

TRINITY LUTHERAN PRESCHOOL

ADMISSION AGREEMENT

Center Hours: Trinity Lutheran Preschool is open from 6:30 a.m. to 6:00 p.m., Monday through Friday, for children ages *two years through five years*.

Interview: An interview will be held with each prospective parent and child. There must be a meeting with the director before you can enroll your child.

Forms: (The following forms MUST be on file at the preschool prior to admission.)

- ➔ Application for enrollment
- ➔ Admission Agreement
- ➔ Physician's Report w/ immunization record and T.B. test
- ➔ Child's Pre - Admission Health History
- ➔ Identification and Emergency Information
- ➔ Consent for Medical Treatment
- ➔ Parent's Rights
- ➔ Personal Rights
- ➔ Child Abuse Form
- ➔ Emergency Card
- ➔ Parent Handbook Agreement/Permission to photograph and/or videotape

Waiting List: A \$100 non-refundable deposit will reserve a place for your child on our waiting list and will be placed toward the registration fee when an opening occurs. A spot will only be held for 30 days if there is space available.

Withdrawal: Parents must notify the office two weeks in advance, in writing, if they would like to withdraw their child from our center.

Schedule Change: You must notify the director when you have a schedule change so that we know when to expect your child to arrive and when he/she will be picked up. Switching days (part-time students only) must be approved by preschool director.

Termination: The school may terminate the enrollment of any child for continual late pick-up, when it is considered that the preschool cannot adequately meet the needs of the child, for failure to pay tuition, and for any uncooperative/aggressive behavior by the parent or child.

I have read the Admission Agreement, the Tuition and Registration Brochure, and the Parent Handbook. I agree with the statements contained within.

I agree that regardless of who pays my child's tuition, I am enrolling my child and am therefore responsible for the entire amount of _____ per month,

Child's name: _____

Days of care needed: _____

Hours of care needed: _____

Parent's name: _____

Parent's signature: _____

Date: _____

Special tuition arrangement:

I _____ agree with this arrangement.

Parent/Guardian Signature _____

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