



5824 Berkley Drive
New Orleans, LA 70131
(504) 394-7877 Ext. 19

APPLICATION FOR ADMISSION FOR THE 2012-2013 SCHOOL YEAR

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

1 year (M/W/F)
\$210/mo.

2 years (T/TH)
\$170/mo.

2 years (M/W/F)
\$210/mo.

3 years (M/W/F)
\$210/mo.

3 years (M-F)
\$260/mo.

4 yr. (M-F)
\$260/mo.

You may register now or during the school year for the extended day program known as "Lunch Bunch". The extended day session is from noon-2:00 p.m. on Monday - Thursday; children bring their lunch. Circle your preference if registering now:

Monday
\$30/mo.

Tuesday
\$30/mo.

Wednesday
\$30/mo.

Thursday
\$30/mo.

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 _____ Zip Code _____ email _____

Home/cell phones: _____

Father's name: _____

Employer: _____ Work phone: _____

Mother's name: _____

Employer: _____ Work phone: _____

Parents: ___ Married ___ Divorced ___ Widowed ___ Other

If parents are not married, who is the primary custodian? _____

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

Is your child potty trained? _____ Physical/Developmental handicaps? _____

General Health _____ Allergies _____

To which church are you a member? _____

How long have you lived in the area? _____

Signature: _____ **Relationship to child:** _____

Date: _____

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 \$100 registration fee must accompany the application. The fee is \$50 for each additional child. This fee is **non-refundable**.

2. **Materials and Snack Fee.** The materials and snack fee is due with September tuition.

\$80 for 2 day classes \$90 for 3-day classes \$100 for 5-day 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 2013 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 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 ten 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: _____