

**Re-Registration for the  
2017-2018 Academic School Year  
(Preschool)**

Dear Parents,

Please complete the Re-registration information and submit it with the necessary fees to the school office no later than **June 23<sup>rd</sup>, 2017**.

School supplies should be brought to the school during the month of **July 2017**.

The new academic school year begins on **August 21, 2017**.

**The attached package includes the following:**

1. Registration and Tuition Fees for 2017 - 2018
2. Tuition Agreement for 2017 - 2018
3. Enrollment Agreement for 2017-2018
4. Updated emergency information
5. Parent Fundraising Commitment
6. Parent Communication Form
7. Permission for Use and Publication of Photographs Form
8. Parent Volunteer Form

**Please also submit any updated immunizations.**

**Pending fees:**

\$150 Re- registration fee (per child)

Thank you for your prompt attention.

# 2017-2018 School Calendar

## AUGUST

<b>7-18</b>	<b>SCHOOL CLOSED   Summer Break</b>	
21	First Day of School	

## SEPTEMBER

1	Grandparent's Family Mass & Brunch	9:30 AM
<b>4</b>	<b>SCHOOL CLOSED   Labor Day</b>	
6	Little Flower Auxiliary Meeting	5:00 - 7:00 PM
<b>12</b>	<b>Back to School Night (MANDATORY for Families)</b>	<b>Time TBD</b>

## OCTOBER

6	Family Mass	9:30 AM
7	<b>Blessing of the Roses Family Picnic &amp; Drawing (MANDATORY for All Families)</b>	<b>10:30 - 1:00 PM</b>
16-20	Disaster Preparedness Week	
19	"Shake Out" Drill	10:19 AM
31	All Hallow's Eve Festival	9:30 - 11:30 AM
TBD	LifeTouch® School Uniform Photos	Starting at 7:30 AM

## NOVEMBER

3	All Souls Family Mass	9:30 AM
<b>11</b>	<b>SCHOOL CLOSED   Veteran's Day</b>	
16	Thanksgiving Thank You Luncheon for Donors & Volunteers	
<b>22</b>	<b>2:00 PM Early Dismissal</b>	
<b>23-24</b>	<b>SCHOOL CLOSED   Thanksgiving Weekend</b>	

## DECEMBER

1	Family Mass	9:30 AM
<b>7</b>	<b>Christmas Program (MANDATORY for All Families)</b>	<b>TBD</b>
16	Las Posadas at Little Flower	9:30 AM
19	Santa Visit with Photos	Starting at 9:30 AM
TBD	MAKE UP Day for LifeTouch® School Uniform Photos	Starting at 7:30 AM
<b>25-1/2</b>	<b>SCHOOL CLOSED   Christmas Break</b>	

## JANUARY

3	School Resumes	
5	Family Mass   Walk of Love Spirit Day	9:30 AM
10	Little Flower Auxiliary Meeting	5:00 - 7:00 PM
20	One Life LA [ <a href="http://onelifela.org">http://onelifela.org</a> ]	
28-2/3	Catholic Schools Week	

## FEBRUARY

1-3	Catholic Schools Week	
2	Catholic Schools Week Family Mass	9:30 AM
2-10	Carmelite Sisters' Vocation Prayer Drive	
6	Walk of Love Spirit Day	9:30 AM
13	Mother Luisita, Jesus' Valentine Celebration	9:30 AM
14	Ash Wednesday	
TBD	LifeTouch® Spring Semi-Formal Photos	Starting at 7:30 AM

## MARCH

2	Family Mass	9:30 AM
6	Walk of Love Spirit Day	9:30 AM
7	Little Flower Auxiliary Meeting	5:00 - 7:00 PM
28	Triduum Celebration & Egg Hunt	9:30 AM
<b>29-4/2</b>	<b>SCHOOL CLOSED   Holy Triduum &amp; Easter Break</b>	

## APRIL

6	Family Mass   Walk of Love Spirit Day	9:30 AM
<b>7</b>	<b>Walk of Love (MANDATORY for All Families)</b>	<b>9:30 AM Registration</b>

## MAY

1-4	Teacher Appreciation Week	
4	Mothers' Mass, May Crowning, & Brunch (Spring Nice Free Dress)	9:30 AM
<b>28</b>	<b>SCHOOL CLOSED   Memorial Day</b>	

## JUNE

1	Fathers' Mass, Consecration to the Sacred Heart, & Brunch (Outdoor Play Free Dress)	9:30 AM
20	KINDER/TK Class ONLY   Graduation Pizza Party	
21	KINDER/TK Class ONLY   Graduation Mass & Reception	9:30 AM
25	Summer Camp begins	
TBD	Family Service Day(s)	

