



**San Marcos Lutheran Church
Children's Center**
3419 Grand Ave, San Marcos CA 92078
760-727-0326 • www.smlcchild@sbcglobal.net

ENROLLMENT APPLICATION
2016-17

Child's Name _____ **Date of Birth** _____ **Age** _____

Home address _____ **City and Zip** _____

Home Phone _____ **Family E-Mail Address** _____

Please circle: Boy Girl Parents are (please circle): Married Divorced Separated Widowed

Mother's/Legal Guardian's Name _____ **DL#** _____

Address (if different from above): _____

Occupation _____ **Employer** _____

Work telephone _____ **Cell phone:** _____

Father's/Legal Guardian's Name _____ **DL#** _____

Address (if different from above): _____

Occupation _____ **Employer** _____

Work telephone _____ **Cell phone:** _____

Primary language(s) spoken at home: _____

Please indicate which session you wish to enroll in:

_____ **Tues/Thurs** **8:00 AM to 12:00 PM** **Registration: \$100** **Monthly Tuition: \$265**

_____ **Mon/Wed/Fri** **8:00 AM to 12:00 PM** **Registration: \$100** **Monthly Tuition: \$360**

_____ **Mon through Fri** **8:00 AM to 12:00 PM** **Registration: \$100** **Monthly Tuition: \$565**

Alternate session options may be available based on enrollment and are per the approval of the Director only.

The registration fee is nonrefundable. Registration includes one t-shirt at the beginning of the school year.
A discount of 5% will apply toward monthly tuition for the second of concurrently enrolled siblings.

Tuition and Payment Policies: Families will receive an invoice during the 1st week of every month for monthly tuition and the previous months extended care balance.

Tuition and Extended Care Payments: We use Vanco Service's Simply Giving program for **ALL** Tuition and Extended Care payments. Monthly tuition is paid through electronic funds transfer (EFT) on the 10th of each month with the first payment on August 10th and the last payment on May 10th. Each monthly payment covers four weeks of school. Extended care fees are paid through electronic funds transfer (EFT) on the 15th of each month at a rate of \$5 per day for the previous months extended care. There is a \$25 fee for any Non-Sufficient Funds. We do not give refunds or credit for days when your child is absent due to illness, family vacation or personal reasons.

Late Pick up Fees: We close promptly at 1:00 PM. Please call if you know you will be arriving late so that we may inform your child. A late fee of \$11.25 per quarter hour or fraction thereof will be assessed when your child is picked up after 1:00 PM.

Tuition Cancellation and School Withdrawal: There will be no refunds of Tuition or Extended Care payments once they are electronically withdrawn (or are “in process” of being withdrawn) from your bank account. In the event that your child will be withdrawing from our program, please take care to notify the Preschool Director in writing at least 5 days before the next scheduled withdrawal so that the transaction can be cancelled.

Holidays: The Children’s Center observes the following holidays and breaks during the year: New Year’s Day, Presidents Day, Teacher In Service Feb, Good Friday, Easter Break, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Break and Christmas Break. Please refer to the current school year calendar for specific dates. Your tuition takes into account the aforementioned holidays.

Parent Conferences: Parent conferences are held during two school days in the spring. Please consult the current school year calendar for specific dates. Regular sessions are not held on these days in order to allow teachers time to meet individually with all of the parents. Free childcare will be provided for your enrolled children (not siblings) during the parent conference.

THIS WILL ACKNOWLEDGE THAT I/WE HAVE READ AND UNDERSTAND THE TUITION AND PAYMENT POLICIES AS PRINTED ABOVE AND WILL AGREE TO ABIDE BY THE SAME:

Parent/Guardian Signature: _____ Date: _____

Participation in San Marcos Lutheran Church Children’s Center Activities:

I give permission for my child to take supervised walking field trips on the church campus, including weekly chapel services.

I give permission for my child to be included in screenings and developmental assessments that are administered to all children in the school.

I give permission for my child to be included in school and publicity photos connected with San Marcos Lutheran Church Children’s Center, the SMLC Children’s Center Facebook page and the SMLC Children’s Center Website.

I understand that when signing my child in and out each day I am officially notifying the staff of my child’s arrival and departure and I understand that San Marcos Lutheran Church Children’s Center will not assume responsibility for any child not signed in upon arrival for the day.

I HAVE READ THE ABOVE INFORMATION AND AGREE TO THE PARTICIPATION ACTIVITIES:

Parent/Guardian Signature: _____ Date: _____

If you are new to our school, please let us know how you heard about us (circle as appropriate):

Parent Referral Facebook Church Signs Website Other: _____

If referred by a current or former student’s family please let us know so we may thank them for their referral.

Name of family referral

OFFICE USE:

Registration Date: _____ Check or EFT: _____ Child’s Start Date: _____

Director’s Signature: _____ Date: _____