311 South Citrus Street • West Covina, CA 91791 • (626) 967-7531 • Fax: 967-8513
email: cls@clswc.org • Web Site: www.clswc.org

CHRIST LUTHERAN SCHOOL
PRESCHOOL ENROLLMENT POLICY

1. Preschool children may be enrolled after the following criteria have been met:
   A. Age of 2 years by 1st day of attendance
   B. Interview with CHRIST LUTHERAN administration
   C. Completion of state & school required forms

2. In cases where more student applications have been received than class capacity allows, acceptance will be based on the following considerations:
   1st consideration: Church Members with returning students
   2nd consideration: Non-Church Members with returning students
   3rd consideration: Church Members with siblings enrolled
   4th consideration: Non- Church Members with siblings enrolled
   5th consideration: Church members with new students
   6th consideration: Non-Church members with new students

3. Preschool standard* attendance policy
   5 days = Five consecutive days

   *Accommodations/Changes may be made on a case-by-case basis and/or space availability.
   Half days; pick up by 12:30 PM. **Full days**; anytime past 12:30 PM is a full day. Schedules may only be half or full days, not a combination of both.
   Change of Schedule- You may change your child's schedule one time during the school year, free of charge, after the initial registration. A scheduling fee of $15 for each change thereafter will be applied. Changes effective on the 1st of the month only.

4. For children who are enrolling in Pre-K and who will observe their 5th birthday by September 15th, it is the recommendation of CHRIST LUTHERAN SCHOOL that all Pre-K students attend a minimum of 5 half days. However, we understand constraints of family budgets may make this prohibitive. We want parents to understand that if the child attends less than 5 half days, the child may not receive the full benefit of reinforcement of new concepts which are introduced at the beginning of the week, and the child may not be fully prepared for the student evaluation by February.

5. All parents enrolling children in the preschool are required to sign the CHRIST LUTHERAN Preschool Application for Kindergarten Policy form enclosed in the registration packet.

6. The total registration fee shall be paid at the time of registration. THIS FEE IS NON-REFUNDABLE. Should staff deem it necessary that your child withdraw and re-enroll at a later time in the same school year, a fee will not be charged for re-registration.
   If you voluntarily withdraw your child from preschool, a registration fee will be charged upon re-enrollment (subject to availability of space).

---------- PLEASE SIGN, TEAR OFF & RETURN ----------

STUDENT'S NAME: _____

I HAVE READ AND UNDERSTAND THE **PRESCHOOL ENROLLMENT POLICY**:

PARENT SIGNATURE: _____ DATE: _____

(Revised and approved: 7-11-02) Revision Adopted: 4-23-18