## JULY

<b>4</b>	<b>SCHOOL CLOSED   Independence Day</b>	
----------	---	--

## Registration and Tuition Fees 2017-2018

Registration Fee	\$200
Re-Registration fee	\$150
Activity Fee (Annual Fee Per Student)	\$200
In Lieu of Summer Camp	\$350

**\*Above Fees are non-refundable**  
**\*Potty Training \$150.00 per month**  
**Effective August 1, 2017**

### Tuition Rates Schedule

Number of Days	Hours	Monthly
Full Days 3	7:00 a.m. – 4:00 p.m.	\$637.00
Full Days 4	7:00 a.m. – 4:00 p.m.	\$768.00
Full Days 5	7:00 a.m. – 4:00 p.m.	\$892.00
School Days 3	8:00 a.m. – 2:00 p.m.	\$598.00
School Days 4	8:00 a.m. – 2:00 p.m.	\$702.00
School Days 5	8:00 a.m. – 2:00 p.m.	\$811.00
Extended Days 3	6:30 a.m. – 6:00 p.m.	\$675.00
Extended Days 4	6:30 a.m. – 6:00 p.m.	\$816.00
Extended Days 5	6:30 a.m. – 6:00 p.m.	\$953.00

Infants (Flat Rate)	Hours	Monthly
Full Days	7:00 a.m. – 4:00 p.m.	\$1,285.00
School Days	8:00 a.m. – 2:00 p.m.	\$1,161.00
Extended Days	6:30 a.m. – 6:00 p.m.	\$1,312.00

Toddlers (Flat Rate)	Hours	Monthly
Full Days	7:00 a.m. – 4:00 p.m.	\$1,102
School Days	8:00 a.m. – 2:00 p.m.	\$1,048.00
Extended Days	6:30 a.m. – 6:00 p.m.	\$1,135.00

### Sibling Rates

**\*5% off is given for each additional child within the same family**

## Tuition Agreement 2017-2018

The following child will be enrolled/re-enrolled:

Child Name \_\_\_\_\_

Date of Birth \_\_\_\_\_

**The following fees are non-refundable:**

- \_\_\_\_\_ \$200.00 Registration fee
- \_\_\_\_\_ \$150.00 Re-registration fee
- \_\_\_\_\_ \$200.00 Activity fee
- \_\_\_\_\_ \$350.00 In Lieu of Summer Camp

Payment Received	
Cash <input type="checkbox"/>	or Check <input type="checkbox"/>
Check No. _____	
Rec'd by _____	
Date _____	

<b>School Program Selected</b>	<b>Full Day</b> _____ <small>(7:00 a.m. – 4:00 p.m.)</small>	<b>School Day</b> _____ <small>(8:00 a.m. – 2:00 p.m.)</small>	<b>Extended Day</b> _____ <small>(6:30 a.m. – 6:00 p.m.)</small>		
<b>Number of Days per Week</b> _____					
<b>Days Enrolled</b>	Mon _____	Tues _____	Wed _____	Thurs _____	Fri _____
<b>Monthly tuition rate of</b> _____ <i>*see attached schedule for pricing</i>					
<b>Payment method (circle one)</b>					
<i>FACTS Tuition Management Plan</i>	<i>Annual Payment</i>	<i>Semi-Annual Payment</i>	<i>MAOF</i>		
<b>Check One</b> _____	<b>My child <u>needs</u> potty training *\$150 per month during Potty Training Period</b>				
_____	<b>My child <u>does not need</u> potty training</b>				
<b>Effective date of enrollment</b> _____   <b>Date of Program Adjustment</b> _____					

I/We (Please Print) \_\_\_\_\_ will be financially responsible for paying tuition and all fees required by Little Flower Educational Child Care during the current year. I/We have read the Parent Handbook, the Tuition Agreement, and understand the Policies and Procedures and agree to comply with them.

Parent/Guardian signature \_\_\_\_\_ Date \_\_\_\_\_

School Witness signature \_\_\_\_\_ Date \_\_\_\_\_

Revised 2017/04

## Enrollment Agreement

### Pre-enrollment Conference

Before a child may be enrolled, the parents/guardians of the child will be given an orientation of the Center and the school program, which will include the following: The Parent Handbook, Policies and Procedures, and the Tuition Contract.

### Requirements for Enrollment

Our program begins with children 6 weeks old and continues through kindergarten. He or she must have the ability of managing personal clothing, self-feeding, and performing other self-care skills expected from this age level. It is necessary that the child have the maturity to adjust to the school program within a reasonable length of time. Potty Training is available for an additional cost.

