

ENROLLMENT GUIDE FOR SY 2020-2021



CONTACT DETAILS

Website	www.thelittleapprentice.com
Facebook	The Little Apprentice Preschool (Evia) Little Apprentice (Westgate Hub)
Westgate Hub	2/F The Hub at Westgate, Filinvest City, Alabang, Muntinlupa (02) 88006917
Evia	2/F Bldg, A, Evia Lifestyle Center, Daang Hari Rd., Almanza Dos, Las Pinas (02) 84786314
Office Hours	9 AM - 3 PM, Weekdays, Closed during Typhoon Signal No. 1 or higher and holidays

LEVELS	AGE BY AUGUST 31	SCHEDULE
Playgroup / Infants	1 Year 6 Months	MWF, 2 Hours
Toddler	2 Years Old	3X, 4X, Daily, 2 Hours & 15 Minutes
Junior / Pre-K1	3 Years Old	3X, 4X, Daily, 3 Hours
Senior / Pre-K2	4 Years Old	Daily, 3 Hours
Kinder	5 Years Old	Daily, 3 Hours & 30 Minutes

ENROLLMENT REQUIREMENTS

1. Post Dated Checks for the whole school year with payee THE LITTLE APPRENTICE PRESCHOOL, INC.
2. Photocopy of Birth Certificate
3. Six 2X2 ID photos of your child
4. Four 1X1 ID photos of each Fetcher entering the school premises, including parents
5. One Family Picture (4R or 5R)
6. Completed Enrollment Form (from TLAP)
7. Signed Acknowledgement Form (from TLAP)
8. Authorized Pick Up Form (from TLAP)

FEES

1. All books and all school supplies already form part of the tuition fees.
2. As a token of our appreciation to parents who have more than one child enrolled within the same school year at TLA, we will forgo the interest on deferred payments for the succeeding sibling(s).
3. Uniform TLA T-shirts in various colors are for sale at P350. A white one must be used during our monthly field trips.
4. We offer Tutorial Sessions at P500/hr. for children until the 3rd Grade.
5. We accept "Transient Students" throughout the school year. For those whose intentions are to stay for less than 60 school days, this option is open to you, given that there are still available slots at P1,300/day.
6. Since slots are on a first come first served basis, a non-refundable P25,000 Reservation Fee is needed to secure your preferred slot. This is deductible from your first installment of any TLAP Payment Plan.

OTHERS

1. June-March Daily Enrollees with minimal absences will receive a "Certificate of Completion" for the level they are enrolled in. Those who enroll after June or attend less than 5X a week will receive a "Certificate of Attendance".
2. We are a progressive preschool for kids 1.6 to 5 years of age, utilizing age-appropriate, interesting, interactive, hands-on, monthly themes that are incorporated into the academic lessons. We go on an average of six educational field trips per school year. Our primary teaching language is English.
3. The Philippine Department of Education has mandated that students must be five (5) years of age by August 31st to enter the Kinder level. As a Kinder student, TLA will accord him/her an LRN, a life-long learner's number that will be recognized nationally. This LRN is needed to be accepted into the first grade of any institution. Any age reconsideration, exemption or exception, should be directly taken up by the parents with the Department of Education.
4. The Refund Policy is for student pull out, for any reason:

Early Bird Payment

- P20,000 will be deducted from your total Early Bird Payment if written notice is received on or before March 1.
P25,000 will be deducted from your total Early Bird Payment if written notice is received on or before April 1.

Regular Payment

- Paid amount less P33,000 will be refunded if written notice is received on or before June 30.
Paid amount less P49,500 will be refunded if written notice is received on or before July 31.
Paid amount less P66,000 will be refunded if written notice is received on or before August 1.

5. No refunds for extra-curricular activities (i.e. field trips, venue fees, pictorials, etc.)
6. Throughout the year, you will receive updates about your child's progress through: Texts, emailed weekend updates, a Parent-Teacher Viber Group, Midyear Portfolio (after 3 months), a Year End Portfolio (February), Developmental Milestone Checklists, daily worksheets and PTC's. We do not subject children to exams and percentile grades, as these, we believe, do not fully describe the child's progress/performance in school. Transient students will receive Viber messages.
7. We offer three days of FREE TRIAL CLASSES. Said classes must be scheduled. Do bring socks (required at the playground), a change of clothes, nappies, milk and snacks.