

# Epiphany

## LUTHERAN PRESCHOOL ~Where Love and Learning Meet~

Parent/Student Enrollment Application & Contract  
20\_\_-20\_\_ School Year

Student's Name \_\_\_\_\_

Age \_\_\_\_\_ Birth Date \_\_\_\_\_

Parent/guardian name(s) \_\_\_\_\_

Address: \_\_\_\_\_

Cell: (Dad) \_\_\_\_\_ (Mom) \_\_\_\_\_

Email: (Dad) \_\_\_\_\_ ( Mom) \_\_\_\_\_

Please mark the class or program for which you are enrolling your child for the school year:

Infants      Infants must be 6 weeks old      \*Full Time \_\_\_ Part time \_\_\_

One's      One's are turning 1 year by September 1      \*Full Time \_\_\_ Part time \_\_\_

Two's      Two's are children turning 2 by September 1      \*Full Time \_\_\_ Part time \_\_\_

3K      Children are turning 3 by September 1  
Children must be potty-trained      \*Full Time \_\_\_ Part time \_\_\_

4K      Children are turning 4 by September 1  
Children must be potty-trained      VPK ONLY \_\_\_

\_\_\_ Early Bird only (7:00-9:00 am)

\_\_\_ Wrap around extended care (12:00-6:00 pm)

\*Full time is more than 30 hours/week

Epiphany Lutheran School admits students of any race, nationality and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. Epiphany does not discriminate on the basis of race, color, nationality or ethnic origin in administration of its educational policies and admission policies.

In consideration of the covenants contained herein and other good and valuable consideration, the parties agree as follows:

1. I/We agree to pay all fees and tuition in accordance with the ELP Tuition and Fee Schedule. I/We understand that upon acceptance of this contract by the Preschool it will become a binding document. **These fees shall become non-refundable upon acceptance of this agreement by the Preschool.** Tuition is the same each month no matter how many school days are in the month.
2. I/We understand all school applications are made through the Director to the School Board of ELP who shall have the right to accept or reject any application. Students accepted shall be enrolled for the entire school year. No application for admissions to ELP will be considered without registration and supply fees, which is non-refundable. Fees will be pro-rated for students entering ELP after the beginning of the school year.
3. I/We understand that my child's attendance is a privilege and not a right. ELP reserves the right to terminate, at its discretion, any child's enrollment if at any time the conduct or cooperation with school authorities of either student or parent is not in keeping with the school standards. Any withdrawal by parents requires a two-week notice and a two-week payment.
4. I/We understand that upon the date of my child's acceptance to any ELP class or program, the registration fee and supply fees, are due. **These fees are NOT refundable under any circumstances.**
5. I/We understand that tuition is due by the 1st of each month with a grace period extending to the 10<sup>th</sup> of the month. On the 10<sup>th</sup> of each month, a late fee of \$30.00 will be assessed if payment has not been received. Failure to pay all fees in full, including the late fee, by the 15<sup>th</sup> of the month will result in the student being dismissed from the school and the account turned over to a collection agency.
6. I/We understand that ELP hires teachers, purchases curriculum, and makes other financial commitments on a yearly basis; and these commitments are largely determined by the number of enrollment contracts.
7. Should I/we fail to meet our obligations hereunder and the school is required to pursue legal action, I/we agree to pay all costs of such action, including reasonable attorney's fees. Venue for any legal proceeding brought to enforce this contract shall lie in Leon County, Florida. This contract shall be construed in accordance with Florida Law. It shall not be construed more strictly against one party or the other.
8. I/We agree to give our endorsement and to comply with all the policies, rules and regulations for the operation of ELP as they now exist or are hereafter amended. We further agree to bring any criticisms or concerns directly to the appropriate authority (teacher, administration or school board), depending upon the nature of the concern. We will adhere to the guidelines outlined in the ELP parent handbook regarding conflict resolution according to Matthew 18.
9. I/We understand that tuition alone does not cover the operating expenses of ELP and that the school's budget is met through tuition, fees, fundraising and private contributions. We will prayerfully consider ways that our family can help meet the financial needs of ELP through voluntary waiver of discounts, special contributions, and participation in fundraisers.
10. I/We pledge to support ELP by praying for and serving the school with our time and talents.
11. We understand that this contract may not be voided except by the action of the ELP School Board.

I/We have read this contract carefully and agree to all the terms and conditions stated herein.  
I/We understand that I/we jointly and severally owe all payments set forth herein. I/we acknowledge receipt of the full text of this enrollment application & contract.

Parent Name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_

A space cannot be reserved without the application & contract along with registration and supply fees submitted.

FOR OFFICE USE ONLY TO ACKNOWLEDGE RECEIPT OF:

_____ Tuition	_____ Check # _____
_____ Supply fee and/or Registration fee	_____ Amount _____
_____ VPK Certificate	_____ Birth Certificate
_____ Shot Record	_____ ProCare
_____ Letter of Acceptance	_____ Physical

***The mission of Epiphany Lutheran Preschool is to provide a high quality, loving, Christian environment for preschoolers, teaching them to know and follow Jesus as their Savior and Lord.***

## PERSONAL/FAMILY INFORMATION

Student's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
(Last) (First) (Middle)

Student prefers to be called: \_\_\_\_\_

Father/Guardian: \_\_\_\_\_

Mother/Guardian: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Address: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Email address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Occupation: \_\_\_\_\_

Occupation: \_\_\_\_\_

The student resides with:  BOTH PARENTS  FATHER  MOTHER  OTHER \_\_\_\_\_

Are there any factors that have occurred in your child's life that we need to know? \_\_\_\_\_

*Please provide a copy of any court-ordered custody documents with application.*

Name(s) of brothers/sisters: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

## FAMILY WORSHIP LIFE

Religious Affiliation: \_\_\_\_\_

Church Name \_\_\_\_\_

Church Address \_\_\_\_\_

Pastor's Name \_\_\_\_\_

Check one of the following:

- Lutheran Church/Missouri Synod
- Lutheran Church/Other Synod
- Non Lutheran Church
- We have no church membership at this time

Is your family active in your church?  YES  NO

If you do not have a church home or are inactive in your church, would you be interested in information about Epiphany Lutheran Church?  YES  NO

Is your child baptized?  YES  NO Would you like information on baptism?  YES  NO