



Word of Life Academy 2013-2014 Class Request

Please fill out the following information so that we may best place your child. We will try to honor all requests but will work together with you if that is not possible.

Parent's Name _____ Contact Phone Number _____

Student's Name _____ Date of birth ____/____/____

Please indicate your 1st and 2nd choice of class that you are requesting for your child. Any placement that does not fit in the following guidelines must be agreed upon by the director, teacher, and parent. Any children that will be under three years old prior to the start of school must complete an interview process with the parent, teacher, and director to make sure this type of classroom setting is appropriate for the child.

M – Monday T – Tuesday W – Wednesday R – Thursday F – Friday

Preschool options

_____ Preschool	MWF	2 years 9 months through 3 years old 8:45 – 11:45 AM
_____ Preschool	TR	8:45 – 11:45 AM
_____ Preschool	MTWRF	8:45 – 11:45 AM

Pre-kindergarten options

_____ Pre-kindergarten	MWF	must turn 4 before October 1 st 8:45 – 11:45 AM
_____ Pre-kindergarten	TR	8:45 – 11:45 AM
_____ Pre-kindergarten	MTWRF	8:45 – 11:45 AM

JR Kindergarten options

_____ JR Kindergarten	MWF	must turn 5 before December 31 st 8:45 – 3:00 PM
_____ JR Kindergarten	MTWRF	8:45 – 11:45 AM

* This class will be working with the kindergarten class. The student needs to have completed pre-kindergarten and must complete an interview process with the teacher, parent and director to make sure the class is a good fit.

Kindergarten options

_____ Kindergarten	MTWRF	must turn 5 before October 1 st 8:45 AM – 11:45 AM
_____ Kindergarten	MTWRF	8:45 AM – 3:00 PM
_____ Kindergarten	MWF	8:45 AM – 3:00 PM

Based on expressed interest, we may be able to offer an afternoon Preschool or Pre-Kindergarten class. Please indicate below if you would like us to contact you if this class becomes available.

For administrative use only. Entered into EZ: Ledger _____ Tuition _____ Schedule _____

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We base our classroom rosters on a variety of factors such as age appropriateness, parent request, and teacher recommendations. If you have any information that you would like for us to consider in the placement of your child, you may indicate that below. Please understand that we are not always able to honor special requests, but we will consider all factors.

Enrichment ~ Lunch Bunch ~ Before Care ~ After Care

In addition to your child’s regularly scheduled class, the following options may be added to his/her day: **enrichment**, **lunch bunch**, **before care**, and **after care** . These options may be added permanently to your child’s **schedule** or you may use them on a **drop in** basis. For clarification, please read the following:

Scheduled

If you would like your child to attend before care, lunch bunch, enrichment, or after care on a fixed basis, we suggest you add it to their schedule by filling out the form below. When you do this, we can guarantee your child’s spot and the tuition is based on the monthly average. This is usually the easiest way for us, because we have your child on the permanent attendance list and can plan teacher ratios accordingly. In addition, there is also a discount offered when committing to this option.

Drop – In

If your child’s schedule may fluctuate, if you’re not sure what days you might like to sign up for, or if you would just like to sign your child up occasionally for any of these options, then your child will be considered a drop-in. If you would prefer to use these options on a drop in basis, please keep in mind that it will depend on availability. We will need to first look at the number of children in the class to make sure that a spot is available for your child. Please remember that we do need to maintain a proper teacher/student ratio for the safety and well-being of the children; therefore, there may be times we cannot honor your request. The sooner that you request a drop~in option, the more likely we will be able to honor it. In this instance, you will only be billed for the options that you request and receive.

Cancellation Policy

Before Care, After Care, and afternoon Enrichment are all optional programs and may be cancelled with 7 calendar days notice. If we have less than 7 calendar days notice for any reason, you will still be billed for them.

	Monday	Tuesday	Wednesday	Thursday	Friday
Before Care 7:30-8:45am					
*Lunch Bunch 11:45-12:45pm					
Enrichment 11:45-3:00pm					
After Care 3:00-5:30pm					

*We cannot guarantee spaces for Lunch Bunch, we must give preference to Enrichment.

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