Lighthouse Christian Preschool

Dear Parents,

Welcome to Lighthouse Christian Preschool! We are so thankful God has led you and your family to us. We count it a joy and honor to serve you and your child. Our prayer is that during this school year we will be an extension of your home by providing a Christian environment for your child to grow, and by training your child in the character of Christ. We want to team with you in bringing your child to a godly standard in a world that is ungodly. *"Love the Lord your God with all your heart and with all your soul and with all your strength. These commandments that I give you today are to be upon your hearts."* (Deut. 6:5,6) Our hope is that you desire the same principles for your child. *"Can two walk together, except they be agreed?"* (Amos 3:3)

This is the enrollment procedure after a child has been placed on the waiting list:

Part 1:

Below is a list of the things your child will need to have for his/her file. This paperwork is required as **part** of the enrollment process:

1) Complete the attached preschool application
2) Immunizations record
3) Yearly physical
4) Copy of birth certificate
5) Copy of both parents/guardians drivers licenses
6) Attend a mandatory meeting set up by the office.

Part 2:

The second **part** of the enrollment process consist of:

1) A scheduled observation of the student in the classroom.
2) A scheduled parent/director meeting.
3) A confirmation letter of acceptance from the preschool by phone or mail.
4) Complete application to be filled out on RenWeb. Information will be given to enroll your child through our online services. You at that time will be asked to pay the $60 application fee (this fee is non-refundable).

We are looking forward to getting to know you and being a part of your child's life. If you have any questions, please feel free to call or stop by my office!

In His Service,
Janice Nichols - Fagan,
Preschool Director

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Lighthouse Christian Preschool
9 Tusculum Road – Antioch, TN 37013
(615) 332-3599 – Fax (615) 331-2491

Financial Page

2018-2019

"And whatsoever you do, do it heartily to the Lord and not unto me." (Col. 3:23)

Payment Policies

1. A non-refundable registration fee is due at the time the child is registered. We will only hold his/her spot two weeks after the registration fee is paid.

2. Curriculum and Book fee are due each July or when your child starts preschool. This fee is non-refundable.

3. The student fee is due on or before the child's first day of preschool. The fee includes secondary insurance and TACS membership. This fee is non-refundable.

4. An activity fee of $10.00 is due on or before the child's first day of preschool and again in January.

5. Tuition is based on a weekly rate of :

K2-$190.00 or ($255 for K2 students not completely potty trained)
K3-$180.00
K4-$170.00

This includes lunch, a morning and afternoon snack. Tuition may be paid weekly, bi-weekly, or monthly as long as it is paid in advance.

6. There is no reduction in fee for school closings, major holidays, snow, or unavoidable emergencies.

7. A late fee of $10.00 will be added to past due accounts. Accounts are past due if the weekly tuition is not paid before Tuesday at noon of each week. An account must be paid in full before any records will be released.

8. If an account is two weeks past due, the child will be dismissed from the preschool and put back on the waiting list until the account is paid in full. If account is not paid within one week the slot will be filled.

9. Make checks payable to Lighthouse Christian Preschool or LCP. A $30.00 service charge will be added to the account of a returned check. After the second returned check, the account will be placed on a cash-only basis.

10. Make all payments in the preschool office or at the finance office located in the high school building. Teachers are not to accept payments.

11. If you are unable to pay on time because of an emergency, please make arrangements with the finance office (615-331-6286 ext. 249). We desire to work with you.

Preschool Fees:

Registration Fee..... **$100.00**
Student Fee..... **$60.00**
Curriculum & Book Fee..... **K2-$60.00, K3 -$100.00, K4 -$150.00**
Activity Fee..... **$10.00** twice a year (July & January)

Discounts

1. Each additional child will receive a $10.00 reduction.

2. If a child is out sick with a contagious communicable disease **with a doctor's note for an entire week** you may pay half fee for the week.

Refund Policies

1. If a student is not accepted into Lighthouse Christian Preschool, or the parent withdraws the student before they start school, all fees will be refunded with the exception of the $100.00 registration fee.

2. If a student is withdrawn or dismissed from preschool, any full weeks of pre-paid tuition will be refunded. Student fees and Book fees are not subject to refund.

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OFFICE USE ONLY:
Fees: RF ___ SF ___ BF ___ AF ___
Forms: BI ___ IM ___ ID ___ O ___
BS _____ Start Date _____
GenWeb_____ Confirmation _____
Note: _____

Medical History
Emergency Information

Application for Admission to:

Lighthouse Christian Preschool

9 Tusculum Road Antioch, TN 37013
(615) 332-3599 Fax (615) 331-2491

Child's Name: _____/_____
(First) (Middle) (Last) (Name used in school)

Date of Birth: _____ (Circle One) **Male** **Female**

Race: _____ **Country Born in:** _____ **Social Security Number** _____

Child's Address: _____

Parent/Guardian Name(s): _____

Father's Phone Number(s): _____
(Cell) (Home) (Work)

Father's Place of Employment: _____

Mother's Phone Number(s): _____
(Cell) (Home) (Work)

Mother's Place of Employment: _____

_____ _____
Father's Email Address **Mother's Email Address**

Is applicant allergic to anything or has food allergies? No Yes If yes, please explain:
_____

Is applicant presently under the care of a doctor? No Yes If yes, explain: _____
_____

Name and number of any family member or friends that would be able to pick up your child or person to reach in an emergency situation:
_____

_____**(Additional space on the back page)**

Applicant's Doctor: _____ **Phone:** _____

List any person(s) you would NOT want to pick up your child: _____

_____

(Please use the back of this page for any additional information)

Lighthouse Christian School Enrollment

Additional explanation:

Medical History:

_____

_____

_____

Transportation List: ***(Please list name and number of any person you would want us to contact in an emergency situation or that you would allow to pick up your child.)***

_____

_____

_____

_____

_____

_____

Previous Day Care Information: (Please list all preschool/daycares the applicant has attended)

Name	Address	Phone	Dates Attended
Name	Address	Phone	Dates Attended

Potty Policy: (Our policy is to only enroll students that are potty trained. We realize at the two year age level there may be occasional accidents so we allow a two week period to give the child time to adjust to a new school and the school schedule. If the child shows signs of not being completely potty trained there will be an increase in weekly tuition.)

_____ Yes, my child is completely potty trained **____ No, we are still working on being potty trained**

Artwork and Photographs: I give permission for my child to be used in artwork or photograph's on our school website and local newspapers without the name of the individual or child/ren to be published.

_____ Yes, my child can be photographed **____ No, my child may not be photographed**

_____ _____

Parent/Guardian Signature **Date**

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