

# Trinity Lutheran Preschool

✦ 940 Creston Rd. ✦ Paso Robles, CA 93446 ✦ Phone: 805-238-0335 ✦ FAX: 805-238-0892 ✦

## Application & Financial Agreement for Enrollment – 2022/2023 School Year

All forms and requirements must be met prior to preschool entry

\*Applying for Class Days and Time: \_\_\_\_\_

\*Classes (or times of operation) may be subject to cancellation if minimum enrollment numbers are not met.

All students must meet vaccination requirements as required by law – no personal and/or religious exemptions are accepted. ♦

One application form per student (For families with more than one student, you may first fill out all pertinent duplicate family information that is consistent with each child in your family, then make a copy in the school office and finish completing the forms with each student's individual information, if desired) ♦see immunization letter for details

### STUDENT INFORMATION

Last Name: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Place of Birth: City \_\_\_\_\_ State: \_\_\_\_\_

Baptized/Dedicated:  yes  no If yes, date: \_\_\_\_\_ Church: \_\_\_\_\_

Student resides with (check one):  Both Parents  Guardian(s)  Shared Custody\*  Mother  Father  Other

\*Court documentation needed for verification

### FAMILY INFORMATION

#### Mother/Guardian

#### Father/Guardian

|   | Mother/Guardian   | Father/Guardian   |
|---|-------------------|-------------------|
| First and Last Name ( <i>please print</i> ) |                   |                   |
| Home Address                                |                   |                   |
| City, State, Zip Code                       |                   |                   |
| Phone Number & Cell Number                  |                   |                   |
| Email Address                               |                   |                   |
| Occupation/Title                            |                   |                   |
| Work Address/City                           |                   |                   |
| Work Phone Number                           |                   |                   |
| Highest Degree(s) Earned                    |                   |                   |
| Are you a registered sex offender?          | Circle one Yes No | Circle one Yes No |

### ADDITIONAL INFORMATION

For the following, if none, answer N/A Local Church Membership: \_\_\_\_\_

Pastor: \_\_\_\_\_ Last School Attended: \_\_\_\_\_ How long: \_\_\_\_\_

Address \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

How did you hear about Trinity? :

### ENROLLMENT AGREEMENT with all required SIGNATURES

For admission of my child to Trinity Lutheran Preschool, I (we) agree with the placement of this student as established by the administration for the year 2022-2023. I (we) further understand, acknowledge and agree that Trinity Lutheran Preschool (TLP) is a school of limited enrollment. By executing this Agreement, TLP agrees to provide a place for my child in his or her respective class, which may deprive another child of the privilege of enrolling at TLP. In the event said student withdraws, I (we) are responsible for tuition up to and including two weeks after announced withdrawal date. TLP reserves the right, at its sole discretion, to dismiss the above-named student if the student's presence or the actions of a family member at TLP would be detrimental to the student or the school. In such event, parents are responsible for the remainder of the school year's tuition and fees. I (we) also understand that a **nonrefundable** registration fee and craft/cleaning supply fee is due at time of enrollment. Paperwork without accompanying fees will not be acknowledged as enrollment, and the student will not be considered until all fees and paperwork are complete. I (we) certify that the information given is complete, accurate and agreed to by all custodial parties. Further, I (we) agree to fulfill all financial obligations and to adhere to the policies and regulations of Trinity Lutheran Preschool including clearing all delinquencies from the previous school year(s). (*over*)

Father/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Mother/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## ENROLLMENT INFORMATION

|                              |   |
|------------------------------|---|
| <b>Enrollment Procedures</b> | <ul style="list-style-type: none"><li>• Enrollment at Trinity is on an annual basis.</li><li>• An application for enrollment must be filled out annually and received before the deadline for both continued and initial enrollment.</li><li>• Application for enrollment does not constitute acceptance.</li><li>• Once a family has been accepted, the registration procedure is mandatory and becomes part of the requirement for attendance at Trinity Lutheran Preschool.</li><li>• The registration/materials fee is not refundable and must accompany each application or the application will not be processed.</li><li>• In households where the parents are no longer together and have shared custody, a signature of both parents must accompany the application form.</li><li>• A copy of an official birth certificate must be included in the enrollment packet.</li><li>• No students will be admitted without proper proof of required vaccinations.</li></ul> |
| <b>All New Enrollees</b>     | <ul style="list-style-type: none"><li>• Parents will meet with the director and will be notified regarding enrollment class days and times.</li><li>• Parents of new enrollees are required to complete the entire registration packet before the child(ren) can attend class.</li></ul>  |

### Nondiscrimination Policy

Trinity Lutheran Preschool admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin, or gender in the administration of its educational policies, admissions policies, and other school-administered programs.

All enrollment papers must be received and the first month's tuition paid prior to the student attending school. Payment is due in 10 equal monthly payments beginning August 1, 2022 and continuing each subsequent month through May. If you desire a different due date, you must submit your request on the Financial Agreement Form. If approved, this monthly due date is only good for this school year.

