

ENCINO PRESBYTERIAN CHILDREN'S CENTER
Preschool * Kindergarten * Afterschool
4963 Balboa Blvd. Encino, CA 91316 (818) 788-9442 Fax (818) 788-1202
www.epcckids.info * epccdirectors@gmail.com

January 5, 2026

Dear Parents:

The time has come to pre-register for the upcoming Preschool Summer and Fall sessions. Attached please find registration information for both upcoming sessions. Please read all of the information carefully and note important dates before you come to register.

The following dates apply to registration for Preschool Fall and Summer 2026. Please note them carefully.

Mon., Jan. 5th – Fri., Feb. 13th

Fall registration is open for current families who plan to stay with us for the 2026-2027 school year. If you register and pay the deposit for your child/children by February 13, we will honor the current 2025-2026 tuition rates for the entire Fall 2026-2027 school year.

Mon., Jan. 5th

Summer registration for all currently enrolled students. Summer school registration is based on a first-come, first-served basis for all schedules and all sessions. Space is limited during the summer so please register early to get the schedule you need.

Mon., Feb. 16th

The New Fall Rates will apply.

Mon., Mar. 2nd at 9:00 a.m.

Summer and Fall registration open to the public.

The registration fee, the earthquake fee and the advance tuition payment is due and payable upon the return of this application. The advance tuition will be applied to August 2026. **The registration fee, the earthquake fee and the one-half month's tuition or your first month's tuition payment are ALL NON-REFUNDABLE AND NON-TRANSFERABLE.** The application form and your payment of the fees are needed to register. Applications and deposits will not be accepted until the appropriate registration dates. An adult must be present to register all children. Please remember that if your tuition account is not up to date, you will not be able to register for the Summer or Fall sessions. Parents enrolling Pre-K students please be aware that our **Pre-K classes are 5-day a week ONLY. There is NOT a 3-day Pre-K option.**

Please note: We are not accepting requests for teachers or classrooms for the upcoming school year. The Teachers and Directors will determine where your child will be placed. Please have enough confidence in us that we know your child best in a "school setting" and with our many years of experience in working with young children that we will place your child in an environment where we feel they will experience success.

Thank You,

Cathleen Trapani
Cathleen Trapani
Director

Anie Kederian
Anie Kederian
Assistant Director

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January 5, 2026

Dear Parents:

The time has come to register for the upcoming Fall session. Attached please find registration information. Please read all the information carefully and note important registration dates before you come to register.

As always, it has been our goal to keep tuition as affordable as possible while continuing to offer the high-quality care of a preschool program. We are fortunate to be able to offer you a program of such high quality while at the same time keeping tuition costs within the median range of other schools in our area.

The following rates will be in effect for the school year Monday, August 17, 2026 – Friday, June 4, 2027

REGISTRATION: \$ 250.00

DISASTER FEE: \$ 50.00

Total Due: \$ 300.00 **(non-refundable/non-transferable)**

Monthly Tuition Rates (Fall 2026-2027):

Days	9:00-1:00	9:00- 3:00	7:30-6:00
2 days-T/Th	\$1,050.00	\$1,100.00	\$1,150.00
3 days- M, W, F	\$1,150.00	\$1,200.00	\$1,250.00
5 days- M-F	\$1,350.00	\$1,400.00	\$1,450.00

For students ages 2 through 3½, who are not potty trained, an additional diaper changing fee of \$100.00 per month will be added to your tuition until your child is fully potty trained.

Occasionally, you may sign up for additional hours provided there is space available. The following prices are based on daily rates for extra hours:

EARLY CARE: \$25.00 (daily)

EXTRA HOURS: \$25.00 (per hour)

EXTENDED CARE: 7:30-6:00 \$ 90.00 (daily)

1:00-3:00 \$ 50.00 (daily)

1:00-6:00 \$ 70.00 (daily)

* Please note – a Tues./Thurs. schedule is only available for children ages 2 – 2.11 years, enrolling in room 106 and it will only be available if there is enough interest.

**The 3-day schedule is only available to our children attending our 2- year-old and 3-year-old classrooms. There is not a 3-day option for our Pre-K children. The only schedule available to our Pre-K students is 5 days.

The registration fee, disaster fee and a deposit of one-half month's tuition to be credited to August 2026 or your first month are all NON-REFUNDABLE and NON-TRANSFERABLE AND must be paid at the time of registration. If you must withdraw from the program for any reason, even if the program for which you are enrolled has not begun **the registration fee, disaster fee and a deposit of one-half month's tuition are ALL NON-REFUNDABLE and NON-TRANSFERABLE**, and you must submit a written notice 2 weeks prior to your child's first or last day of school. If there is a change in tuition rates, a 30-day written notice will be sent home prior to the change. Your first full payment will be due September 1, 2026. All other monthly tuition is due on the 1st of each month. Any tuition not received by the 7th of each month will accrue a \$25.00 late fee.

Thank You,


 Cathleen Trapani
 Director


 Anie Kederian
 Assistant Director

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APPLICATION FOR PRESCHOOL

DATE _____

Student's Information

Child's Name _____ Sex _____
 Last _____ First _____ M.I. _____
 Name Used at Home _____ Birth Date _____
 Mo./Day/Year _____
 Address _____ Telephone _____
 Street Number _____ City _____ Zip _____

Parent/Legal Guardian 1

Name _____ Cell Phone # _____ Work Phone # _____

Address (If different than child's) _____

Occupation>Title _____

Email Address (please print clearly) _____ @ _____

Parent/Legal Guardian 2

Name _____ Cell Phone # _____ Work Phone # _____

Address (If different than child's) _____

Occupation>Title _____

Email Address (please print clearly) _____ @ _____

Has your child attended preschool before? _____ Where? _____

Does your child speak and understand the English language? Yes _____ No _____

What is the primary language spoken in the home? _____

Has your child been identified with an IEP? YES _____ No _____

Does your child have any special needs? YES _____ No _____

If yes, please give a detailed explanation:

Referred by _____ Church Affiliation _____

PROGRAM CHOICE: 9-1 9-3 7:30-6

2 days – Tues., /Thurs** _____ _____ _____ **for children 2-2.6 years old

Enrolling in Room 105 & 106 only**

3 days – Mon., Wed., Fri. _____ _____ _____

5 days – Mon. – Fri. _____ _____ _____

The registration fee, disaster fee and a deposit of one-half month's tuition to be credited to August 2026 or your first month must be paid at the time of registration. For students ages 2 through 3½, who are not potty trained, an additional diaper changing fee of \$100.00 per month will be added to your tuition until your child is fully potty trained. Advance tuition will be held in reserve for August 2026 of the upcoming school year. **The registration fee, the earthquake fee and the tuition payment are all non-refundable and non-transferable.** The application form and your payment of the fees are needed to register. Your first full payment will be due September 1, 2026. All other monthly tuition is due on the 1st of each month. Any tuition not received by the 7th of each month will accrue a \$25.00 late fee. An incomplete file will result in your child's exclusion from school until all required paperwork is received.

Please list any special concerns you have for your child including allergies, fears, medical conditions, etc. This way teachers can be made aware of these issues before classes begin in August:

Please return the completed application with the appropriate non-refundable and non-transferable fees at the time of registration.

Signed _____