

# ENROLLMENT GUIDE



## CONTACT DETAILS

Website [www.thelittleapprentice.com](http://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) 8006917  
Evia 2/F Bldg, A, Evia Lifestyle Center, Daang Hari Rd., Almanza Dos, Las Pinas (02) 4786314

## MANAGING PARTNERS

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## LEVELS

Playgroup  
Toddler  
Junior  
Senior  
Kinder

## AGE BY AUGUST 31

1 Year 6 Months  
2 Years  
3 Years  
4 Years  
5 Years

## SCHEDULE

MWF, 2 Hours  
3X, 4X, Daily, 2 Hours & 15 Minutes  
3X, 4X, Daily, 3 Hours  
Strictly Daily, 3 Hours  
Strictly Daily, 3 Hours & 30 Minutes

**OPERATING HOURS.** 9 AM - 3 PM, Weekdays, Automatically closed during Typhoon Signal No. 1 (or higher) and holidays  
**FEES.** Tuition Fees and Installment Plans are listed on a separate sheet and will be discussed with you personally. Note that fees for Field Trip, Yearbook, Pictorial CDs/USBs, Costume, Program Venue Rental and extra-curricular activities are not part of the tuition.

**TRANSIENT STUDENTS.** We accept students throughout the school year. For those whose intentions are to stay for less than a school year, this option is open to you, given that there are still available slots, at a maximum of 60 regular school days.

**BOOKS AND SCHOOL SUPPLIES INCLUDED.** Your child's workbooks and handmade worksheets, student's "gifts" to family members during major occasions, school supplies and art materials are part of the tuition.

**UNIFORMS.** Uniform T-shirts (in red, white, cyan, pink, apple green, yellow, lime green, lavender, dark blue) for sale at P350 each. A white one must be used during our monthly field trips. Clean shorts/pants/leggings/skirts/jumpers for the "bottom" are expected.

**AFTER CLASS ENRICHMENT.** Perfect for currently enrolled students who are routinely fetched after the 15-minute dismissal window. Kids will be supervised and given additional learning worksheets and art activities at P200/hr. You will be billed daily.

**TUTORIALS.** P500/hr. for children until 3rd Grade. With clear appointment.

**FOOD.** You are in charge of providing for your child's daily snacks and in so doing, you are solidifying your child's dietary habits. Too much sugar alters the thinking and physical states of children and may lead to energy that is detrimental to their ability to focus on a necessary task. We encourage healthy snacks and frown upon processed/sugar-laden fare.

**RATIO FOR ADULTS TO STUDENTS.** 1:7 Toddler Level, 1:8 Junior Level, 1:9 Senior and Kinder Levels. Once we pass the limit per level, we bring in another teacher to help manage the class. We have personnel who clean up and assist with bathroom duties.

**TRIAL CLASSES.** We offer three days of FREE trial classes. Please inform us 24 hours beforehand as we personalize worksheets and art materials. Do bring socks (required at the playground), a change of clothes, nappies, milk and snacks.

**POTTY TRAINING by Junior Level | BOTTLE WEANING by Senior Level.** To be addressed simultaneously at home and in school.

**PARENT-TEACHER CONFERENCE (PTC).** Kindly schedule this ASAP with your class teacher to discuss the Parent's Handbook (TLAP's Philosophy, Teaching Methods, Goals, Rules, Refund Policy), your expectations and your goals.

**DIPLOMAS / CERTIFICATES RELEASED AT THE END OF THE SCHOOL YEAR.** Children who start in June and finish in March (with minimal absences) and those who come 5X a week will receive a "Certificate of Completion" for the level they are enrolled in. Those who enroll after June/attend less than 5X a week will receive a "Certificate of Attendance". Enrollees must strictly attend their pre-agreed schedule. Should a special event fall on a day that is not part of a scheduled attendance, you will forfeit the last day of your week in exchange for attending said event.

**MAKE UP CLASSES.** There will be no make-up classes for absences.

**CONSIDERATION FOR SIBLINGS.** 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).

**THE RESERVATION FEE.** The P20,000 Reservation Fee is non-transferable and non-refundable but deductible from first installment of any TLAP Payment Plan.

**THE REFUND POLICY.** For student pull out, for any reason:

Early Bird Payment – Paid amount less P15,000 will be refunded if written notice is received on or before April 1.

Early Bird Payment – Paid amount less P20,000 will be refunded if written notice is received on or before May 1.

Regular Payment – Paid amount less P33,000 will be refunded if written notice is received on or before June 30.

Regular Payment – Paid amount less P49,500 will be refunded if written notice is received on or before July 31.

Regular Payment – Paid amount less P66,000 will be refunded if written notice is received on or before August 1.

No refunds for extra-curricular activities (i.e. field trips, venue fees, pictorials, etc.)

**STAGGERED CLASSES.** The first two weeks of school in June will be staggered (MWF or TTHF). This allows you (one adult companion) to join the class, only if needed, to reduce the new student's anxiety for strangers and new surroundings. After two weeks, only parents will be allowed within the school's waiting area during class hours.

**ASSESSMENT AND REPORTS.** Throughout the year, you will receive updates about your child's progress through: Texts, emailed Weekend Journals, 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.

**MID MORNING AND AFTERNOON CLASSES.** Will open only after morning slots are filled.

**LANGUAGES USED.** Primary language used is English. Secondary language used is Filipino/Tagalog.

**LESSONS TAUGHT.** Age-appropriate, interesting, interactive, hands-on, monthly themes are incorporated into the academic lessons. Educational Field Trips are on a monthly basis except for June and December.

## ENROLLMENT REQUIREMENTS.

Post Dated Checks for the whole school year with payee **THE LITTLE APPRENTICE PRESCHOOL, INC.**

Parent/Guardian will sign a Payment Agreement, which details Refund Policy, any applicable Installment Schedule, possible Late Payment Penalties and other procedures to be followed for the school year.

Photocopy of Birth Certificate

Six 2X2 ID photos of your child

Four 1X1 ID photos of each Fetcher entering the school premises, including parents

One Family Picture (4R or 5R)

Completed Enrollment Form (form will come from TLAP)

Signed Acknowledgement Form (form will come from TLAP)

Authorized Pick Up Form (form will come from TLAP)

SY 2018-2019 Jun 18-Mar 22  
Moving Up Program March 24  
**Summer Classes**  
A – April 10-April 20  
B – April 23-May 4  
C – May 7-May 18  
D – May 21-June 1