CHRIST LUTHERAN PRESCHOOL
311 So. Citrus Street West Covina, CA 91791 626-967-7531 www.clswc.org

2023-2024 PRESCHOOL

(July 1, 2023 – June 30, 2024)

Student Registration INFORMATION

AT THE TIME OF REGISTRATION a non-refundable Registration Fee of $150 shall be paid. This fee must be paid by cash or check.

Tuition Policy:

Tuition is based on a year-round program (excluding Christmas and Easter vacation). Tuition is due on the first of every month. Children will not be allowed to attend school past the 10th of each month if tuition has not been paid. Tuition paid after the 10th is considered delinquent and will be subject to a $35 late fee. (Failure to pay on time may jeopardize permission to attend)

Effective for the 2023-2024 school year tuition payment options are as follows:

TIER 1: Discount Payment Option - If Enrolling by March 15
Monthly Payments – Due the first day of each month.

TIER 2: Regular Payment Option - If Enrolling AFTER March 15
Monthly Payments – Due the first day of each month.

Tuition Schedule 2023-2024:

Please see the enclosed tuition schedule for the Tier 1 and Tier 2 rates.

Preschool Summer Vacation

Christ Lutheran School offers a maximum of one week Summer vacation that may be taken during the months of June and July. Family must complete and return the Child Care Vacation Request Form 2 weeks prior to the requested vacation to receive a 100% discount for the time away from school.

Vacation must be taken in five consecutive days.

Church Member Tuition:

There is a tuition discount available to active Christ Lutheran Church members. A new Church Member Tuition Application must be submitted each year. If interested, please contact the school office for an application.

Insufficient Funds Charge:

Any check returned due to insufficient funds will result in a $35 service charge.

Delinquent Account:

Returning students will be eligible for re-enrollment beginning March 1 provided their tuition and commitments are current. Delinquency would forfeit your preferred position on the preschool roster allowing a newly registered family to replace your student.

All delinquent accounts will, at the discretion of the School Board, be forwarded to a collection agency. Parents/Guardians will be responsible for the cost of collecting past due tuition such as attorney's fees or collection agency fees.

Preschool Change of Schedule:

You may change your child's schedule one time during the school year, free of charge after initial registration. A scheduling fee of $15 for each change thereafter will be applied. All changes will be effective the first of the month.

Pre-Kindergarten Enrollment Policy:

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

Arrival Policy:

The classroom program at Christ Lutheran Preschool begins **at 8:30 a.m.** We ask that each family makes makes every effort to have their child at school **by 8:30 a.m.** to avoid any disruption to the classroom program.

Preschool Hot Lunch Program:

The lunch program at Christ Lutheran Preschool allows each preschool student to have the following options:

- Bring a cold lunch from home **OR**
- Participate in the hot lunch program for an additional charge - **20 lunches for $100.00**.

After your child has received their first hot lunch, the office will generate a digital "lunch card" and will advise the bookkeeper. You will be billed $100 for the "card", which includes 20 lunches. Your child can eat each day, once a week or once a month. When the 20 lunches are used, a new "card" will be issued and billed. If your child does not finish the lunch card before the end of the school year, it will roll-over to the next year.

Family Points Commitment Agreement:

For the 2023-2024 school year, every family will be expected to donate service to the school. The family goal is 20 points, to be completed during the school year or in lieu of the points program, to contribute $200 to the school on or before October 1, 2023. The cost of education per child is significantly more than the indicated tuition rate, and in order to continue to maintain tuition rates at levels truly reflective of a family's ability to pay, it is expected that every family will honor this commitment.

Points may be secured by donation of time and talents. In general, one point is awarded per hour of time donated, although some ongoing positions receive a predetermined number of points. The only exception is the Annual Silent Auction. This is the only fundraiser that is sponsored by Christ Lutheran School. Funds raised go directly to the advancement and betterment of all the children at our school by providing improvement to real property or technology. During this Auction, goods and money can be donated as approved by the Points Committee. Families will have the choice of donating items for points at the rate of 1 point for each $10.00 spent with a maximum of $200.00 or receiving a donation letter for the IRS.

It will be the responsibility of the project chairperson or teacher to sign and submit to the school office the completed points sheet, no points will be credited unless the points sheet is received. In some instances, where several volunteers are working on a project, you may be asked to sign a list instead of a points sheet. The project chairman will then turn in the list for points credit.

***At the end of the school year, each family's account will be reviewed and those families who did not complete their 20 point commitment will be assessed a pro-rated monetary contribution of $10 for each point which is not achieved.**

It is the responsibility of the family to seek out volunteer opportunities and call to volunteer. Opportunities are listed in the CLS Newsletter or posted online. Also check the school calendar to see what events are coming up and call the office to volunteer your help. Consider volunteering for an ongoing Parent-Teacher Fellowship (PTF) position. It will be the responsibility of the family to verify that point sheets have been submitted to the school office.

Cancellation Policy:	The person who is financially responsible for all monthly fees will be liable for the entire month's tuition unless written notice of withdrawal is made two weeks in advance and is given to either the Preschool Director or the School Bookkeeper.

Christ Lutheran School has a non-discrimination policy in regard to all races. We admit students of any race to all the rights, privileges, programs and activities made available to all students of our school. Christ Lutheran School does not discriminate on the basis of race in admission policies, scholarship and loan programs, athletic or other school administered programs. Christ Lutheran School has a non- discriminatory policy in its employment of faculty and staff.