



Pre-Enrollment Process & Fees

2024/2025 Summer & School Year

CHILD REQUIREMENTS:

- Must be 6 weeks old prior to the start date.
- Paperwork must be submitted and approved by the admissions office prior to start date.
- Enrollment fees and any tuition payments must be paid in full before enrollment is finalized.
- Rate changes effective June through the following June.
- Summer camp only enrollment will be accepted for school age children only. Infants through Prek must be enrolled into the school year to be considered for summer enrollment.
- Summer camp enrollment opens late January. Spots fill quickly for our summer enrollment.

PRE-ENROLLMENT:

If you are desiring a pre-enrollment spot at ELC the following process is required to secure your spot for the Summer into the following school year.

1. Fill out the online inquiry information. with your child(s) and your personal information. Please state your desired schedule.
 - a. Please note: Changes to schedule cannot be guaranteed after your enrollment information is received.
 - b. Spots for the summer and fall will be filled with current families first.
 - c. New families will be able to sign up for a tour starting Monday, January 15, 2024. A tour (with the potential child) is required as the next step in a new enrollment.
 - d. STEPS for Tour & Enrollment:**
All proper paperwork will be sent through Brightwheel.
 - i. Inquiry form must be completed through Brightwheel and one of the administrators will follow up with you based on openings.
 - ii. Email will be sent to schedule a tour through the building and discuss a program overview.
 - iii. Availability of desired schedule will be discussed at the time of your tour.
 - iv. Application is sent to potential enrollment families.
 - v. Application is reviewed by admissions staff and an invitation may be extended at this time for enrollment.
 - vi. Once an admission invitation is extended proper paperwork for enrollment is sent through Brightwheel.
 - vii. Enrollment paperwork and registration fee must be received in order to hold your spot.
 - viii. Enrollment paperwork will be reviewed by office staff.
 - ix. Time is scheduled to finalize enrollment by signing your financial agreement.
2. Once all enrollment paperwork is received and **all required payment** is received your spot is secure until your enrollment date starts.

FEES:



Due to the lack of enrollment availability and our desire to secure the spots for families who desire enrollment at Lititz Christian ELC the following fees are associated with the enrollment process. *Current families are not required to pay enrollment fee or tuition payment but are required to pay the summer hold fee if not attending summer camp.*

- **Current Enrolled families do not pay enrollment fees for currently enrolled children; only additional children not enrolled will be charged any enrollment fees.** (Collected week of Feb 19th)
- **New Families Enrollment fee: \$150 Per Family (New Family), \$50 Additional Child of already enrolled family, \$25 / \$50 for summer only:**
 - Required to be paid **within 5 business days** of the invitation email for enrollment. (Cash, check or can be billed to an existing Brightwheel account) **Returning families within 3 years of re-enrollment pay a \$50 enrollment fee.*
- **Tuition Payment:** Once your enrollment paperwork is received and reviewed you will be made aware of the required 1 week tuition payment that will be due within one week.
 - This weekly tuition will go towards your first week of enrollment. (Subsidized families are required to pay a \$50 hold fee) 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.
- **Summer Hold Spot Fee:** 2 Weeks of fall tuition payment is required to hold your child's spot through the summer months. This fee will not exceed \$300 and will need to be paid by the first week of April.
 - School Age Families are required to pay a \$50 hold fee through the summer months.

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

Parent Signature: REQUIRED through the Brightwheel App.