

\_\_\_\_\_ Date Received  
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**St. Philip Early Learning Center**  
7531 S. Kendall Blvd., Littleton, CO 80128  
303-972-9774  
[www.StPhilipELC.org](http://www.StPhilipELC.org)

<b>OFFICE USE ONLY</b>	
___	Church Member
___	Alumni
___	Waitlist
___	Community

**REGISTRATION FORM 2019 - 2020**

Child's Full Name 1. \_\_\_\_\_ Birth Date: \_\_\_\_\_  New to program

Allergies: \_\_\_\_\_  
Benadryl required: yes / no    Epi-Pen required: yes / no

2. \_\_\_\_\_ Birth Date: \_\_\_\_\_  New to program

Allergies: \_\_\_\_\_  
Benadryl required: yes / no    Epi-Pen required: yes / no

Parents' Name(s) \_\_\_\_\_ Email Address \_\_\_\_\_

Home Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Phone Number \_\_\_\_\_ 2<sup>nd</sup> Phone Number \_\_\_\_\_

The May 2020 tuition is collected in July as a security deposit. Payment for this invoice will be **due no later than July 1<sup>st</sup>** and will secure your child's spot for the 2019-2020 school year. **If payment is not received by July 15<sup>th</sup>, we will assume that your family no longer wants to participate in our Program.** The Supply Fee will be included on your September invoice.

**If you wish to withdraw your child, you must notify us at least 30 days in advance or forfeit your May tuition payment.** Tuition is prorated equally over 9 calendar months and is due on the first program day of each month. A charge of \$25 will be collected on all amounts which are 14 days past due. There is a \$25 charge for all returned checks. Full tuition is due even if a child misses a day during the month. A scholarship fund has been established based on economic need and availability. If you have further questions, please contact the ELC Office at 303-972-9774.

**2019 – 2020 TUITION FEES**

**PEARL TUITION/MONTH** 1 day per week - \$149      **RUBY/TOPAZ TUITION/MONTH** 1 day per week - \$149  
2 days per week - \$298

**EMERALD TUITION/MONTH** 2 days per week - \$210      **PRE-K TUITION/MONTH** 2 days per week - \$210  
3 days per week - \$315      3 days per week - \$315  
4 days per week - \$420  
5 days per week - \$525

**SUPPLY FEES:** PEARL/RUBY/TOPAZ \$40 per day, EMERALD/PRE-K \$30 per day and Pre-K Enrichment \$50 per day  
(One-time fee billed in September or the first month of enrollment)

**NON-REFUNDABLE ANNUAL REGISTRATION FEE DUE AT REGISTRATION:**

**Current / Alumni SPELC Families:** \$72 for 1 child or \$102 per family

**New Enrollees:** \$87 for 1 child or \$117 per family

**Make checks payable to: SPELC**

I understand that it is my responsibility to read the Parent Handbook and abide by the policies and procedures of SPELC. I am responsible for paying my tuition by the 15<sup>th</sup> of each month, and completing my Parent Participation Days as required.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

St. Philip Church Member Y \_\_\_ N \_\_\_

Registration Fee Paid \$ \_\_\_\_\_ Check No. \_\_\_\_\_ Date \_\_\_\_\_

**PLEASE COMPLETE PAGE 2 OF FORM**

**PLEASE LIST YOUR CHILD(REN) IN THE APPROPRIATE CLASS BASED ON THEIR BIRTH DATE AND CIRCLE THE DAY(S) YOU WANT TO ATTEND**

**School Hours: 9:30 am - 1:30 pm**

**Please note:** Classroom placement will be made at the discretion of the ELC Staff, and will be based on: child's date of birth, previous preschool experience, parental feedback and total classroom enrollment numbers.

**Potty Training:** Not required, but strongly encouraged for Emeralds and expected for our Pre-Kindergarten children.

**PREFERENCES:** Names of children I would like in my child(ren)'s class, carpool considerations, comments, etc:

**Additional days may be available upon request, please come into the ELC Office to discuss.**

<b><u>PEARL</u> One day program</b>		(Birth Date between 8/1/17 – 7/31/18 <u>and</u> independently walking)		
Monday	Tuesday	Wednesday	Thursday	Friday
<b>Child's Name Printed On Name Tag:</b>		<input type="checkbox"/> Male	<input type="checkbox"/> Female	<b>Birth Date:</b>

<b><u>RUBY</u> One or Two day program</b>		(Birth Date between 3/1/17 – 7/31/17)		
Monday	Tuesday	Wednesday	Thursday	Friday
		Tuesday/Thursday	or	Wednesday/Friday
<b>Child's Name Printed On Name Tag:</b>		<input type="checkbox"/> Male	<input type="checkbox"/> Female	<b>Birth Date:</b>

<b><u>TOPAZ</u> One or Two day program</b>		(Birth Date between 10/1/16 - 2/28/17)		
Monday	Tuesday	Wednesday	Thursday	Friday
		Tuesday/Thursday	or	Wednesday/Friday
<b>Child's Name Printed On Name Tag:</b>		<input type="checkbox"/> Male	<input type="checkbox"/> Female	<b>Birth Date:</b>

<b><u>EMERALD</u> Two or Three day program</b>		(Birth Date between 10/1/15 – 9/30/16)		
		Tuesday/Thursday (E2)	or	Wednesday/Friday (E1)
		Monday/Tuesday/Thursday (E1)	or	Monday/Wednesday/Friday (E2)
<b>Child's Name Printed On Name Tag:</b>		<input type="checkbox"/> Male	<input type="checkbox"/> Female	<b>Birth Date:</b>

<b><u>PRE-KINDERGARTEN</u> Two, Three, Four or Five day program</b>		(Birth Date between 10/1/14 - 9/30/15)		
		**Tuesday/Thursday (PK2)		
		**Monday/Tuesday/Thursday (PK1)		
		Monday/Wednesday/Friday (PK2)		
		Monday/Tuesday/Wednesday/Thursday/Friday (PK2)		
		Optional Enrichment Days Available - Wednesday and/or Friday (PK1)		
		**PK1 M/T/TH children will have a priority enrollment status in the Wednesday Enrichment to make it a 4 day program		
		4 day options will be enrolled before 3 day options in PK 1		
		PK2 T/TH children will have a priority enrollment status in the Friday Enrichment to make it a 3 day program		
<b>Child's Name Printed On Name Tag:</b>		<input type="checkbox"/> Male	<input type="checkbox"/> Female	<b>Birth Date:</b>