

ST LUKE LUTHERAN PRESCHOOL & KINDERGARTEN 2012-2013 PRE-REGISTRATION FORM

2012-2013 TUITION RATES*

CLASS SCHEDULE	5 days per week (Mo thru Fr)	3 days per week (Mo, Wed, Fr)	2 days per week (Tu, Th)
Two-Year-Olds			
9:00 a.m. - 12:00 p.m.	\$4,010 yearly \$401 monthly installment plan	\$2,650 yearly \$265 monthly installment plan	\$1,880 yearly \$188 monthly installment plan
9:00 a.m. - 3:00 p.m.	\$7,170 yearly \$717 monthly installment plan	\$4,980 yearly \$498 monthly installment plan	\$3,480 yearly \$348 monthly installment plan
Three and Four-Year-Olds			
9:00 a.m. - 12:00 p.m.	\$3,700 yearly \$370 monthly installment plan	\$2,420 yearly \$242 monthly installment plan	\$1,700 yearly \$170 monthly installment plan
9:00 a.m. - 3:00 p.m.	\$6,520 yearly \$652 monthly installment plan	\$4,560 yearly \$456 monthly installment plan	\$3,150 yearly \$315 monthly installment plan
Kindergarten			
9:00 a.m. - 12:00 p.m.	\$3,960 yearly \$396 monthly installment plan	not an option	not an option
12:00 p.m. - 3:00 p.m. <small>Kindergarten day ends at 12:00</small>	\$2,910 yearly \$291 monthly installment plan	\$2,100 yearly \$210 monthly installment plan	\$1,450 yearly \$145 monthly installment plan
Add Ons and Discounts			
ADD ONS: (space available) Drop ins, All Ages 12:00 p.m. - 3:00 p.m. = \$21 per day		DISCOUNTS: Siblings (2 nd and each subsequent) = 15% Single Yearly tuition payment = 2% (discount not reflected above)	
12:00 p.m. - 12:45 p.m. <small>Lunch Bunch (all classes)</small>	\$1090 yearly \$109 monthly installment plan	\$700 yearly \$70 monthly installment plan	\$480 yearly \$48 monthly installment plan

***SEE OVER for enrollment and tuition policies.**

2012-2013 EXTENDED CARE RATES*

AM Extended Care: 7:30 a.m. to 9:00 a.m.		
4 or 5 days per week \$50 monthly	3 days per week \$40 monthly	1 or 2 days per week \$30 monthly
PM Extended Care: 3:00 p.m. to 5:30 p.m.		
4 or 5 days per week \$65 monthly	3 days per week \$55 monthly	1 or 2 days per week \$45 monthly
Drop in Rate (space available): \$8 per hour		

***SEE OVER for extended care enrollment and fee policies.**

2012-2013 ADDITIONAL FEES*

All Classes: \$110 Non-Refundable Registration Fee per student

***SEE OVER for yearly fees, policies and obligations.**



QUESTIONS AND TOURS:
Call: (505) 292-8812 OR E-mail: stlukesc@thuntek.net
www.STLUKE-ELCA-ABQ.ORG
 Heather Ryles, Director - St Luke Lutheran Preschool/ Kindergarten
 9100 Menaul Blvd NE, Albuquerque, NM 87112

2012-2013 ENROLLMENT POLICIES

- Registration is on a first-come, first-served basis. St. Luke Lutheran Preschool and Kindergarten admits students of any race, color, and national or ethnic origin.
- The School Year is August to May with closures for: Holidays, School Breaks, In-Services, Parent/Teacher Conference Days, Inclement Weather, and Emergency Situations.
- **Class placement is determined by child's age as of September 1st. Exceptions may be made solely at the Director's discretion.**
- Children who are 2 after September 2nd and before December 15th may enroll in the class upon reaching 2 years of age, space available, solely at the Director's discretion.
- 2 Year-Olds do not need to be toilet trained. Parents agree to provide diapers and wipes.
- 3 and 4 Year-Old & Kindergarten programs are for toilet trained children only – unless there is an identified developmental delay.
- The two day program is Tues/Thurs; the three day program is Mon/Wed/Fri. Exceptions may be made solely at the Director's discretion.
- After 12:00 p.m., classes may be combined depending upon enrollment and curriculum.

