived upon request for current families in good standing.
4. **Late Tuition Fees.** Monthly tuition is due on the first of each month. Tuition will be considered delinquent after the 10th 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.

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: _____