

FIRST LUTHERAN PRESCHOOL ENROLLMENT FORM

303 6TH AVE., P O BOX 66

HAVRE, MONTANA 59501

(406) 265-5883

To the parents and guardians of our future students:

Thank you for your interest in our Preschool program here at First Lutheran Church! Following is some information about our program, requirements for our students, and a registration form. Please feel free to contact us with any questions you may have. Blessings!

SPONSORSHIP

The First Lutheran Church in Havre sponsors the First Lutheran Preschool 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 Ministry, consisting of members of First Lutheran Church, our Pastor, and some parents of students, oversee the Preschool. The teaching staff is responsible for carrying out the policies of the Preschool Ministry.

ELIGIBILITY

Preschool is available to children who are at least 3 years of age as of September 10th of the school year. Students **MUST** be toilet trained. First Lutheran Preschool does **NOT** allow the use of pull-ups. Students must also be vaccinated, and their vaccination records on file. Classes are divided into a 5-year-old group (must be 5 by December 31st, unless the class does not fill, then we will open it to 4-year olds), a 4 & 5-year old group, and a 3-year old group. Only students 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 Ministry Director in writing on this application. You must also notify the Ministry Director and/or teacher if your child will be absent for an extended period or withdrawn from the school. If a child is withdrawn either by the parents or school, that child cannot be re-admitted until the following school year.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 month's 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is not ready for preschool, or if a child exhibits extreme or disruptive behavior, we will require that the child be withdrawn.

PAYMENT

First Lutheran Preschool is a non-profit organization. **Fees are due by the 1st of each month.** Payments can be made at the school in our drop-box, or mailed to First Lutheran Preschool, P.O. Box 66. Make your money orders or checks payable to First Lutheran Preschool. We do not accept cash as a form of payment. **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.

PRESCHOOL & DAYCARE MINISTRY

Kati Purkett - First Lutheran Preschool Ministry Director

The Reverend Tanner Howard - Pastor

Carrie Ageson

Cheree Bekker

Lesley Zellmer

Katie Solomon

Please return application and registration fee as soon as possible.

The classes fill quickly due to limited class sizes.

Date _____
Payment _____
Amount _____

FIRST LUTHERAN PRESCHOOL 2018/2019 ENROLLMENT FORM

Child's Name: _____ Date of Birth: _____ Gender: _____

Nickname: _____

Name child will learn to write: _____

Address: _____

Home Phone #: _____

Father's Name: _____ Cell #: _____

Father's Employer: _____ Work #: _____

Mother's Name: _____ Cell #: _____

Mother's Employer: _____ Work #: _____

Whom does the child live with? _____

Siblings and ages: _____

Babysitter's Name & Phone #: _____

Doctor's Name and Phone #: _____

Are there any special medical, physical, or emotional needs that the school staff should be aware of?

(Examples: allergies, speech clarity, hearing problems or fears)

In the event of an emergency, may we take your child and/or treat your child at the hospital? Yes/No

Is your child toilet trained? Yes/No

**Please note your child must be toilet trained in order to attend preschool. We do not allow the use of pull-ups.*

Please attach a copy of your child's vaccination records to this form.

Persons authorized to pick up your child from preschool:

Name: _____ Relationship: _____ Phone #: _____

Name: _____ Relationship: _____ Phone #: _____

Name: _____ Relationship: _____ Phone #: _____

Would you like to do volunteer work for the preschool? Yes/No (This could be in the classroom or prep work at home)

CLASSROOM ENROLLMENT

Please indicate your choices with a 1, 2 or 3.

CLASS DAYS	CLASS TIME	AGES	TUITION
<input type="checkbox"/> Tues/Thurs	9:00am - 11:00am	Age 3	\$80/month
<input type="checkbox"/> Wed/Fri	9:00am - 11:00am	Age 3	\$80/month
<input type="checkbox"/> Tues/Wed/Thurs	1:00pm - 3:15pm	Age Older 3 & Younger 4	\$105/month
<input type="checkbox"/> Mon thru Thurs	9:00am - 11:30am	Age 4 & 5	\$135/month
<input type="checkbox"/> Mon/Tues/Wed	1:00pm - 3:30pm	Age 4 & 5	\$105/month
<input type="checkbox"/> Mon thru Fri	9:00am - 11:30am	Age 5	\$160/month
<input type="checkbox"/> Mon thru Thurs	1:00pm - 3:30pm	Age 4 & 5	\$135/month

An \$85.00 non-refundable fee is required with this application.

This form will not be considered complete without the registration fee.

Financial assistance may be available for qualifying applicants. Please speak to one of the members of the Preschool Ministry or one of our teachers for more information about scholarships.