



Child Life Ministries of McFarland Lutheran Church

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Dear Family,

Child Life Ministries (CLM) is preparing for the 2017-2018 school year. Registration forms will be received at CLM beginning Monday, February 13th at 6:00 pm. That is also an Open School Evening when you may tour the classrooms and meet the teaching staff. Children are enrolled when the registration form and fee have been received. Thank you for your interest in our school!

- Classes are filled on a first come, first filled basis. If necessary a waiting list will be created and children will be placed on the list in the order in which they registered. If the session you desire is full, but there is space during an alternate time slot, you will be given a space in the alternate time, while remaining on the waiting list for your preferred time. If a space becomes available and your family is next on the list, the space is yours. If no space becomes available, your name will remain on the waiting list and during the next registration you will register with the in-house group, by completing paperwork (the waiting list is cleared at the close of each session).
- If you are enrolling multiple children, you must complete one form/child. Registration/holding fees (for each pgm. and each child) may be paid all on one check.
- We are requiring you to pay holding fee at the time of registration. Your holding fee will depend on what program you are registering your child(ren) for. We require you to either pay the first week (if you are signing your child up for childcare) or the first month tuition of preschool to hold their space in that program. You do have **up to two weeks** to pay your holding fee if you cannot pay it the day you are registering. This holding fee will be a credit to your account when your child starts at CLM. If you decide not to send your child to CLM and let us know within 6 weeks prior to their start date, one half of their holding fee will be returned to you.
- If you are enrolling in Rainbow Center Day Care part time, your child **MUST** attend preschool at least **ONE** of the days he or she is attending Rainbow Center. We also ask that at least two of the days be consecutive with each other.
- Families who need all day child care must also complete a child care registration form.

By completing the registration form you understand:

1. I am required to complete the application and pay the non-refundable registration fee and holding fee.
2. CLM requires my child to be 2 ½ (30 mo.), 3 or 4 yrs. old by Sept. 1st.
3. Classes are filled on a first come, first filled basis.
 - a. In person registrations will be processed on registration day. Mailed in registrations will be processed the following day after 12 pm.
 - b. Waiting lists may be created, see explanation above.
 - c. CLM will try to honor but cannot guarantee my first choice of class.
 - d. We reserve the right to cancel a class due to insufficient enrollment.
4. I am required to complete and submit all paperwork according to required due dates.
 - a. If I do not, my child will be excluded from the program until the issue is resolved and payment is still required during that time to hold my child's space.
5. I am required to pay tuition according to the payment schedule for the program(s) we are enrolled in.

We look forward to growing and learning with you and your family!
Deb Nygaard and Sara Phelan
Child Life Ministries