



January 2018

Dear Parents,

We are so happy you have chosen St. Luke's Early Childhood Program (ECP) for your child next year. We need a completed form for EACH child. Enclosed you will find the following forms needed for the 2018-2019 school year:

- 2018-2019 School Calendar
- Student Information
- Health Form
 - This form must be turned in on the first day of school for your child to begin.
- Automatic Withdrawal

Please review carefully to be sure all areas (front and back) are completed, written neatly, with your signature. **Completed forms (except Health Form) must be returned to the ECP via mail or in person with the registration fee (\$150) and the first week tuition (see below, using your first choice) for a spot to be secured for your child.** 1 day weekly/ \$21, 2 days weekly/\$42, 3 days weekly/\$63, 4 days weekly/\$84, 5 days/ weekly \$105 **This fee is nonrefundable.**

The first months tuition (September) is due June 1. Please mail the check or bring it into the school. You may place it in the tuition box. Please, no cash in the box. If you use ACH September tuition will be taken out June 12. **This fee is nonrefundable.**

Our year will begin with Meet the Teacher Day on Monday, August 27. This is a time for parents and child to come visit their classroom, get acquainted with their new teachers, new friends and new classroom. You will receive a schedule for this in the mail as the time gets closer. The Open House will be that evening for parents only. At this time you will meet your child's teachers to receive pertinent information concerning your child's school year. Below you will see the schedule for this day:

6:30-7:00pm Beginner A- 3B (classrooms)
7:00-7:30 pm All meet together (Fellowship Hall)
7:30-8:00 pm 3C-Jr. Kindergarten (classrooms)

I look forward to a wonderful 2018-2019 school year.

Peace,
Laurie Highsmith, Director