



Pre-Enrollment Process

2023/2024 Summer & School Year

Child Requirements:

- Must be 3 years old by August 1, 2023 prior to enrollment.
- Must be working towards full toilet trained. If any type of diaper is needed (regular or pull up) there is an additional fee of \$25 per week/ \$5 per day with the goal to be fully toilet trained as soon as possible.
- Only full day care option for care. ***Half day option available for SUMMER ONLY***
- 2023/2024 Tuition Rates will have an increase and released in early 2023.

Timeline:

- **November 15:** Waiting list: For current & displaced families (from old location): The waiting list will help administration get an idea of the potential families wanting enrollment. This does not guarantee a spot but does put you on the list for first option for enrollment.
- **December 15:** Waiting list: For families not currently enrolled. This does not guarantee a spot but does put you on the list for first option for enrollment.
- **January 9, 2023:** Pre-enrollment opens for current families. *Enrollment fees for younger siblings or no summer enrollment fee will be collected to guarantee your spot.*
- **January 23, 2023:** Pre – enrollment for displaced families who were previously enrolled up through 2022 at the old location. *Enrollment and tuition fees will be collected to reserve your spot.*
- **February 1, 2023:** Open Enrollment for ALL families. *Enrollment and tuition fees will be collected to reserve your spot.*

Pre- Enrollment:

If you are desiring a pre-enrollment spot at ELC the following process is required to secure your spot for the 2023 Summer – 2023/2024 School Year.

1. Fill out the form with your child's information and desire for schedule. Spots for the summer and fall will be filled with current families first, displaced families second and then open to public enrollment.
2. Once you are contacted for your available spot a tour must be booked and provided within 2 weeks to save your spot on the classroom roster. This does not apply to currently enrolled families.
3. After your tour (with your child) if an invitation is extended for enrollment the enrollment fee of \$150 Per Family, \$50 additional child (of already enrolled family), \$25 summer enrollment only is required to be paid within 2 business days to reserve your spot.
4. After the enrollment fee is received your spot is reserved and a time is finalized with the director to review enrollment paperwork and collect the week of tuition payment.



5. Once all enrollment paperwork is received and all required payment is received your spot is reserved until your enrollment date starts.

If your name is on the waiting list at the time of open enrollment you will receive an email to fill out the form for enrollment & schedule a tour.

FEES:

Due to the lack of enrollment availability and our desire to secure the spots for families who desire enrollment at Lititz Christian the following fees are associated with the enrollment process beginning January 2023.

- **Enrollment fee:** \$150 Per Family (New Family), \$50 Additional Child of already enrolled family, \$25 for summer only: Required to be paid within 2 business days of the invitation email for enrollment.
- **Tuition Payment:** When your child's paperwork is received you are required to pay 1 week of tuition. This weekly tuition will go towards your first week of enrollment. You will be responsible to pay any additional fees or rate increases that may occur from date of payment to start date. This does not apply to currently enrolled families.
- **Procure Fee:** \$40 yearly fee is charged the first week of enrollment for new enrollments. Summer only \$10 fee charged at time of enrollment. (Current families will be charged on their yearly enrollment date). This covers all online fees associated with processing payments.
- **Summer Hold Spot Fee:** \$250 nonrefundable fee for currently enrolled families to hold your spot for no enrollment during the summer months (June, July & August).

All of the fees above are non-refundable should you choose to not fulfill your enrollment at Lititz Christian ELC.

Signed at time of tour:

I understand the enrollment process and required fees for enrollment at Lititz Christian Early Learning Center.

Name of Child(ren):

Signature of Parent/Caregiver

Date