



A ministry of Prince of Peace Lutheran Church
101 S. Lebanon Road Loveland, Ohio 45140
popk-ids@popk-idsschool.com 513-683-1600

POP Kids Registration Form 2018-19

Please Print:

Child's Name _____ Age as of 9/30/18 _____
(First) (Middle) (Last)

Preferred Name to be called/learn to write _____ Date of Birth ____/____/____

Circle: Boy or Girl

Parents Name(s) _____

Address _____ Home phone: _____
(House No. and Street)

_____ Work or Cell phone: _____
(City, State, Zip Code)

E-mail Address _____ Best number to reach you: _____

Check all that apply:

- New Student
- Current Student
- Sibling currently in POP Kids and will be again in 2018-19
- Prince of Peace Member
- Sibling of a POP Kids Alumni, graduated before June 2018 (Name of sibling _____)

Classes (Must indicate class order preference 1,2,3. If only 1 choice is given and you are not selected in the lottery for your 1st choice, unfortunately, you may not receive a class at POP Kids)

_____ Bright Stars – 2-1/2 year olds by Sept. 10 (9am – 11:30am) \$1350/year or \$150/month

No preference, either day is fine _____ 2-day: T/TH _____ 2-day: M/W _____

_____ Preschool/three year olds by Sept. 30(9am – 11:30am) T/TH \$1350/year or \$150/month

_____ Preschool/three year olds by Aug. 1(9am – 11:30am) M/W/F \$1620/year or \$180/month

_____ Preschool/three year olds by Aug. 1 (12:30pm – 3:00pm) T/W/TH \$1620/year or \$180/month

_____ Pre-K 1/four year olds by Sept. 30(9am – 11:30am) M/W/F \$1710/year or \$190/month

_____ Pre-K 1 /four year olds by Sept. 30(12:30pm – 3:00pm) T/W/TH \$1710/year or \$190/month

_____ Pre-K 2/ 5 by 4/1/19 or Administrator Approval (9am – 11:30am) M-TH \$1890/year or \$210/month

_____ **Registration Fee** of \$75 per child is attached. Cash or check made out to POP Kids School must accompany registration form. This fee does not apply toward tuition and is non-refundable unless classes are full.

Tuition, lottery and additional information

Tuition is for the year. For your convenience, tuition may be divided into 9 monthly payments (May 2018 payment then Sept. 2018 – April 2019). POP Kids generally follows Loveland’s School schedule, except for the start of school, end of school and a few other exceptions. The first day of school is Monday, Sept. 10, 2018 and the last day is Friday, May 17, 2019.

Snack Fee (One time a year fee) – Preschool provides all daily snacks (due with May 2018 registration payment)
2 day class - \$30/year 3 day class - \$45/year 4 day class - \$60/year

Extended Days:

Our Extended day program will be offered to all morning classes (except Bright Stars) every other Thursday and Friday, October thru April. Children will bring a lunch, play and stay until 1:00pm on those designated days. Sign up information will be sent with final forms in May. There are a limited number of spaces available.

Payment Policies

- ❖ Tuition (first payment) and the snack fee are due **Wednesday, May 23, 2018**. One month’s tuition is non-refundable after this date if student is withdrawn.
- ❖ September tuition payment is due the first week of class which is September 10, 2018. October through April tuition is due by the 10th of the month. There is a \$25 late fee after the 10th unless arrangements are made with the Administrator (no bills are sent). Children come to school in May but there is no tuition due. The payment mailbox is located by the main POP Kids door.
- ❖ All checks payable to POP Kids School.
- ❖ If a class is cancelled due to lack of enrollment, registration and tuition payments will be refunded.

Scholarship forms are available in the office or by e-mail request.

POP Kids School Registration Dates and Lottery Information: **Note: Only waiting list policy info and additional forms information are important after Jan. 29th since it is after the lottery.**

- **Group 1-** Current Students and current student’s siblings*: Registration must be received by Wednesday, January 10th at 3:00pm to be included in the lottery.
***Note:** If your child graduates in May 2018, they are considered alumni, not a current student. For example, your current student must be returning next year AND will have a sibling also starting at POP.
- **Group 2-**Siblings of Alumni and Prince of Peace members: Registration must be received by Wednesday, January 24 at 3:00pm to be included in the lottery.
- **Group 3 -** Open Registration: Registration must be received by Wednesday, January 24 at 3:00pm to be included in the lottery.
- Registrations are on a lottery basis to be fair to all families. Each group will have their own lottery.
- Registration forms may be dropped off or mailed, but must be received by the above dates.
- If your child does not get in or you do not receive your 1st choice, we will notify you by phone or e-mail by Monday, Jan. 29. Your registration fee will be returned to you at your request if you do not receive at least your 2nd choice.
- **Waiting List policy:** If you do not receive your first choice and you would like to be put on the wait list, please notify the school in writing. The waiting list is good through June 1, 2018. You must e-mail the school after that date to stay on the list. The wait list will reset every 60 days from that point unless we have written notice again.

Additional forms and Extended Day Information will be sent to your home in late April. All school policies are included in the POP Kids Handbook which is on the website at www.popkidsschool.com. Signing below acknowledges that you have read the handbook, understand and accept the POP Kids policies, registration process and tuition agreements. This form is on the website if you need to reference dates or information.

Parent/Guardian signature _____ Date _____

Date Office Rec’d _____ Initial _____