



2018 – 2019 Enrollment General Information

Thank you so much for your interest in Faith Lutheran Preschool! Our program is open to children ages 12 weeks through 5 years old. If your childcare needs will start before your child reaches the age of 12 weeks or you have any questions regarding registration, please contact the Preschool via email at registration@faithlutheranpreschool.org.

Important Notes:

- The 2018-2019 school year will begin on Wednesday, August 1, 2018 and end on Wednesday, July 31, 2019.
- All students must be immunized and provide a copy of immunization records by the first day of school.
- To hold a spot for your child, the enclosed registration forms must be completed along with payment of the registration and supply fee.
- Registration and supply fee is not refundable regardless of school choice.
- All tuition and fees (including the registration and supply fee) can be paid via check/money order, credit card (Visa, MC, & Discover) or bank transfer (ACH).

2018 – 2019 School Year Tuition Rates by Classroom:

Full Day	4 or 5 Days/Week	3 Days/Week (M/W/F)	2 Days/Week (T/TH)
Infant Classroom	\$ 1,050.00	N/A	N/A
Transition Classroom	\$ 1,050.00	N/A	N/A
Toddler Classroom	\$ 1,025.00	N/A	N/A
2 / 3 Year Old Classroom	\$ 950.00	\$ 712.50	\$ 570.00
3 / 4 Year Old Classroom	\$ 900.00	\$ 675.00	\$ 540.00
Pre-K Classroom	\$ 875.00	\$ 656.25	\$ 525.00

Half Day	4 or 5 Days/Week	3 Days/Week (M/W/F)	2 Days/Week (T/TH)
Infant Classroom	N/A	N/A	N/A
Transition Classroom	N/A	N/A	N/A
Toddler Classroom	N/A	N/A	N/A
2 / 3 Year Old Classroom	\$ 617.50	\$ 463.25	\$ 370.50
3 / 4 Year Old Classroom	\$ 585.00	\$ 439.00	\$ 351.00
Pre-K Classroom	\$ 568.75	\$ 426.75	\$ 341.25

2018 – 2019 School Year Registration and Supply Fee:

A registration and supply fee of \$140.00 per child is to be included with the completed registration forms for a spot to be held for your child. Please be sure to indicate your preferred method of payment for both the registration fee and monthly tuition within the registration forms. For those choosing to pay your registration fee via credit card or bank transfer, you will be sent an invoice to the invoicing email address indicated. Again, to hold a spot for your child, both the enclosed registration forms and payment must be received.



2018 – 2019 Registration Form
(Please Complete One Set of Forms Per Child)

Child's Name: _____

Please indicate desired status for 2018 - 2019 School Year:

INFANT / TRANSITION CLASSROOM

Full Day

5 (or 4) Days/Week

TODDLER CLASSROOM

Full Day

5 (or 4) Days/Week

2 / 3 YEAR-OLD CLASSROOM

Full Day

5 (or 4) Days/Week

3 Days/Week (M/W/F)

2 Days/Week (T/Th)

Half Day – Select One: Morning (7:30AM to 12:15PM)

Afternoon (1:00PM to 5:45PM)

5 (or 4) Days/Week

3 Days/Week (M/W/F)

2 Days/Week (T/Th)

3 / 4 YEAR-OLD CLASSROOM

Full Day

5 (or 4) Days/Week

3 Days/Week (M/W/F)

2 Days/Week (T/Th)

Half Day – Select One: Morning (7:30AM to 12:15PM)

Afternoon (1:00PM to 5:45PM)

5 (or 4) Days/Week

3 Days/Week (M/W/F)

2 Days/Week (T/Th)

PRE-KINDERGARTEN CLASSROOM

Full Day

5 (or 4) Days/Week

3 Days/Week (M/W/F)

2 Days/Week (T/Th)

Half Day – Select One: Morning (7:30AM to 12:15PM)

Afternoon (1:00PM to 5:45PM)

5 (or 4) Days/Week

3 Days/Week (M/W/F)

2 Days/Week (T/Th)

NOTES: Classroom placement is dependent upon availability. If your desired status is not available, you will be contacted by the Preschool to discuss prior to finalizing your child's registration. For Half Day status, please be sure to indicate your desired timeslot (Morning or Afternoon).



**2018 – 2019 Registration Form
(Continued)**

Student Information:

Child's Name: _____ Gender: Male / Female

DOB: ____ / ____ / _____ Age on August 1, 2018: _____

Primary Address: _____

City & Zip Code: _____

Parent/Guardian 1 Name: _____

Preferred Phone: (_____) _____ - _____ Home / Cell / Work

Preferred Email: _____

Parent/Guardian 2 Name: _____

Preferred Phone: (_____) _____ - _____ Home / Cell / Work

Preferred Email: _____

Billing Information:

Desired Method of Payment for Registration and Supply Fee - Select One:

Check or Money Order Bank Transfer (ACH) Credit Card (Visa, MC, & Discover)

Desired Method of Payment for Monthly Tuition - Select One:

Check or Money Order Bank Transfer (ACH) Credit Card (Visa, MC, & Discover)

Invoicing Email Address: _____

NOTE: All fee/tuition invoices will be sent to the email address indicated above regardless of desired payment method indicated. To avoid any potential late fees, please notify the Preschool of a change to your preferred invoicing email address. Invoices will include a link to initiate online payments. Payments via check or money order should be made payable to Faith Lutheran Preschool and delivered to the Preschool office.



