

**GRACE LUTHERAN PRESCHOOL  
ADMISSION AGREEMENT  
2024-2025 SY**

**Admission:**

1. A Pre-registration/supply fee of \$100 shall be paid each year and accompany a completed Pre-registration form. This fee is non-refundable.
2. Registration forms and a current, updated health statement must be on file **before** a child will be admitted into school. The date of last physical must be within 12 months from the start of school.
3. Parental permission for emergency treatment and/or emergency transportation must be on file with the school. Children with allergies and/or other medical conditions requiring medications to be kept at school must have all appropriate paperwork required by the school and the State of CT on file before the child will be admitted to the program. All required registration paperwork must be complete and on file.
4. GLP runs on a school year schedule (Sept. to mid-June) and is open M-F from 8:30 am-5:30pm except for holidays and vacation weeks. See school year calendar for more information.
5. Children must meet the age requirements for the program they are enrolled in. Children enrolled in the Pre-Kindergarten and Preschool classes **must be toilet trained**. This is a state regulation. Children in the Toddler Plus program **do not** need to be toilet trained. Extended Day Program available to toilet trained PS and PK students ages 3-5.

**Tuition:**

1. Tuition is due and payable in advance. Tuition is not refundable due to illness, family vacations, snow days or for any other reasons. Unless other payment arrangements have been made with the Director, tuition is due in 10 monthly payments on the 15<sup>th</sup> of the month. Tuition payment #1 is due on 6/15/24.
2. Payments #2-10 are due on the 15<sup>th</sup> of the month, starting on 9/15/24. A late charge will be assessed for payments not made by the last day of each month. Other payment options are available (i.e. annual, biannual). See the Director for more information. Parents are encouraged to sign up with BrightWheel for monthly tuition autopay.
3. Parents who have opted for one of our Extended Day programs will be billed separately, on a weekly or monthly basis.
4. If the child is withdrawn by parents, for any reason, a two week notice or equivalent payment is required.
5. In the case of extended absence, due to illness, extended hospitalization, etc..., please see the Preschool Director. Each situation will be given individual consideration and handled according to the discretion of the Preschool Board of Directors.
6. Monthly tuition amount is: **PK 5 days \$640.00      4 days \$528.00      3 days \$408.00**  
**PS 5 days \$640.00    4 days \$528    3 days \$408.00    2 days \$280.00**  
**Toddlers 2 days \$280.00**

**Dismissal:**

Cause for dismissal will be:

1. Non-payment of tuition and/or fees or habitual severe late payments.
2. Failure of the child to adjust to the classroom and our school program after a reasonable amount of time and effort has been made by staff in consultation with parents and other support systems deemed appropriate by the school.

**Agreement:**

I have read the above agreement and agree to it upon admission of my child to Grace Lutheran Preschool. I have received a copy of the Discipline Policy and have discussed it with the Director. I also agree to read and adhere to the information in the 2024-2025 School Handbook, which will be available before school begins.

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Signature of Parent(s) and/or Guardian(s)      Date      Director's Signature      Date

1. **I agree to allow GLP to photograph and videotape my child for school purposes only.**  
Yes \_\_\_ No \_\_\_
2. **I agree to allow GLP to put my child's photos/artwork on our school website and Facebook page.** Yes \_\_\_ No \_\_\_
3. **I agree to allow my child's name, address, phone number, and parent's names to be printed in a school wide directory made available to school families and staff only.** Yes \_\_\_ No \_\_\_
4. **I give permission to allow my child to go for supervised walks/activities around the Grace Lutheran Church and Preschool physical building, to the outdoor Pavillion, the Church sanctuary, Fellowship Room and other classrooms.** Yes \_\_\_ No \_\_\_