



LIVING WORD EARLY LEARNING CENTER

OUR PASSION. THEIR FUTURE

2711 Amherst Avenue
Manhattan, KS 66502

Phone: 785.776.2162
E-mail: livingwordchurchelc@gmail.com
Website: livingword-church.org

Application for Enrollment

Instructions:

- Once complete, drop-off, mail, or scan and email application to the center.
- Payments accepted via cash or check made payable to Living Word Early Learning Center.
- Note: Enrollment is open year round depending on current openings. We accept children ages 2.5-6 who are fully toilet trained.

Child Information

Last Name	First Name	Male <input type="checkbox"/> Female <input type="checkbox"/>
Address	Birthday	Age of Child

Parent/Guardian Information

1. Last Name	First Name	Email
Address	Cell Phone	Work Phone

2. Last Name	First Name	Email
Address	Cell Phone	Work Phone

Local Emergency Contact Information

1. Last Name	First Name	Address Phone Number
2. Last Name	First Name	Address Phone Number



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Please indicate your choice of program (Full Time or Part Time) and payment options below.

Tuition is due on the 1st and 16th of each month.

Full Time Options

Status	Days	Hours	Monthly Rate	Bi-Monthly Rate	✓
Full Time	Monday-Friday	7:00am-5:30pm	\$740	\$370	<input type="checkbox"/>
Full Time/Part Week	Monday/Wednesday/Friday	7:00am-5:30pm	\$540	\$270	<input type="checkbox"/>
Full Time/Part Week	Tuesday/Thursday	7:00am-5:30pm	\$350	\$175	<input type="checkbox"/>

Half Day Option: Morning Session

Status	Days	Hours	Monthly Rate	Bi-Monthly Rate	✓
Morning Session	Monday-Friday	8:00am-12:00pm	\$425	\$212.50	<input type="checkbox"/>

Half Day Option: Afternoon Session

Status	Days	Hours	Monthly Rate	Bi-Monthly Rate	✓
Afternoon Session	Monday-Friday	12:30pm-4:30pm	\$425	\$212.50	<input type="checkbox"/>



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Estimated Start Date	
Approximate Drop-Off Time	
Approximate Pick-Up Time	

Requirements Upon Enrollment:

1. **\$30.00 non-refundable application fee per family**
2. **Deposit of first 2 weeks of care paid prior to start date. This amount will be credited towards your first month's tuition. Once the application fee and deposit are processed, your child's spot will be held until their approved start date.**

Note: Deposits are not required in order to be put on our waiting list. A deposit will be requested once a spot becomes available.

Cash or Checks made payable to Living Word Early Learning Center

3. **Completed Registration Packet will need to be turned in at least three days prior to your child's approved start date.**

I/We choose to pay: ____Monthly ____Bi-Monthly

Financial Agreement between LWELC and Parents of LWELC Children:

I, the parent/legal guardian of _____ (child's name) agree to the following terms of enrollment.

I agree to read the LWELC Parent Handbook (a hard copy will be provided upon request) and follow the center's policies.

I agree to pay the enrollment fee at the time of submitting the enrollment form.

I agree to pay 2 weeks tuition to secure my child's spot at LWELC. This money will be applied towards your child's first month tuition.

I agree to give at least 2 weeks advance notice prior to the termination of my child's enrollment in LWELC. If no notice is given and no arrangements have been made with LWELC, you will be billed the final 2 weeks tuition.

I give permission to LWELC staff to call my listed Emergency Contacts if they are not able to reach me.

Parent's Name

Parent's Signature/Date

Provider's Name

Provider's Signature/Date