

Welcome to St. Luke's Early Childhood Program. The materials in this packet are designed to provide a smooth start to the school year. Please, be sure to complete all forms for each child. Many of them have front and backs to be completed. **Registration for current ECP families begins Monday, January 29th. Open registration begins Monday, February 12th.**



Keep this letter for your records and refer to the back for important dates for the 2024-2025 school year.

- Registration Form (3 pages total)
 - Look **carefully** at page 1 of our registration form, things have changed slightly from previous years.
 - Must be returned complete with \$175 *registration fee *plus* *September 2024 tuition made payable to St. Luke's ECP (these fees are NON-REFUNDABLE).
- Health Form: DUE August 28, 2024-- THERE ARE NO EXCEPTIONS!
 - If your child is new to the ECP: the form must be completed and signed by a physician PLUS updated shot records. If your child is returning to the ECP, please make sure you have turned in their updated immunization records (Julie has your signed health form in the office already).
We must have these before a child can attend according to the Marion County Health Department.
 - If your child requires an inhaler or an epi-pen, please make sure we have a valid one in the office before the first day of school. Food allergies are also taken seriously. All of these will require an additional completed Action Plan form.
- Automatic Withdrawal Form
 - If you are currently enrolled in *ACH, no need to do anything! Julie will update your tuition. If you would like to enroll, complete the form and attach a voided check. You do not have to participate.
- Parent Council Form
 - A great way to become more involved and meet other parents!

Please complete the forms and return them to the ECP office via mail, in person or place in the registration box at our office. A spot will be held upon receipt of *registration fee of \$175 (this fee is NON-REFUNDABLE), plus *September 2024 tuition (this fee is NON-REFUNDABLE), and registration form (provided space is available).

To reiterate, your child's first month's tuition (*September 2024) is due when you register. This fee is also NON-REFUNDABLE. Therefore, when school begins on September 3rd, there will be no tuition due until October 2024. Tuition amounts are as follows: \$110 per month for each day. For example if your child attends M/W/F their tuition would equal \$330/month.

*2023-2024 current registered ACH families will have their registration/supply fee AND September tuition pulled (if not paid prior) on February 14, March 20, or April 24 2024.

Most classes meet from 9:00 am - 1:00 pm. The security doors open at 8:55 am for arrival and classroom doors open at 9:00 am. At pick up time the security doors will open at 12:55 pm. Remember, to pack a healthy lunch (no Lunchables, please), with appropriate size food pieces and an extra water bottle for your child. Don't forget an extra set of clothes and be sure to label everything.

Mark your calendars for Wednesday, August 28th for our Back to School event.

This will be a time for parents to meet the teacher, see the classroom, and get ready for the 2024-2025 school year. It is crucial to attend to receive information and ask questions to make everything run smoothly for the children during the year. We are currently working on specific times and information will follow.

Welcome again! Please let us know if we can be of further help of assistance. We are eager for a great year making warm memories, laughter, and guiding your child in developing his or her love of learning.

Kathryn Singer, Director and Julie Tomaszewski, Assistant Director