

Peace Lutheran Preschool  
 595 Belvidere St.  
 El Paso, TX 79912  
 Ph: (915) 581-5525

Office Use Only

Student or Sibling Currently Enrolled \_\_\_\_\_  
 Date & Time Application Fee Paid \_\_\_\_\_  
 Amount of application fee Paid \_\_\_\_\_  
 Initials of employee accepting payment \_\_\_\_\_  
 Starting Date \_\_\_\_\_

**PEACE LUTHERAN PRESCHOOL, 2019/2020 SCHOOL YEAR REGISTRATION FORM**

Student's Full Name \_\_\_\_\_

Student's Birthdate \_\_\_\_\_ Age on August 31, 2019 \_\_\_\_\_

Registration is open to Students 5th grade and under during the 2019/2020 school year.

Parent/Guardian Name(s) \_\_\_\_\_

Primary Contact Phone Number \_\_\_\_\_

Primary Contact Email \_\_\_\_\_

Military status: Parent /Guardian #1 Active Duty \_\_\_\_\_ Veteran \_\_\_\_\_ Reserves \_\_\_\_\_

Military status Parent/Guardian #2 Active Duty \_\_\_\_\_ Veteran \_\_\_\_\_ Reserves \_\_\_\_\_

**A.** \_\_\_\_\_ My child is an infant (estimated to be less than 12 months old and not yet crawling as of 8/31/19).  
 Please register my child for infant care. My child will come the following days/hours:  
 \_\_\_\_\_

**B.** My child is one of the following.  
 Older than 12 months AND crawling (or estimated to be) as of August 31, 2019

Check Below to register	Session	Hours per Day	Days of the Week (to be completed by PLP staff)	Rate per month (to be completed by PLP staff)
	Early Morning Extended	6:30am-8:00am		
	Morning Session	8am-12 noon		
	Afternoon Session	12 noon-4pm		
	Evening Extended	4pm-6:30pm		

**C.** My child will attend elementary school (PreK-7<sup>th</sup> grade) outside of Peace Lutheran Preschool. My child will need the following Elementary school programming:

Check Below to register	Session	Hours Included	Days of the Week (to be completed by PLP staff)	Rate per month (to be completed by PLP staff)
	Elementary Before School Care, including Bus	6:30am-Bus departure		
	Elementary after school care, including Bus	4pm or Bus arrival till 6:30pm		
	AM Bus Transport Only	Drop off at Bus		
	PM Bus Transport Only	Pick up at Bus		
	School Child Attends:		School for Transport:	

Parent/Guardian Name (printed) \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Total rate for child listed above: \$ \_\_\_\_\_ per month

# PEACE LUTHERAN PRESCHOOL, 2019/2020 SCHOOL YEAR / ANNUAL CONTRACT AGREEMENT

**By signing the below, we agree to the stated monthly rate, based on the days and sessions indicated, and the following terms:**

## **Terms and Conditions:**

1. Peace Lutheran Preschool will follow the El Paso Independent School District (EPISD) calendar for days with school, breaks, and holidays and the EPISD guidelines for age cut offs for grade levels.
2. Peace Lutheran Preschool is open to students ages 6 weeks old through 5th grade.
3. Tuition rates shown do not include the one-time application fee for fall of \$200.00 per student registering for care. Students needing transportation only or Peace Plus days only are subject to a registration fee of \$50, per child. The family maximum fall registration fee is \$400.00. Application fees are non-refundable.
  - o The registration fee covers August to May attendance for non-annual contract students. For annual contracts, the fee covers June 1 to May 31.
    - Registration fee must be paid per student and is required to reserve a spot for your students.
    - Students will be placed in rooms on a first come, first serve basis, with currently enrolled families with at least one student on an annual contract receiving first priority. Second priority room placement is for currently enrolled students and their siblings, without an annual contract. Currently enrolled priority placement lasts for the first two weeks of registration only.
    - Members of the public can reserve a space in line for registration by paying the registration fee. However, they will not be placed into rooms until after the first two weeks of registration, at which time all room placement becomes first come, first serve, while space lasts.
    - If no space is available within the age appropriate classroom and the waitlist for that classroom is longer than 3 months, the registration fee will be refunded in full.
4. Annual contract enrollment option:
  - a) Annual contract is based on 12 months of attendance, for the same hours/days, year-round, from June 1, 2018 to May 31, 2019.
  - b) Eligible students must attend at least 4 hours a day, year- round.
  - c) Separate sign up for Peace Plus Summer is not required. Sign up is automatic.
  - d) Annual contracts must be signed by June 15<sup>th</sup>.
  - e) June 2019 tuition fees will not be prorated for start dates between June 2 and June 30<sup>th</sup>.
  - f) All students in a family can enroll at the same time, as long as at least one student in the family is on an annual contract. However, students needing differing care levels throughout the year will not be eligible for the benefits of the annual contract.
  - g) Annual contracts include Peace Plus days at no extra charge. Sign up is automatic for these days, but confirmation of attendance is required.
5. For all students, 30 day's written notice is required for un-enrollment. Partial months of attendance will not be prorated for tuition.
6. All tuition payments are due on the first of each month.
7. Late fees of \$25 per student will be assessed for payments not received as of the 15<sup>th</sup> of the month, close of business.
8. There is a returned check fee of \$12 per check.
9. For all students, accounts in arrears beyond 60 days will have the student's enrollment terminated. Exceptions can be requested in writing with the school leadership and require the approval of the school board.
10. For all students not on an annual contract, August and June billing for days during the school year will be prorated for the period that Peace operates under a traditional school schedule.
  - o Peace Plus days will not count in this figure.
  - o The rest of the EPISD school year calendar, tuition will not be prorated for any reasons, school closures or absences of any kind.
11. Students can attend any hours and days within their reserved and paid for sessions in a given week, but the rates will not be prorated for any reason.
12. Attendance beyond the registered hours will be billed at \$2.00 per minute. There is a 15-minute courtesy window, where no fees are assessed, for families who pick up late or drop off early. These windows are from 7:45-8am, 12-12:15pm, and 4-4:15pm.
13. Changes to schedules will be accommodated for 4 weeks or more, space permitting.
  - o A completed change form is required to be submitted to the office.
  - o The form must be submitted two weeks in advanced of desired start date.

