**St. Winifred Early Learning Center**

550 Sleepy Hollow Road, Mt. Lebanon, PA 15228

412-561-6001

elc.cluskey@gmail.com

**2018/2019 REGISTRATION PACKET**

Thank you for your interest in registering your child with St. Winifred Early Learning Center for the 2018/2019 school year. We are excited about the opportunities that a new school year can bring and are proud to support the Mt. Lebanon Montessori School program.

Find enclosed the following items:

* Information Sheet
* Fee Schedule
* Registration Form

**Returning Student Registration Instructions**: Review the Information Sheet and the Fee Schedule. Complete the Registration Form and submit it along with the non-refundable $50.00 registration fee to the Early Learning Center at the address listed above. An updated Emergency Contact / Parental Consent Form and Child Health Report will be required **before** the school year begins. Returning families receive priority registration through March 15, 2018.

**New Student Registration Instructions:** Review the Information Sheet and the Fee Schedule. Complete the Registration Form, and submit it, along with a non-refundable $50.00 registration fee, to the Early Learning Center at the address listed above. Schedule a time to tour the center with your child. A completed Emergency Contact / Parental Consent Form and Child Health Report will be required **before** your child can attend the center. Registration for new families begins on March 16, 2018.

If you have questions regarding registration, please feel free to contact the director,

Georgeanne Cluskey, by email or phone (elc.cluskey@gmail.com , (412) 561-6001).

Version 2018-02-28

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**2018/2019 INFORMATION SHEET**

**Mission Statement:** St. Winifred Early Learning Center is an extended-day preschool facility for three to six year old students attending Mt. Lebanon Montessori School. We support our families by providing a nurturing social, educational, and spiritual environment where children can express their individuality and creativity through developmentally appropriate activities and experiences. We encourage children to express their faith traditions as we share our Christian faith and values. We regularly work to establish the best program possible through observation, reflection, and continuing education. We are always aware of and thankful for the uniqueness of each child God sends to us.

**Full Time:** Full time is considered 2 or more sessions per day, or more than 4 hours per day in any one session. Full time is available 3 to 5 days/week. Full time registration includes care Monday through Friday throughout the school year, except for the holidays noted below. A 10% discount is available to families who choose to register only for days that Montessori is in session.

**Part Time:** Part time is considered less than 4 hours per day in one session. Part time registration includes only those days when Montessori is in session. Part time families may submit a written request for care on No Montessori days (days when Montessori is closed but we are open) and will be accommodated as space permits at a Full Time rate of $37.00/day.

**Hours:** 7:30 AM to 6:00 PM, Monday through Friday, September 4, 2018 through May 24, 2018.

**Holidays:** The Center closes for the following holidays:

* Thanksgiving November 21, 22, and 23, 2018
* Christmas December 24, 2018 through January 1, 2019
* Martin Luther King Day January 21, 2019
* President’s Day February 18, 2019
* Easter April 18 & 19, 2019

**Tuition:** See the attached fee schedule for tuition rates and additional charges. Tuition invoices are emailed on the last day of the month for the following month’s services. Payment is due on the tenth of each month. A late fee of $16.00 is assessed for payments made after the due date. Tuition must be paid for all scheduled days regardless of absence due to vacation, illness, or weather related closures.

**Admission Policy:** No child will be denied admission or be subject to discrimination because of his or her race, color, sex, religious creed, disability, ancestry, or national origin (including limited English proficiency).

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**2018/2019 FEE SCHEDULE**

Annual Registration Fee per Child (Non-refundable) $50.00/year

Full Time AM or PM (2-3 sessions/day; > 4 hours/day) $632.50/month

Fee includes all days the ELC is open

Fee is reduced 10% for families who will not attend the ELC

on No Montessori days.

Fee is prorated for families who attend 3 or 4 days per week

Part Time AM or PM (1 session/day; < 4 hours/day) $412.00/month

Fee includes all days Montessori is open

Fee does not include No Montessori days

Fee is prorated for families who attend 3 or 4 days/week

Late Afternoon Only Rate (3:30 – 6:00) $336.00/month

Fee includes all days Montessori is open

Fee does not include No Montessori days

Fee is prorated for families who attend 3 or 4 days/week

Additional Fees

* Additional Full Time Day $37.00/day
* Additional Part Time Day $25.00/day
* Full Time hours for Part Time Students + $15.00/day
* Late Pick-Up Fee per minute after 6:00PM $2.00/minute
* Late Pick-up Fee for exceeding PT hours $16.00/day
* Late Payment Fee (after the 15th of the month) $16.00
* Schedule Change (after 1st change) $25.00
* Returned Check Fee $30.00

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**2018/2019 REGISTRATION FORM**

Child’s Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Male/Female \_\_\_\_\_\_\_ Birth Date\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Name(s)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Montessori Class: AM or PM

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_City \_\_\_\_\_\_\_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_\_\_

Best Phone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Weekly Schedule**: (Please indicate **days** and **times** requested)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **AM Montessori Students** | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
| Before AM Montessori 7:30-8:45 |  |  |  |  |  |
| After AM Montessori 11:45-3:45 (PT) |  |  |  |  |  |
|  After AM Montessori 11:45-6:00 (FT) |  |  |  |  |  |
| **PM Montessori Students** | XXXXXXX | XXXXXXX | XXXXXXXXX | XXXXXXXX | XXXXXX |
| Before PM Montessori 8:30-12:30 (PT) |  |  |  |  |  |
| Before PM Montessori 7:30-12:30 (FT) |  |  |  |  |  |
| After PM Montessori 3:30-6:00 |  |  |  |  |  |

My Full Time child will attend on No Montessori Days: \_\_\_\_\_\_Yes \_\_\_\_\_\_No

My Part Time child will attend during the Montessori Transition Period:

 \_\_\_\_\_\_Yes \_\_\_\_\_\_No

* Returning families must register by **March 15, 2018** for priority scheduling.
* New families are accepted on a first come first served basis as space allows.
* A non-refundable registration fee of $50.00 is required to reserve a place for your child for the 2018/2019 school year.
* Please make checks payable to **St. Winifred Early Learning Center***.*

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