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## 2020-2021 Enrollment and Registration Information

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# St. Luke's Children's Center

206 Central Ave.

Summerville, S.C

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Dear Parents,

Registration for Student Enrollment for the 2020-2021 School Year for children who are currently enrolled at St. Luke's Children's Center (and their siblings) is scheduled to begin on Monday, February 3rd. All children who are currently enrolled are guaranteed a space for the following school year, but only for 10 business days. Beginning Monday, February 17, all remaining vacancies will open for registration to St. Luke's Lutheran Church members. On Monday, February 24<sup>nd</sup> registration will be open for families on our current waiting list. March 2<sup>st</sup> registration will open for the public. You may register after February 14<sup>th</sup>, but SLCC **cannot** guarantee the availability of spaces. We are looking forward to another wonderful school year with your child. Please read the following information carefully to understand how registration will take place this year.

Wishing you well,

Kristen Common

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## Registration Dates

### February 3

SLCC School Family

### February 17

St. Luke's Church Members

### February 24

SLCC Waiting List

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## Open Enrollment

Registration will be open to the general public on **March 2, 2020**.

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## Registration Guidelines

- ❖ If you are re-enrolling your child, you may drop off your paperwork and registration fee to the Main Office when you bring your child to school on February 1st.
- ❖ If you would like to register a sibling, please understand that spaces are limited and not guaranteed. Enrollment is based on first come, first served.
- ❖ No Registration may take place before Monday, February 3, 2020
- ❖ Registration forms and fees may only be submitted in the Main Office to Kristen Common, Jadira Lanthier, Ali Dukes or Michelle Savell

- ❖ Please do not submit forms/fees to your child's teacher.
- ❖ Registration forms must be accompanied with the **registration fee of \$125.00** or the registration will not be complete.

## Tuition Rates

### Age Group Requirements

**Classroom placement is based upon date of birth, developmental needs, and teacher observation.**

- ❖ **Peeps** must be 6 weeks old to enter the program
- ❖ **Cats** must be 7 months old by September 1st
- ❖ **Bunnies** must be 12 months old by September 1st
- ❖ **Tigers and Ducks** must be 18 months old by September 1st
- ❖ **Turtles, and Fish** must be 2 years old by September 1st
- ❖ **Three classes** must be 3 years old by September 1st
- ❖ **Four classes** must be 4 years old by September 1st

**\*\*\* Three & Four-year- old classes**

**require students to be toilet**

**trained with independence and proficiency**

**For Families with more than one child enrolled in SLCC:**

**Tuition for the second child will be reduced by \$75 per month.**

Full Day 12-month payment schedules

Bi-Monthly	Monthly
<b>Infants</b> (Peeps and Cats)  397.50  Bi-Weekly	795.00/Month
<b>Toddlers</b> (Bunnies, Tigers and Ducks)  382.50/  Bi-Weekly	765.00/Month
<b>Twos</b> (Fish Lions, Turtles)  365.00/  Bi-Weekly	730.00/Month
<b>Threes and Fours</b>  360.00/  Bi-Weekly	720.00/Month

## **Medical Requirements**

The Department of Health and Environmental Control (DHEC) requires that all children three months of age and older must have one of the following:

- a) A South Carolina Certificate of Immunization for Preschool Attendance
- b) A South Carolina Certificate of Religious Exemption
- c) A South Carolina Certificate of Medical Exemption

## **Early Morning Care**

The “Early Bird Service” is optional for families needing an early drop-off time of 6:30 am. Please indicate on the registration form if you would like to take advantage of this. An additional fee of \$30.00 will be added to your child’s monthly tuition invoice. Please note that the “Early Bird Special” is contingent upon registration of at least 6 students to make it financially possible for SLCC. All “Early Bird Special fees will be refunded if this service is not offered or sustained at any time throughout the school year.

## Summer Activities

**Our Two, Three and Four year old students** will participate in a unique and educational Summer Program packed with activities, fun, and adventure.

An Activity Fee of \$40.00 (due on June 1<sup>st</sup>) is charged to provide:

- ❖ St. Luke's Summer T-shirt
- ❖ Water Days
- ❖ Additional Programming such as Artist in Residence workshops, South Carolina Aquarium Rover Outreach Program, Fire Department spray down, etc.

## Withdraw Process

If parents choose to withdraw their child, they must do so officially by completing the Withdrawal Notification Form and designating a last day of attendance.

- ❖ A copy of the form is located in the back of the Parent Handbook and is also available in the Main Office.
- ❖ Parents will need to give at least **two weeks** advanced notice. If the school does not receive notice, then we will continue to bill tuition until we have received proper notice, including the last day of attendance.
- ❖ In the event that a family withdraws their child during the first 10 days of the month, tuition will be prorated. If a family withdraws their child after ten days, tuition for that month is paid in full.
- ❖ ***In the event that you withdraw your child from SLCC for any portion of the school year and you have registered for the following school year, tuition will be due for those remaining months unless the placement can be filled by SLCC through the enrollment of another child.***
- ❖ ***In the event that the tuition is not paid for those remaining months, and the placement is not filled, you will forfeit your child's placement for the following school year.***

## Payment Policies

- ❖ Tuition payments are due by the 1<sup>st</sup> of the month. If you choose the bi-monthly payment plan, payments are due on the 1<sup>st</sup> and 15<sup>th</sup> of every month.
- ❖ Tuition may be paid by cash, check or online payments through our “Payment Network”. Parents have the option to pay online through a protected link that will be on the initial invoice email.
- ❖ Post-dated checks cannot be accepted.
- ❖ If a check is returned due to insufficient funds, a fee of \$30.00 will be assessed and we will require a different form of payment.
- ❖ In the event tuition is 10 days overdue (5 days is you pay twice a month) the following actions will be taken.
  1. A reminder email will be sent to the family informing them that tuition is overdue and a \$20.00 late fee will be assessed to the balance.
  2. If necessary, the family may set up a payment schedule in cooperation with the Director.
  3. If payment is not received within 10 business days of receipt of the reminder email, the Director will send an official letter requesting a meeting with the family.
  4. If the family does not meet with the Director, a second letter will be sent informing them that their child may not return to SLCC until balance is paid in full.

### Snack and Lunch Box Program

SLCC will provide two substantial and healthy snacks each day as part of your tuition.

We are asking families to send a lunch each day. We will send “lunch box” suggestions and guidelines closer to the start of school.

***All new applications for enrollment are recorded and considered on a first-come, first served basis. All policies and terms published in the St. Luke’s Children’s Center (SLCC) Parent handbook apply.***

## Never too young to Learn

The mission of St. Luke’s Children’s Center is to provide a safe, nurturing, Christian learning environment for children ages six weeks through five years. We promote every child’s optimal learning and development in the physical, cognitive, emotional, and social domains. Our focus is to create conditions for success and foundations upon which to build school readiness. We do so by using developmentally appropriate practices and experiences that are challenging and achievable. St. Luke’s Children’s Center is committed to excellence, equity, and inclusion.

We’re on the Web! See us at: [www.stlukessummerville.com](http://www.stlukessummerville.com)

Or “Like” us on [www.Facebook.com/SLCC1973](https://www.facebook.com/SLCC1973)