### Enrollment Suspension or Terminated Enrollment

The following may create a just cause for a child to be suspended from school or, for extreme cases, enrollment may be terminated:

1. The child's inability to adjust to school.
2. Continued behavioral problems.
3. Continued tardiness or absences.
4. Lack of cooperation from the family in settling financial problems or not complying with policies and procedures.
5. Continued delinquent tuition.

### Tuition Credit

1. There is **no credit** for the days that the school is closed as listed in the Parent Handbook.
2. There is **no credit** for sick days.
3. There is **no credit** for vacations taken during the school year.
4. In withdrawing a child from our program, a **two (2) week notice is given in writing**.
5. Registration fees are non-refundable.
6. **More than one child in the family:** There is a 5% **tuition discount** for each additional child enrolled within the same family.

### Tuition Payment

1. Monthly Tuition Payments will be through FACTS Tuition Management Program.
2. Semiannual and Annual Tuition Payments are paid directly to Little Flower Educational Child Care.
3. Late and traffic fees will be paid directly to Little Flower Educational Child Care.
4. Potty Training is paid through our FACTS Tuition Management Program on a monthly basis.
5. Parents or guardians are responsible for the balance of all tuition and fees including those who participate in subsidized tuition by a special agency such as MAOF.

### Penalty Fees

1. If there is insufficient funds when FACTS attempts to withdraw tuition, there will be a penalty of \$30.
2. School Day: Children may be dropped off at 8:00 a.m. or after and be picked up at 2:00 p.m. or before. A \$25.00 early/late fee for every 15 minute increment before/after the agreed time.

- a. Example: A \$25 fee will be given if the child is dropped off at 7:59AM or picked-up at 2:01PM. A \$50 fee will be given if the child is dropped off at 7:44AM or picked-up at 2:16PM.
- 3. **Full Day:** Children may be dropped off at 7:00 a.m. or after and be picked up at 4:00 p.m. or before. A \$25.00 early/late fee every 15 minute increment before/after the agreed time.
  - a. Example: A \$25 fee will be given if the child is dropped off at 6:59AM or picked-up at 4:01PM. A \$50 fee will be given if the child is dropped off at 6:44AM or picked-up at 4:16PM.
- 4. **Extended Day:** Children may be dropped off at 6:30 a.m. or after and be picked up at 6:00 p.m. or before. A \$25.00 early/late fee every 15 minute increment before/after the agreed time.
  - a. Example: A \$25 fee will be given if the child is picked-up at 6:01 PM. A \$50 fee will be given if the child is picked-up at 6:16PM.
- 5. Frequent occasions of overtime may require an **adjustment of the program time-frame or other arrangements made.**
- 6. There will be a **\$25.00 charge** for all returned checks. After the **second occurrence** of a returned check, all future payments must be made on a cash, money order, or cashier's check basis only.

I have read and agree to comply with this enrollment agreement.

_____	_____
Parent/Guardian Signature	Date

\_\_\_\_\_  
Printed Name of Parent/Guardian

## Parent Fundraising Commitment

Little Flower Educational Child Care hosts two annual fundraisers: the Blessing of the Roses Opportunity Drawing in the fall and the Walk of Love in the spring. Funds raised by these two efforts help support the school and allow us to offer affordable tuition. Your participation by volunteering and by fundraising is key to making these events a success!

### PLEASE NOTE

**These fundraising events are mandatory for all families to participate and attend.**

*If you would prefer to opt out of the Fundraising Efforts or not participate in the events, you may make a payment of **\$600.00**.*

*If in the event, you choose not to participate, there will be a \$600.00 non-participation fee charged to your tuition account. **We will automatically deduct the \$600.00 non-participation fee from your FACTS account on May 5, 2017.***

### **The Blessing of the Roses Opportunity Drawing | Saturday, September 30, 2017**

The Blessing of the Roses Opportunity Drawing coincides with the Blessing of the Roses Family BBQ, a family event that honors our patron Saint Therese of the Child Jesus also known as “The Little Flower.” This annual event brings families together to receive a special blessing on their families as the school year begins.

#### **Fundraising Commitment for the Blessing of the Roses Opportunity Drawing**

Each family is required to (1) sell **at least \$100.00** of opportunity drawing tickets (sold at \$1.00/ticket or \$20.00/booklet of 20) and (2) attend the Blessing of the Roses Family BBQ.

### **The Walk of Love | Saturday, April 7, 2018**

The Walk of Love is intended to raise support for Little Flower Educational Child Care by sponsorships raised by you and families like yours who value the mission of our school, “Educating for LIFE with the Mind and Heart of Christ.” The Walk of Love brings families together to celebrate this mission with the Walk, family picnic, and activities that support a family environment and healthy lifestyle.

#### **Fundraising Commitment for the Walk of Love**

Each family is required to (1) raise **at least \$200.00** through sponsorships and (2) attend the Walk of Love.