2012-2013 TUITION POLICIES

- There are 2 options for the payment of Yearly Tuition:
 1. Single Yearly Payment: Tuition will be discounted by 2% (not reflected in the yearly tuition amount on the front of form). The Tuition deposit is due Friday, June 8, 2012, with a balance of tuition due by Wednesday, August 1, 2012.
 2. Monthly Installment Payment Plan: **10 Total payments made -**
 - 1st payment: A tuition deposit is equal to 1/10 of the yearly tuition and is due Friday, June 8, 2012, or upon pre-registration if after that date, in addition to the registration fee. **Both amounts are non-refundable.**
 - The 2nd installment payment is due on or before Wednesday, August 1, 2012 with subsequent installment payments due on the 1st day of each month. The final installment payment for the school year is due April 1, 2013.
 - **Installment payments remain the same and do not vary with the number of school days in session per month. There are no refunds for absences, disenrollment, or school closures.**
 - Installment payments received after the 5th day of the month will be assessed a \$15.00 late fee.
- The Yearly tuition will be prorated for children registering for school on/or after September 1, 2012.
- Tuition may be paid with check or money order
- Failure to pay tuition will result in disenrollment, unless prior arrangements have been made with the Director.
- Limited scholarships are available. See Director for information.
- There is a \$25 processing fee for returned checks.

2012-2013 EXTENDED CARE AND DROP-IN POLICIES

- Enrollment in Extended Care can take place at any time during the school year, space available.
- For enrolled students, partial hours are charged at the full package rate. Daily hours are pre-scheduled through the Enrollment Contract. Hours available may be limited by required teacher/child ratio.
- Billing is in advance and statements for Extended Care are distributed on the 25th of the preceding month and due on the 1st of the service month.
- Payments received after the 5th day of the month will be assessed a \$15.00 late fee.
- Drop-in fees: these are billed weekly following service and are due by the following Friday. Partial hours are charged to the nearest half hourly rate.
- Daily plans can vary according to your child-care needs.

2012-2013 YEARLY FEES AND OBLIGATIONS

- **The registration fee and tuition deposit are non-refundable.**
- Parents must provide snack for the class at least once per month, for a 1-day period. Teacher prepares a daily menu for parents to follow.
- Please see the Parent Handbook for more detailed information regarding enrollment and tuition policies, extended care, drop-in policies, and other yearly fees and obligations.

PLEASE RESERVE A SPOT FOR MY CHILD AT ST. LUKE LUTHERAN PRESCHOOL AND KINDERGARTEN!



I WISH TO RESERVE A SPOT FOR MY CHILD IN THE ST. LUKE LUTHERAN PRESCHOOL & KINDERGARTEN PROGRAM. I HAVE READ AND UNDERSTAND ALL ENROLLMENT AND TUITION POLICIES: _____ (Initials) _____ (Date)

PLEASE PRINT:

Child's Name: _____ Male: _____ Female: _____ Date of Birth (mm/dd/yr): _____

Parent(s)/Guardian(s): _____ Phone#: _____

Address: _____ Zip Code: _____

Class Requested: _____ # of days child will attend (if applicable): 2 _____ 3 _____ 5 _____

Schedule Requested: 9 – 12 _____ 9 – 3 _____ Lunch Bunch (12 – 12:45) _____

Please share with us how you found out about our school: _____

Extended Care attendance: _____ Mon _____ Tues _____ Wed _____ Thurs _____ Fri _____ a.m. _____ p.m.

Start Date: _____

The \$110 NON-REFUNDABLE registration fee must accompany this form in order to reserve your child's place in the program.

Make checks payable to St Luke Preschool and return with this form to:

Heather Ryles, Director - St. Luke Preschool & Kindergarten, 9100 Menaul Blvd NE, Albuquerque, NM 87112

E-MAIL ADDRESS FOR INVOICES AND BILLING STATEMENTS:

For Office Use Only:

Date Received: _____

Check #: _____

Amount: \$ _____

Class Assigned: _____