

Living Savior Preschool - 2016 – 2017 Registration Procedures

Dates and times

Church Members:	Tuesday, January 26, 2016, 9:15 a.m. – 2:00 p.m.
In-house families:	Wednesday, January 27, 2016, 9:15 a.m. – 3:00 p.m.
Previously enrolled families:	Wednesday, January 27, 2016, 12:30 p.m. – 3:00 p.m.
Open to General Public:	Thursday, January 28, 2016, 9:15 a.m. – 12:00 p.m.

Registration Fee

\$130 (non-refundable)
\$100 for each additional child or church member

2016 – 2017 Tuition Schedule

2-day	\$228 monthly	\$2,052 annually
3-day	\$280 monthly	\$2,520 annually
4-day	\$338 monthly	\$3,042 annually
5-day	\$398 monthly	\$3,582 annually

On the day of registration you will need:

- 1) A completed 2016 – 2017 blue registration form. Cut on the fold and keep the remaining portion, therein you will find important information regarding tuition fees, classes offered, hours of operation and payment requirements.
- 2) Appropriate nonrefundable registration fee. **Make checks payable to Living Savior Preschool.**
- 3) An original certified birth certificate or passport for your child is required upon registration by the State code of Virginia. (If you do not have a birth certificate or passport for your child at registration, you may register your child at Living Savior. However, we must view proof of identification and age within 30 days.)

Registration Procedures:

- 1) Living Savior will not be posting a sign-up sheet on the LSLC front door.
- 2) Registration will be conducted on a first-come, first-served basis.
- 3) At 8:45 a.m. the doors will be opened whereas you will sign in with school personnel and receive a number. Please proceed to Klein Hall until we begin the registration process with numbers 1 – 20, etc., at 9:15 a.m.
- 4) If FCPS are closed due to inclement weather, Living Savior will also be closed and registration will proceed as planned the following school day in session. If FCPS open 1 or 2 hours late, Living Savior will open **one hour late** and registration will begin at 10:15 a.m.

Additional Important Information:

- 1) Each family may register for their children only. Thank you.
- 2) A waiting list is established once a class has filled. No fee is required at that time.
- 3) If you are interested in the availability of a particular class after in-house and previous families register, call the office at (703) 352-4208 after 2:00 p.m. on Wednesday, January 27th.
- 4) The **Commonwealth of Virginia** requires that each child has a **School Entrance Health Form** before they can begin school. This form can be picked up on registration day or from the preschool office. It must be filled out by your child's physician, and returned before the 1st day of school. Updated documentation on additional immunizations is required once between each child's fourth and sixth birthdays. Please update your child's form as needed.
- 5) In late July you will receive an LSP enrollment letter with an open house date and time, a 2016 – 2017 school calendar and information regarding the required enrollment forms to be completed and returned at your child's Open House. Please notify the school office if your address has changed since registration.
- 6) **The May 2017 prepayment is due on May 1, 2016 and is only refundable provided we receive written notification of withdrawal before June 1, 2016.** For those who enroll after June 1, the May prepayment will be due within 60 days and is not refundable.

Thank you for choosing Living Savior Preschool. We look forward to providing a quality preschool experience for your child. We appreciate your efforts in making the registration process run smoothly. For additional information, please call the preschool office at (703) 352-4208.