These events are great opportunities for you to complete your 10 hours of required volunteer service.

Remember, by your efforts, you contribute in supporting Little Flower Educational Child Care Center and the wonderful community service that it provides. May God reward you for your participation!

*✂ Please cut along the line below and retain the upper portion for your reference throughout the school year.*

### **Parent Fundraising Commitment**

I, \_\_\_\_\_, have read and understand the above information regarding the Parent Fundraising Commitment and agree to comply with the requirements. I understand that failure to meet the commitments stated above would jeopardize my child’s enrollment at Little Flower Educational Child Care.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

Revised 2017/04

## Parent Communication Form

Please provide your contact information below and indicate how you would prefer to receive information from Little Flower Educational Child Care.

Child Name \_\_\_\_\_

Start Date \_\_\_\_\_

Father's Name \_\_\_\_\_

Father's E-mail \_\_\_\_\_

Father's Cell Phone \_\_\_\_\_

**Text Messaging Option**

I understand that in submitting my cell phone number above and marking a communication preference below which includes text messaging as an option that I accept any text messaging charges and data charges that may be incurred.

Initials \_\_\_\_\_

Choose how you would like to receive information (newsletters, bulletins, reminders, etc.) from school:

- I would prefer to receive information only by email
- I would prefer to receive information only by text messaging whenever possible
- I would prefer to receive both email and text messaging

Mother's Name \_\_\_\_\_

Mother's E-mail \_\_\_\_\_

Mother's Cell Phone \_\_\_\_\_

**Text Messaging Option**

I understand that in submitting my cell phone number above and marking a communication preference below which includes text messaging as an option that I accept any text messaging charges and data charges that may be incurred.

Initials \_\_\_\_\_

Choose how you would like to receive information (newsletters, bulletins, reminders, etc.) from school:

- I would prefer to receive information only by email
- I would prefer to receive information only by text messaging whenever possible
- I would prefer to receive both email and text messaging





## Permission for Use and Publication of Photographs

I understand and agree that from time to time, Little Flower Educational Child Care Center, Little Flower Center Inc., Flos Carmeli Formation Centers, and the Carmelite Sisters of the Most Sacred Heart of Los Angeles, sponsors of the above mentioned corporations, in relation to their apostolic work, may wish to publish photograph(s) and/or video containing the image of my child within informational/promotional media that may be available to the public. Said media may include, but are not limited to, brochures, visual/audio presentations, newsletters, magazines, and websites representing the above corporations and the Carmelite Sisters. In addition, I further understand and agree that this authorization will remain in effect until it is withdrawn by the undersigned in a written notice delivered to and acknowledged by Little Flower Educational Child Care Center and the Carmelite Sisters of the Most Sacred Heart of Los Angeles.

I thereby agree and grant permission to Little Flower Educational Child Care Center, Little Flower Center Inc., Flos Carmeli Formation Centers, and the Carmelite Sisters of the Most Sacred Heart of Los Angeles to publish photographs and/or video in the aforementioned Media.

I further hereby waiver, release, and forever discharge any and all claims, demands or causes of action against Little Flower Educational Child Care Center, Little Flower Center Inc., Flos Carmeli Formation Centers, and the Carmelite Sisters of the Most Sacred Heart of Los Angeles and all its members, employees, agents, and other persons, organizations or entities contracted by them, for damages or injuries in any way related to, connected to or arising from the publication of the aforementioned media.

---

Parent/Guardian Signature

---

Date

---

Printed Name of Parent/Guardian

---

Name of Child

*Revised 2017/04*

## Parent Volunteer Form

Child Name \_\_\_\_\_

Start Date \_\_\_\_\_

Each family is expected to give a minimum of 10 hours of volunteer service to Little Flower. Please sign in at the office on the volunteer service form each time you render services.

Please indicate the way in which you can best contribute as a member of our Little Flower Family.

- Plumbing services
- Electrical services
- Gardening services
- Painting services
- IT services
- Culinary services
- Repairing equipment
- General cleaning
- Playing a musical instrument for the children
- Helping with paperwork in the office
- Contributing boxes of Cereal (non sugar coated and no cereals with nuts)
- Xeroxing (*please circle type*)                      COLOR                      BLACK & WHITE
- Other, please specify

\_\_\_\_\_

Date(s) and hours you are generally available

\_\_\_\_\_

Please fill out and return with registration packet. We thank for generously giving of your time and talent to support Little Flower which will be of great benefit to all. **God reward you!**

I have read the above and agree to render ten hours of volunteer service to Little Flower.

Parent/Guardian signature \_\_\_\_\_ Date \_\_\_\_\_

Revised 2017/04