

Date Received _____ Amount Received \$ _____

Check

PLC is a ministry of...
Leesburg Community Church
835 Lee Ave SW,
Leesburg, VA 20175



2019 – 2020 Registration Form

Registration Fee of \$200.00 is required at the time of enrollment.

Child's Date of Birth: ____/____/____ Application Date: ____/____/____

Child's Name: _____
Last Name First Name Middle Name

Home Telephone Number: (____) _____ - _____

Gender: _____ Female _____ Male

Child's

Address: _____

City _____ State _____ Zip _____

Email address that may be used to contact you for Preschool Information.

How did you hear about PLC? Circle one (friend, internet, newspaper ad, other)

Child resides with: _____ Both Parents _____ Father _____ Mother _____ Other

Has child or child's siblings attended PLC? _____

Mother's Name: _____ Occupation: _____

Business Phone: (____) _____ - _____ Cell Phone: (____) _____ - _____

Father's Name: _____ Occupation: _____

Business Phone: (____) _____ - _____ Cell Phone: (____) _____ - _____

Church Family Attends: _____

Child's Pediatrician: _____ Phone Number: (____) _____ - _____

Insurance Co.: _____ Subscriber Name:

Phone Number:(____) _____ - _____ Policy/Group
Number:_____

Allergies: (include food, chemical, medicine)

List any medical problems of which the school should be aware:

Does the child take any medication on a regular basis? _____

If yes, list medication and reason for it:

Emergency Contact Numbers: This must be someone other than the parents; a person authorized to pick up your child in case of an emergency and someone that can be at the Preschool in 30 minutes or less:

Emergency Contact: _____ Relation to Student:

Phone Number: (____) _____ - _____

Emergency Contact: _____ Relation to Student:

Phone Number: (____) _____ - _____

Preschool Classes

September thru May, 2019 - 2020

Class Desired	Class	Day(s)	Times	Tuition Monthly Sept-May
	Prekindergarten*	Mon thru Thurs	9 AM - 1 PM	\$425
	3 Yr Olds*	Tues, Wed, Thurs	9 AM - 1 PM	\$355
	2 Yr Olds	Mon & Wed	9 AM - 1 PM	\$285
	2 Yr Olds	Tue & Thu	9 AM - 1 PM	\$285

***your child MUST be potty trained to be enrolled in this class**

Children enrolling in the 3 yr old class must be 3 yrs old on or before Sept. 30th, 2019

Children enrolling in the 4/5 yr old class must be at least 4 yrs old on or before Sept. 30th, 2019

The following items are part of the parent's contractual agreement with the Preschool Learning Center.

(Please read carefully the statements below and initial each statement.)

_____ **I agree to submit 30 days' written notice of intent to withdraw my child from the Preschool Learning Center to avoid payment of the next month's tuition.**

_____ **I agree to provide the preschool with a record of the necessary immunizations required by the State Department of Health (Section 63-1-196.002), a copy of the child's birth certificate and a current physical examination record signed by a physician in order to complete the registration process. These documents are due no later than the first day of school (Sept. 3th, 2019).**

_____ **The Preschool has my permission in an emergency in which I or my spouse cannot be contacted immediately to take my child to the emergency room of the nearest hospital. The hospital and its medical staff have my authorization to provide treatment which a physician deems necessary for the well-being of my child. I also agree to be responsible for any fees incurred in any such emergency.**

_____ **I agree to pay a \$200 registration fee. I also understand that this fee is non-refundable except in the event of relocation of at least 30 miles from the preschool.**

_____ **I give permission for my child to be included in media such as still photographs, audio, and video recordings for use at the Preschool Learning Center. The school may use the above media for classroom projects, teaching activities, school/church publicity (hardcopy, softcopy, online, and social media)**

_____ **I give permission for my Parent Contact information, including name, address, phone and email to be included in the PLC student directory.**

_____ I understand all reasonable safety precautions will be taken at all time by the Preschool Learning Center and its agents during the program. I understand the possibility of unforeseen hazards and know the inherent possibility of risk. I agree not to hold the Preschool Learning Center of Leesburg Community Church, its leaders, employees, and volunteer staff liable for damages, losses, diseases, or injuries incurred by the subject.

_____ Monthly Tuition payments are due on the 5th of each month beginning September and ending in May; after 5 days a late fee of \$25 will be charged.

_____ I agree to pay \$_____ Monthly for my child's tuition. Payment can be made by check or ACH debit.

_____ I agree to read and abide by the PLC Parent Handbook that will be provided at orientation.

_____ I understand that completion of this Application with Registration Payment confirms Parental Agreement of Application Submission and the information agreed to above.

_____ I understand PLC will place my child in a class best suited to their needs, based on their registration information and teacher recommendations.

_____ I understand PLC's calendar is subject to change, but any calendar changes will be communicated through email, Facebook, and our website.

Signature of Parent or Guardian _____ Date

Name Printed: _____