



Peace Lutheran Preschool
 595 Belvidere St.
 El Paso, TX 79912
 Ph: (915) 581-5525

OFFICE USE ONLY

Student or Sibling Currently Enrolled _____
 Date & Time Application Fee Paid _____
 Amount of Application Fee Paid _____
 Initials of Employee Accepting Payment _____
 Starting Date: _____

PEACE LUTHERAN PRESCHOOL 2023 - 2024 REGISTRATION FORM

Student's Full Name _____

Student's Date of Birth _____ Age on September 1, 2023 _____

Registration is for students between 6 weeks and Pre-K (Age 5 by September 1, 2023)

Parent/Guardian Name(s) _____

Primary Contact Phone Number _____

Primary Contact Email _____

MILITARY STATUS:

Parent/Guardian #1: Active Duty _____ Veteran _____ Reserves _____

Parent/Guardian #2: Active Duty _____ Veteran _____ Reserves _____

Check Below	Plan	Days included	Hours
	School Days	All School Days, matching EPISD Calendar	SELECT BELOW
	Peace Plus	School Days + Peace Plus Days	SELECT BELOW
	All Day All In	School Days + Peace Plus Days; anytime during operating hours	6:30 am – 6:30 pm

Check Below	Session	Hours per Day
	Early Morning Extended*	6:30 am - 8:00 am
	Half Day - Morning	8 am - 12 noon
	Half Day - Afternoon	12 noon - 4 pm
	Full Day	8 am - 4 pm
	Evening Extended*	4 pm - 6:30 pm

Registration Fee
\$200
INCLUDES ALL SCHOOL DAYS AND BEFORE & AFTER SCHOOL DAYS

Extended Hours*	
Early Morning	Evening
\$121	\$157
*MONTHLY RATE – may be added to any plan.	

	School Day Plan		Peace Plus Plan		All Day All In
	Half Day 8-12 or 12-4	Full Day 8 - 4	Half Day 8-12 or 12-4	Full Day 8 - 4	Extended Day 6:30 – 6:30
Infant (6 wks - 12 months)	---	---	---	\$941	\$1,268
Early Toddlers (12 to 18 months)	\$528	\$785	\$581	\$880	\$1,310
Toddlers – Pre-K (18 months - 5+ yrs)	\$487	\$725	\$540	\$820	\$1,250

Peace Plus Daily Rate	
Full Day	Half Day
\$55	\$40

	Transportation Only	Transportation & Care	All Day All In
Before OR After	\$303	\$399	---
Before AND After	\$484	\$629	\$873

Monthly Rates: Please see the 2023-2024 Calendar for the exact days.
School Day Plan – Includes all days matching the EPISD calendar.
Peace Plus Plan – Includes Day Care every holiday when EPISD is closed.
All Day All In – Includes every hour of every day that we are open and includes hot lunch every day for students over 12 months.
 Family Discount: A 5% discount is applied to the 2nd and additional children.

Parent/Guardian Name (printed) _____

Parent/Guardian Signature _____

Date _____

PEACE LUTHERAN PRESCHOOL 2023 - 2024 AGREEMENT

By signing the below, we agree to the stated monthly rate, based on the days and sessions indicated, and the following terms and conditions:

Terms and Conditions - General

1. All sessions are Monday through Friday, including the hours scheduled, and the days based on the plan selected. Although it is fine to use less hours and days, we are not able to adjust your charges. Please let teachers know if your student will not be attending so they do not expect them.
2. In addition to the tuition rates, there is an annual registration fee of \$200 per student. A maximum of \$400 is charged per family for annual registration.
3. Thirty (30) day notice is required for un-enrollment. Partial months of attendance will not be prorated for tuition.
4. Tuition payments are due on the 1st of each month. A late fee of \$25 per student is assessed for payments not received by closing on the 5th of each month. (No late fees are charged when you sign up for Tuition Express automatic payments from your bank account.)
5. Payment by Cash is not accepted. You may pay by check or utilize our Tuition Express system for easy automatic payments.
6. Returned payments are assessed at a \$30 fee.
7. Attendance beyond the registered hours will be billed at \$2.00 per minute.
8. Students with accounts 60 days overdue are not allowed to attend until payments are made. If you anticipate a problem with payments, please notify the office in advance so that we can share your information with the school board for a possible extension.

Infant Care (6 weeks to 12 months)

9. For the 2023 - 2024 school year, infant care is available as Peace Plus plan full day, full day plus either or both extended sessions, or as the All-Day All-in Plan.
10. On the 1st of the month following the student's 1st birthday, the rate will change from Infant rates to Early Toddler rates.

Early Toddler Care (12 to 18 months)

11. Early Toddlers may choose any of the sessions.
12. Rates will change to the standard rates on the 1st of the month following the month the student reaches 18 months.

Wait List

13. When we are full, your student may be added to the wait list upon payment of the registration fee. Students will be enrolled in the order of that list. If an appropriate placement cannot be achieved within 3 months of the desired start date, the registration fee may be refunded upon request.
14. A position in a classroom may only be held by payment of tuition. However, students on the waiting list always have priority to an opening. When an opening becomes available, you will have the option of taking that opening or waiting for the next opening. For an infant position, we are generally able to tell you when the next opening will occur.

School Day Plan

15. The school day plan is designed to match the days that El Paso Independent School District (EPISD) has students in class. It is our intention to adjust our calendar to match EPISD, however, our most recent printed calendar will take precedent.

16. Students enrolled in this plan may request attendance for one or more Peace Plus days at the published rate. The ability to attend is based on availability. Please always request in advance to ensure the best chance that we can accept your student.

17. The first month and last month of the school year plan may be prorated based on first and last day of school. See Prorating.

Peace Plus Plan

18. The Peace Plus plan includes many additional days, marked as Peace Plus on the calendar. By choosing the Peace Plus plan, you are assured a spot on those Peace Plus days if you let the office know, before 4:00pm of the previous open day, that your student will be attending. These days are greatly discounted for those choosing the Peace Plus plan, and the cost is spread out across the 12-month period.

All Day All In

19. The All-Day All-In plan includes every day and every hour of care that we provide each year. That includes starting as early as 6:30 am and attending as late as 6:30 pm. It includes Peace Plus days and Peace Christmas days. In addition, school lunch is included each day.

20. While you are assured availability of care on the Peace Plus and Peace Christmas days, you must let the office know before 4:00 pm of the previous open day for us to plan for all students.

21. In this plan, lunch is simply included. There is no discount available for days the student does not attend or chooses to bring a lunch.

Prorating of Tuition

22. In general, all tuition is in full month increments only. In specific instances where tuition is prorated, such as the start and end of the school Day plan, the following formula is used:

- a. For a period of less than 1/2 of the month, a daily rate is charged per day, not to exceed 1/2 of the monthly tuition rate. For periods greater than 1/2 of the month, the prorated amount is equal to 1/2 of the monthly tuition rate plus the daily rate per additional day not to exceed the full month tuition rate.
- b. For this calculation, the 1st to 15th is considered the first half, and the 16th through the last is considered the second half, except for February, which is the 1st to 14th and 15th to last.
- c. Prorated daily amounts are \$25 for half day enrollment, \$40 for full day enrollment, and \$50 for extended day enrollment.

Parent/Guardian Name (printed) _____

Parent/Guardian Signature _____

Date _____