

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, February 28th. Open registration begins Monday, March 14th.**



Keep this letter for your records and refer to the back for important dates for the 2022-2023 school year.

- Registration Form (3 pages total)
 - Must be returned complete with \$175 *registration fee *plus* *September 2022 tuition made payable to St. Luke's ECP (these fees are NON-REFUNDABLE).
- Health Form: DUE August 31, 2022-- 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, you will only need to stop by our office to sign off on the new amount for the new school year. If you would like to enroll, complete the form and attach a voided check. You do not have to participate in our ACH program.
- Parent Council Form

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 2022 tuition (this fee is NON-REFUNDABLE), and registration form (provided space is available).

To reiterate, your child's first month's tuition (*September 2022) is due when you register. This fee is also NON-REFUNDABLE. Therefore, when school begins on September 6th, there will be no tuition due until October 2022. Tuition amounts are as follows: \$105 per month for each day. For example if your child attends M/W/F their tuition would equal \$315/month.

*2021-2022 current registered ACH families will have their registration/supply fee AND September tuition pulled (if not paid prior) on March 14, 2022.

ALL 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 31st 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 2022-2023 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.

Respectfully,

Carol Whitsitt, Director and Julie Tomaszewski, Assistant Director
317-844-3399 | 100 West 86th Street | Indianapolis, IN 46260