

# Shepherd of the Valley Lutheran Preschool

23838 Kittridge Street

West Hills CA 91307

(818) 347-6784 FAX 347-9944 www.sovls.org

## 2009-2010 Important Information

### ENROLLMENT

To be eligible to attend preschool, the child must be at least three years old by October 1 of the current school year. The child's maturity must be such that they are able to separate willingly from the parent. The child must be self-sufficient in toilet use (be able to manage all aspects of bathroom use regularly and not wear pull-ups or diapers).

### HOURS OF OPERATION

September through June, Monday through Friday, 8:45 a.m. until 12:15 p.m. Stay and Play hours are available from 12:15-2:30 p.m.

### SNACKS

The school will provide nutritious snacks for the children every day. No lunch is provided, as this is a half-day program.

### REGISTRATION

The \$125 registration fee is an annual fee, due by February 1 to reserve your child's space in the class.

### ANNUAL TUITION

	<u>Non-Member</u>	<u>Member</u>
2-Day Program T/Th	\$2,300	\$2,100
3-Day Program M/W/F	\$3,100	\$2,800
5-Day Program M-F	\$4,750	\$4,300
Stay and Play M-F	\$10 flat fee per day	

The enrollment contract is for one year, and parents or guardians financially responsible for the student are obligated to pay the full annual charges. Tuition may be paid in 10 monthly installments as follows: June 2009, and September 2009 through May 2010. There is no reduction for shortened months or refunds for days missed due to illness.

### TUITION DUE DATE

Tuition is due on the FIRST of each month. After the 10th of the month, a LATE FEE of \$25 will be added.

### RETURNED CHECK FEE

There is a \$30 charge for all returned checks. The school reserves the right to ask that tuition payment be made in cash or money order to replace returned checks.

### LATE PICK UP FEES

After 12:20 p.m. you will be charged for Stay and Play (\$10). Those picking up after 2:30 p.m. will be charged \$5 per minute (no grace period).

### SCRIP PURCHASE

Each family is required to purchase \$1,000 in scrip from the Scrip Box during the school year or pay a \$50 fee.