

First Lutheran Children's Programs



2013-2014 Registration Packet

For Children Ages 12 months to 12 Years

**A Ministry of
First Lutheran Church**

www.firstlutheranportland.org

Program Hours

Program	Program Hours	Calendar	Public School Snow Days	Public School In-Service Days	Public School Vacations	Public School Holidays
Morning Preschool Classes	9 am to noon	September to June	Open most snow days	Open	Closed some vacations	Closed most holidays
Full-Day Toddler Class	7:00 am to 5:30 pm	Year– round	Open most snow days	Open	Closed some vacations	Closed most holidays
Full-Day Preschool Class	7:00 am to 5:30 pm	Year– round (&) — See note below	Open most snow days	Open	Closed some vacations	Closed most holidays
School Age Care Grades K—5	7:00 am to 5:30 pm	Public School Year (&) — see note below	Open most snow days	Open	Open Feb. vacation if enough demand	Closed most holidays

NOTES:

- **Public School** refers to the Portland Public School System.
- **(&) — Children in School Age Care and Preschoolers entering kindergarten in the fall** are eligible to enroll in our Summer Day Camp, which provides care from late June through mid-August. These combined programs provide year-round care.
- **All programs are closed for 1 to 1 1/2 weeks at Christmas, 1 week during April vacation, and 1 to 1 1/2 weeks in late August and one FLCP Staff In-Service training day.**

The Staff

- Many staff have worked at First Lutheran for more than five years.
- All staff are trained in CPR & First Aid.
- All staff are caring school age care or early childhood professionals.
- Registered with Maine Roads to Quality.

First Lutheran Children's Programs :

- Licensed by the State of Maine Department of Human Services. Quality for Maine Step 4
- Admits children of any race, color, gender, national and ethnic origin.
- Accredited by the Council on Accreditation (SAC program)

**FOR MORE INFORMATION ABOUT OUR PROGRAMS, OR TO
ARRANGE A VISIT, PLEASE CALL (207) 797-2260**

2013-2014 Tuitions

To Register

Complete the enclosed registration form and return with the non- refundable registration fee of \$35 per family to:

First Lutheran Children's Programs
132 Auburn Street
Portland, Maine 04103

- Please make your check payable to the "First Lutheran Children's Programs."
- **Financial Assistance:** We accept payments from the ASPIRE and Voucher programs through the Dept. of Health & Human Services . Please call (207) 797-2260 for more information.

Morning Preschool Program	Daily Rate	Weekly Rate
Tuesday/Thursday (3 year old class) Morning — 9:00 am to noon	NA	\$55
Monday/Wednesday/Friday (4 year old class) Morning — 9:00 am to noon	NA	\$60
Additional daily rate if you choose to enroll for 3, 4 or 5 mornings per week.	\$20	NA

Toddler & Full-Day Preschool Programs	Daily Rate	Weekly Rate
Toddler Class (Ages 1 — 3 years) 7:00 am to 5:30pm	\$70	\$245
Preschool Class (Ages 3—5 years) 7:00 am to 5:30pm	\$65	\$235

SAC Program	Daily Rate	Weekly Rate
Before School 7:00 am to 8:45am	\$22	\$70
After School 3:00 pm to 5:30pm	\$26	\$90
Before & After School 7:00 am to 8:45am & 3:00 pm to 5:30pm	\$35	\$120

REFUND POLICY

- The registration fee is non-refundable.
- A 2-week notice to the Registrar is required to withdraw from the program. Tuition payments are required during this notice period. Any unused tuition payments will be refunded.

First Lutheran Children's Programs

First Lutheran offers an **EXCITING** beginning to your child's early education! We also offer a **QUALITY**, fun and caring place for children and youth during times away from parents and out of school time.

Who We Are:

- Qualified, caring early childhood and school age care professionals.
- Well-established program with an outstanding reputation for providing quality care to toddlers, preschoolers, school age care children and youth.

Toddler Program

- Full-day care for children ages 1 to 3
- Developmentally appropriate curriculum
- Warm, caring, safe environment
- Story time
- Daily outside play (weather permitting)
- Healthy, nutritious snacks
- Teacher to child ratio of 1 to 4
- Afternoon nap
- Structured and Free Play

Morning Preschool Program

- Developmentally appropriate curriculum
- Special "drop-off" program
- Teacher to child ratio of 1 to 8
- Structured play
- Hands on learning centers
- Social Interaction
- Classroom atmosphere
- Creativity
- Daily outside play (weather permitting)
- Parent/Teacher conferences
- Schedule 2,3, 4 or 5 days per week

Full Day Preschool Programs

- Full-day care for children ages 3 to 5
- Developmentally appropriate curriculum
- Warm, caring, safe environment
- Story time
- Structured play
- Creativity
- Free choice play
- Hands on learning centers
- Daily outside play (weather permitting)
- Healthy, nutritious snacks
- Teacher to child ratio of 1 to 8
- Afternoon quiet time

School Age Care Program

- Emphasis on building relationships between children and adults
- Staff to child/youth ratio of 1 to 10
- A balance of large, small and individual activities
- Healthy, nutritious breakfast & snack
- Many and varied daily choices of activities
- Daily outside play (weather permitting)
- Accredited by Council on Accreditation

Special Facts About All Our Programs

- Not-for-profit
- Christian atmosphere (non-denominational)
- Parent involvement encouraged but not required
- Competitive tuition
- Monthly newsletters
- Special events
- Awesome, fenced playgrounds
- On-site woods to explore
- Basketball hoop & large hardtop play area

First Lutheran Children's Programs Registration Form 2013 - 2014

Child's Full Name: _____ M/F _____

Birth Date ____/____/____ Grade/Class (Sept. 2013) ____ Date Form Completed: _____

Home Address: Street _____

Town _____ State _____ Zip _____

Father's/Guardian's Full Name: _____

Home Address: Street _____

Town _____ State _____ Zip _____

Place of Employment: _____

Home Email: _____ Work Email: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Mother's/Guardian's Full Name: _____

Home Address: Street _____

Town _____ State _____ Zip _____

Place of Employment: _____

Home Email: _____ Work Email: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Emergency Contact's Full Name: _____

(NOT Parent/Guardian)

Relationship: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Please Complete Other Side

FOR OFFICE USE ONLY

Reg. Fee: : _____

Date: _____

Check #: _____

First Lutheran Children's Programs Registration Form 2013-2014

Child's Name: _____ Date Form Completed: _____

Please Check all that apply:

Morning Preschool Programs	M	T	W	TH	F
Morning 3 Year Old Preschool Tuesday/Thursday (9:00 am—noon) (Must be 3 years old by 10/15/13)					
Morning 4 Year Old Preschool Monday/Wednesday/Friday (9:00 am — noon) (Must be 4 years old by 10/15/13)					

Toddler & Full-Day Preschool Programs	M	T	W	TH	F
Toddler Class (7:00 am—5:30pm) (Ages 1 to 3 years old)					
Preschool Class (7:00 am—5:30pm) (Ages 3 to 5 years old)					

School Age Care Program (grades K through 5th)	M	T	W	TH	F
Before School (7:00 am - 8:45am)					
After School (3:00 pm - 5:30pm)					

NOTES:

- Financial Aid is available. Please request an application.
- Sibling discounts of 15% are also available if a sibling is attending one of our other programs. The discount applies to the lower tuition.

Please Complete Other Side