

**FIRST LUTHERAN PRESCHOOL
303 6TH AVE., P O BOX 66
HAVRE, MONTANA 59501
(406)265-5883**

TO THE PARENTS:

SPONSORSHIP

The First Lutheran Preschool is sponsored by the First Lutheran Church in Havre for children ages 3-5. This educational facility is operated for the purpose of providing a Christian environment to aid the child's development spiritually, physically, emotionally, and socially. The Preschool is governed by the Preschool Board consisting of members of First Lutheran Church, one Pastor and the church treasurer. The teaching staff is responsible for carrying out the policies of the Preschool Board.

ELIGIBILITY

Preschool is available to children who are at least 3 years of age as of September 10th. The children must be toilet trained and are divided into a 4-5 year old group and a 3 year old group. Only children officially enrolled in the program will be allowed to attend. **Please do not send visiting children.**

ENROLLMENT

Enrollment is necessary for the full term (September - May), any exceptions must be made known to the teacher in writing. Notify the teacher if your child will be absent for an extended period or withdrawn from the school. If a child is withdrawn either by the parents or school, that child cannot be re-admitted until the following school year. **A one month withdrawal notice must be given in writing, along with that months tuition.** If after a period of time it is felt the child is not ready for preschool, or if a child exhibits extreme or disruptive behavior, we will require that the child be withdrawn.

ADMISSION POLICY

First Lutheran Preschool is operated on a non-discriminatory basis, accordingly, there will be equal treatment and access to services without regard to race, religion, national origin, or ancestry.

First Lutheran Preschools a non-profit organization. However, the teachers are salaried. For your convenience, the tuition may be paid in nine monthly payments. **Fees are payable in advance due by the 1st of each month.** Payments can be made at the school or mailed to First Lutheran Preschool, P O Box 66. Make your checks payable to First Lutheran Preschool. **If your payment is not received by the 10th of the month, you will be assessed a late fee of \$10.00 in addition to your tuition.**

First Lutheran Preschool Scholarships are available. Please ask for scholarship forms when registering for preschool.

PRESCHOOL & DAYCARE BOARD

Darla Dahl, Chair
Dominique Preputin
Becky Miller
Stacey Anderson
Cathy Huston
Bryn Nessland
Jaylee Berg

TEACHERS

Trish Sands
Carrie Corner
Cori Meldrum

PASTORS

Rev. Brad Ulgenes
Rev. Michael O Hearn

FIRST LUTHERAN PRESCHOOL 2010/2011 ENROLLMENT FORM

Child's Name: _____ Boy/Girl Birthdate: _____
Nickname (Name child will learn to write) _____
Address _____
E-mail Address _____
Father's name _____ Employer _____
Father's Daytime Phone # _____
Mother's name _____ Employer _____
Mother's Daytime Phone # _____
Whom does child live with? _____
List siblings and their ages _____
Babysitter's name & Phone Number _____
Physician (to be called in an emergency) _____ Phone # _____
Are there any special medical, physical, or emotional needs that the school staff should be aware of? (example: allergies, speech clarity, hearing problems or fears?) _____

In the event of an emergency, may we take your child to the hospital? YES/NO

In the event of an emergency, and you are unavailable, who else can we contact?

_____ Relationship: _____ Phone #: _____
_____ Relationship: _____ Phone #: _____

Has your child had group play experience? YES/NO

What methods of discipline do you use with your child? _____

Does your child respond to the above method of discipline? YES/NO

Is your child toilet trained? YES/NO (Please note your child MUST be toilet trained in order to enroll in preschool.)

Persons authorized to pick up your child:

_____ Relationship: _____ Phone #: _____
_____ Relationship: _____ Phone #: _____
_____ Relationship: _____ Phone #: _____
_____ Relationship: _____ Phone #: _____

Would you like to do volunteer work for the preschool? (In the classroom or prep at home?) YES/NO

ENROLLMENT

Please indicate your first and second choice with a 1, 2 or 3.

CLASS DAYS	CLASS TIME	AGE	TUITION	TEACHER
___ Mon. & Wed. (2 days)	9:00 a.m. - 11:00 a.m.	Age 3	\$60/month	Carrie Corner
___ Tues. & Thurs. (2 days)	9:00 a.m. - 11:00 a.m.	Age 3	\$60/month	Carrie Corner
___ Tues. & Thurs. (2 days)	1:00 p.m. - 3:00 p.m.	Age 3	\$60/month	Carrie Corner
___ Mon./Wed./Fri (3 days)	9:00 a.m. - 11:30 a.m.	Age 4 & 5	\$80/month	Trish Sands
___ Mon./Wed./Fri (3 days)	1:00 p.m. - 3:00 p.m.	Age 4 & 5	\$70/month	Trish Sands
___ Mon. thru Fri. (5 days)	9:00 a.m. - 11:30 a.m.	Age 4 & 5	\$110/month	Cori Meldrum
___ Mon./Tues./Wed. (3 days)	1:00 p.m. - 3:00 p.m.	Age 4 & 5	\$70/month	Cori Meldrum

***Please note that the morning classes for the 4 & 5 year olds are a half hour longer and therefore, are more expensive.**

****Also, if we don't have enough students enrolled for two morning 3 year old classes and an afternoon class, we will combine the classes.**

A \$75.00 NON-REFUNDABLE SUPPLY DEPOSIT IS REQUIRED WITH ENROLLMENT FORM!
FINANCIAL ASSISTANCE MAY BE AVAILABLE FOR QUALIFYING APPLICANTS!