#### FOR OFFICE USE ONLY

Date received: \_\_\_\_\_ Registration Amount Paid \$ \_\_\_\_\_ by  check  cash  credit/debit

Date received: \_\_\_\_\_ Craft/Cleaning Fee Amount Paid \$ \_\_\_\_\_ by  check  cash  credit/debit

Birth Certificate Received \_\_\_\_\_ Registration Packet turned in on \_\_\_\_\_

# Trinity Lutheran PRESCHOOL

Growing in Grace and Knowledge

## Financial Agreement Form 2022/2023

\*\* REQUIRED OF ALL STUDENTS REGISTERED FOR THE 2022/2023 SCHOOL YEAR \*\*

**ONE FORM PER FAMILY**

In consideration for the enrollment of my student(s) at Trinity Lutheran Preschool, I(we), as parent(s) /guardian(s), jointly and separately agree to the following terms:

- 1. I(we) have read the 2022/2023 Financial Information & pledge to comply with the policies set forth therein.
- 2. All delinquencies from previous school(s) or the previous school year have been cleared.
- 3. I(we) assume personal liability for timely payments of all applicable fees due to TLP on behalf of my student(s).
- 4. I(we) agree that in the event that timely payments are not received, a late charge of \$25.00 will be applied for each month that payment is late and all relevant discounts will be forfeited. In the event a check is returned for non-sufficient funds, a \$25.00 fee will be applied to my account. In addition, delinquent accounts are subject to submission to a third party agency for collection.
- 5. I(we) acknowledge that Trinity Lutheran Preschool has the right to discontinue services to my student(s) if his/her account has a delinquent balance beyond 90 days. Please fill in your information below:

**First student's name:**

**Second student's name:**

**Third student's name:**

**Fourth student's name:**

**Name of person(s) responsible for payments:**

**Address:**

**City:**

**If account is split between responsible parties a 2<sup>nd</sup> name of person(s) responsible for payments:**

**Address:**

**City:**

How is the account to be split (include an explanation of all financial responsibilities – i.e. tuition and registration. (Attach another piece of paper if necessary.)

## ACCEPTANCE OF THE FINANCIAL CONTRACT

I/We, \_\_\_\_\_, as parent/legal guardian

*print name(s)*

of the child(ren) listed above, do hereby agree to the financial obligation as itemized in the Financial Contract.

**TERMS OF FINANCIAL CONTRACT**

In addition to tuition, all Trinity Lutheran Preschool students are required to pay registration fees. These fees are due at the time of registration. \$150.00 for the first child, \$125.00 for each additional sibling. All fees must be paid and a signed financial contract on file before your child or children can start school.

In addition to the registration fee parents are required to pay a one-time school craft and cleaning supply fee of \$50. This fee is due at the time of registration. All fees must be paid and a signed financial contract on file before your child or children can start school.

**Tuition Rates 2022/2023: Preschool Times and Cost for the School Year**

| Age  | Days             | Times                        | Cost                   | 2nd Preschool Student          |
|--|------------------|------------------------------|------------------------|--------------------------------|
| 2-3 years old**<br>**do not have to be potty trained                 | Tuesday/Thursday | 9:00 - 12:00                 | \$2700.00              | 10% discount of lowest tuition |
| 3-4 years old  | Tuesday/Thursday | 8:00 – 12:00<br>9:00 – 12:00 | \$2900.00<br>\$2500.00 | 10% discount of lowest tuition |
| 4-5 years old Pre-K  | Mon/Wed/Fri      | 9:00 – 12:00                 | \$3300.00              | 10% discount of lowest tuition |
| 4-5 years old Pre-K  | Mon/Wed/Fri      | 7:30 - 12:00                 | \$3900.00              | 10% discount of lowest tuition |
| 4-5 years old Pre-K  | Mon/Wed/Fri      | 7:30 – 2:45                  | \$4500.00              | 10% discount of lowest tuition |
| 4-5 years old Pre-K or TK - 5 yrs. by 12/31/22 (assessment required) | Mon thru Fri     | 7:30 - 12:00                 | \$5200.00              | 10% discount of lowest tuition |
| 4-5 years old Pre-K or TK - 5 yrs. by 12/31/22 (assessment required) | Mon thru Fri     | 7:30 – 2:45                  | \$6000.00              | 10% discount of lowest tuition |

**TUITION PAYMENT POLICIES:** All tuition is paid directly to the school monthly (10 months August 1, 2022 – May 1, 2023) or in one lump sum due August 1, 2022. (5% discount if paid in full by August 1, 2022) You may sign up for monthly auto withdrawal through your financial institution or through us (Simply Giving). Cash or check are accepted at the office. Monthly statements will not be sent. It is your responsibility to remember to pay your tuition. Payments will be assessed a \$25.00 late fee after the tenth of each month if payment is not received.

**LATE REGISTRATION/EARLY WITHDRAWAL**

Families who withdraw their children will be charged two weeks from the time of notification. The annual tuition will be prorated based on a day rate. Trinity Lutheran Preschool does not refund or prorate registration fees. Those who register after the start of school must pay the full registration.

If desiring a monthly due date other than the first of each month, you may request a different date by filling out the following: I (we) request payment to be due on the \_\_\_\_\_ of each month. I (we) understand payment must be received each month by this date or will be assessed a \$25.00 late fee if not received ten days after this date. This includes months when we are not in school due to holiday or any other non-school day. The date request is only good for the 2022/2023 school year.

I/We have read the above contract and agree to the stipulations listed. Both parents and/or legal guardians must sign below. Choose signature line that applies to you and your family.

Signed: \_\_\_\_\_ SSN: \_\_\_\_\_ Date: \_\_\_\_\_  
(mother/legal guardian)

Signed: \_\_\_\_\_ SSN: \_\_\_\_\_ Date: \_\_\_\_\_  
(father/legal guardian)