



# Early Learning Center

## Registration Process

### Step 1

**BEGINNING APRIL 2018**

**Select a class for your child.** Through the registration process you will select the class appropriate for your child's age group. Please apply even if it looks like that classroom is full – we maintain an active waitlist and will stay in touch with you!

Class assignment is based on age by September 1<sup>st</sup> of the school year. In addition, class assignment may also be determined by developmental need.

<b>Incredible Infants</b> Age 6 weeks and up.	5 Days per Week \$995 Monthly
<b>Wonderful Ones</b> 12 months by September 1 <sup>st</sup>	5 Days per Week \$765 Monthly
<b>Totally Twos</b> Must be 2 by September 1 <sup>st</sup>	5 Days per Week \$627 Monthly
<b>Terrific Threes</b> Must be 3 by September 1 <sup>st</sup>	5 Days per Week \$605 Monthly
<b>Fantastic Fours</b> Must be 4 by September 1 <sup>st</sup>	5 Days per Week \$583 Monthly



## Step 2

### BEGINNING APRIL 2018

Complete the Enrollment Form. Once we have received your enrollment and confirm that space is available in the class that you desire you will receive an email letting you know that you can finalize the enrollment for your child. It is during this process that you will pay the enrollment fee \$110 for the class. \*Your child's space is **NOT GUARANTEED** until after the enrollment form and enrollment payment is completed, and you have received an email confirmation. Your opportunity to enroll in that space is held for 2 business days before we may make the space available to another family.

## Step 3

### BEGINNING IN MAY 2018

At this time, you will pay the June 2018 monthly tuition for your child. Payments for the month are due by the 5<sup>th</sup> of each month. Complete Your Child's Required Paperwork. You will receive information on the required health and immunization forms required by the state. You will also receive an information packet that we will have you complete for your child's teacher. This helps them get to know a bit about your child as they prepare to welcome them to their class family for the 2018-2019 school year.

### ADDITIONAL INFORMATION – PLEASE REVIEW

- The enrollment fee paid in April 2018 is non-refundable.
- Tuition is not reduced for holidays, illness, vacation, or other absences during the school year.
- Christ the King reserves the right to cancel any class or program due to low enrollment. In the event of cancellation, you will be notified ASAP and a refund will be given.