- Changes agreed to will be billed for the entire month(s), even if the change only affects a portion of a month.
14. Students enrolled must have firm days of attendance. If attendance days and times are uncertain or vary, students must register for the max possible sessions in a day that the student could reasonably attend.
  15. For infants, the rate covers 5 days a week. 6:30am to 6:30pm. Infants may come part time, but the rate is the same.
    - Students will remain in the infant room, paying infant rates, until they are BOTH 12 months of age and crawling.
    - At the time a student ages out of the infant room, the monthly tuition rate will be adjusted. For students moving up mid-month, the rate will be adjusted on the first day of the following month.
  16. Families looking for part time options can pay for 5 days per week and come fewer days. Days of attendance must be confirmed with the office.
  17. Tuition stated includes one school provided snack in the afternoon session and one in the evening session, for children registered and present at the time snack is served.
  18. Tuition stated does not include lunch. Hot lunch is available on a pre-order, prepay, non-refundable basis. Please inquire with the school office for the full lunch process and order form.
  19. PEACE Plus Days, days where care is offered but with a less formal curriculum. See school calendar for more detailed dates.
    - For students of all ages enrolled on an annual contract, PEACE Plus days are included in tuition rates with automatic sign up, for the sessions agreed to on the annual contract. Families can modify hours of care on these days, as long as they stay within the quantity of hours registered.
    - The cost for Peace Plus days is also included in infant care rates. Infants are automatically signed up for Peace Plus Days.
    - Currently enrolled siblings of students on annual contracts receive automatic sign up for PEACE Plus days but must prepay fees for the day.
    - Any additional availability for PEACE Plus Days will be offered to the rest of the school and siblings not currently enrolled, on a first come first serve, space permitting. Fees for the day must be prepaid to guarantee space.
    - Rates for non-infant, non-annual contract students on Peace Plus Days are:
      - \$40 per day (over 4 hours) or \$20 per day for 4 hours or less. Rates are per child.
      - Spring Break Week has a maximum charge of \$185 per week, per child.
      - Prepayment due 1 week in advance of day to guarantee space.
      - Hot lunch on Peace Plus Days must also be pre-ordered and prepaid, per the existing process, prior to the date of care.
      - Families paying for care on these days can customize their hours of care at the time of reservation.

**Elementary Age Before & After School Care**

20. Care is only available for students 5th grade and younger.
21. Any and all students on site at Peace Lutheran Preschool during the day must register and pay monthly tuition.
22. The bus only rate can only be utilized if a parent or authorized adult walks the child onto the bus in the morning or picks the child up at the time of bus arrival in the afternoon. Children on site at PLP on either end of the day must pay the applicable rate with care.
23. Peace Lutheran Preschool offers bus service before and after the main, full day schedules, to and from Peace Lutheran Preschool.
  - Bus transportation is offered from Peace Preschool to the following elementary schools, in the morning before the traditional full day of school starts: Kohlberg, Tippin, Lundy, Polk, Reyes, and Rosa Guerrero
  - Bus transportation is offered from the same elementary schools back to Peace following the full school day.
24. Peace will continue to offer transportation and care for elementary aged students on EPISD early release days.
  - Eligible students must be registered for after school care, not just before school care.
  - Advanced sign up will be required, but there is no extra charge for care on these days.
25. Transportation and care for elementary coming less than 5 days per week is permitted with a firm commitment of days each week, tuition fees will not be prorated.
  - Discounts and proration of tuition and fees will not be accommodated for missed attendance for any reason.
26. Peace may institute a fuel surcharge, should fuel charges increase dramatically. Every effort will be made to avoid this surcharge. Should the need for a surcharge arise, thirty days advance notice will be given
27. Care on days where EPISD has early elementary school dismissal will be offered. See PLPD school schedule for detailed dates. For children registered for afternoon transportation + care, the cost of these days is included. For children registered for transportation only or for morning care, the cost is \$20 per day per child. Prepayment is required 1 week in advance to guarantee reservation.

**Parent/Guardian Name (printed)** \_\_\_\_\_

**Parent/Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_\_