**2018 – 2019 Registration Form
(Continued)**

Terms of Registration:

- I understand that the completed Registration Form and \$140.00 Registration and Supply Fee payment are required to hold a spot for each child at Faith Lutheran Preschool.
- I understand that my Registration and Supply Fee is not refundable regardless of school choice.
- I understand that monthly tuition is due on or before the 1st day of each month regardless of whether or not I have received an invoice, and that my account must be kept current or my child will be withdrawn from Faith Lutheran Preschool.
- I understand that monthly tuition rates are subject to change with 30-day notice.
- I understand that selecting payment via credit card will result in the addition of a fee to my invoice in an amount equal to 3.5% of the current period invoice total.
- I understand that I am responsible for paying a \$25.00 fee for any returned payment, regardless of payment method. I understand that after two returned payments, I will be required to provide payment via money order.
- I understand that a late fee equal to 5% of the past due account balance will be assessed if payment is not received by close of business on the 5th calendar day of the month. Late fee invoices are due upon receipt.
- I understand that a late pick up fee equal to \$1.00 per minute will be charged starting after 5:45PM for Full Day and Half Day (Afternoon session) or 12:15PM for Half Day (Morning session) and that invoices for late pick up fees are due upon receipt.
- I understand that there are no tuition reductions for holidays, teacher in-service days, illness, vacation, or emergency closings.
- I understand that 30-day written notice is required for withdrawal from Faith Lutheran Preschool.
- I understand that completion of the Arizona Department of Health Services Bureau of Child Care Licensing Emergency, Information, and Immunization Record Card is required prior to the first day of school.

I agree to the Terms of Registration for Faith Lutheran Preschool noted above.

Child's Name

Parent / Guardian Name

Parent / Guardian Signature

Date

Please return completed forms to the Preschool office during business hours.



2018 – 2019 Schedule
 (Dates Subject to Change)

Day(s) of Week	Date(s)	Description	Comment
Wednesday	08.01.2018	First Day of School	
Monday	09.03.2018	Labor Day	School Closed
Monday	10.08.2018	Teacher In-Service	School Closed
Monday	11.12.2018	Veterans Day (Observed)	School Closed
Thursday & Friday	11.22-23.2018	Thanksgiving Day	School Closed
Thursday	12.13.2018	Christmas Program	
Monday & Tuesday	12.24-25.2018	Christmas Day	School Closed
Monday & Tuesday	12.31-1.01.2019	New Year's Day	School Closed
Monday	01.21.2019	Martin Luther King Jr. Day	School Closed
Monday	02.18.2019	President's Day (In-Service)	School Closed
Sunday	03.03.2019	Annual Family Picnic	
Saturday	04.06.2019	Parent's Night Out	
Monday - Friday	05.06-10.2019	Teacher Appreciation Week	
Thursday	05.23.2019	End of Year Program	
Friday	05.24.2019	Teacher In-Service	School Closed
Monday	05.27.2019	Memorial Day	School Closed
Thursday	07.04.2019	Independence Day	School Closed
Wednesday	07.31.2019	Teacher In-Service	School Closed



Preschool Contact Information

Preschool Director (Interim)	Deana Cortes
Preschool Address	801 East Camelback Road, Phoenix, AZ 85014
Preschool Office Phone	602.277.6175
Website	www.faithlutheranpreschool.org
Director	director@faithlutheranpreschool.org
Finance	finances@faithlutheranpreschool.org
Registration	registration@faithlutheranpreschool.org
General Inquiries	info@faithlutheranpreschool.org
Employment Opportunities	careers@faithlutheranpreschool.org

2018 – 2019 Board of Directors

President	Patrick Kolb	basiskolb@yahoo.com
Vice President	Charlene Cruz	cruzchar@gmail.com
Secretary & Congregational Rep #1	Jan Kuenzli	jan.kuenzli@gmail.com
Treasurer	Mary Thompson	finances@faithlutheranpreschool.org
Preschool Director (Interim)	Deana Cortes	director@faithlutheranpreschool.org
Pastor	Lara Forbes	pastor@faithalive.com
Congregation Rep #2	Nancy Dickson	nancy.dickson@pobox.com
Board Member	Sydney Gray	sydney.r.gray@gmail.com
Board Member	Jeff Watton	jeff.watton@yandy.com