

# FULL-TIME PRESCHOOL 2023-2024

## ENROLLMENT APPLICATION

First day of registration for current families is Monday 1/23/23  
First day of registration for returning and new families is Monday 1/30/23  
First day of school is Monday 8/14/23  
Last day of school is Friday 8/2/24

**PELC is happy to invite you to register for the 2023-2024 school year!**

### **For current families:**

- Complete and email this form to the PELC office on Monday 1/23/23. [pelc@sunnyvalepres.com](mailto:pelc@sunnyvalepres.com).
- Registration forms from current and returning families will have priority until Friday 1/27/23.
- You will receive a confirmation phone call on Friday 1/27/23.

### **For returning and new families:**

- Complete and email this form to the PELC office on Monday 1/30/23. [pelc@sunnyvalepres.com](mailto:pelc@sunnyvalepres.com)
- You will receive a confirmation phone call on Friday 2/3/23.

**The following fees will be collected via Tuition Express once enrollment in your class has been confirmed:**

- Registration fee of \$150.
- Tuition deposit of half a month for your class, to be used for August 2023 tuition.

### **Registration cancellation:**

- If PELC is unable to provide your child's class, both the registration fee and tuition deposit will be fully refunded.
- If you choose to cancel your enrollment, the tuition deposit is fully refundable until Friday 4/28/23. The registration fee is non-refundable.

### **PELC Tuition Policy:**

- All payments will be made via Tuition Express, using an automated ACH bank transfer from your bank account to PELC's bank account. You must be willing to sign up for Tuition Express through PELC, which includes disclosing your bank account number.
- Monthly tuition will be collected via Tuition Express on the 5<sup>th</sup> of each month.
- Tuition is based on a yearly rate. August 2023 is a half month's tuition and is paid at the time of registration confirmation. You will pay the regular monthly tuition for September through July. The tuition remains the same for each of these months regardless of the number of school days in the month. August 2024 is a partial month and tuition is based on the number of days your class meets and the daily rate for your class.



728 W. Fremont Ave. Sunnyvale, CA 94087 408-245-2253 [www.pelc.us](http://www.pelc.us)  
*PELC is an outreach of the Sunnyvale Presbyterian Church*

**PELC**  
**728 W. Fremont Ave. Sunnyvale, CA 94087**  
**Full-time Preschool Enrollment Application 2023-2024**

Current Student     Returning Family     New Family

Child's Name \_\_\_\_\_ Birthdate \_\_\_\_\_

Current Preschool \_\_\_\_\_

Parent(s) \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

Zip Code \_\_\_\_\_ Email \_\_\_\_\_

Does your child speak English? \_\_\_\_\_ Primary language spoken in home \_\_\_\_\_

Sunnyvale Presbyterian Church Member/Attendee     Yes     No

PELC was recommended to me by \_\_\_\_\_

**Full-time 2's (Child must be 2 years old by 9/1/23)**

Teacher to child ratio is 1:6. Class size is 12 students. Child does not need to be potty trained.  
Mon-Fri 9:00am-3:00pm \$1905/month

**Full-time 3's (Child must be 3 years old by 9/1/23)**

Teacher to child ratio is 1:9. Class size is 18 students. Child must be potty trained.  
Mon-Fri 7:30am-5:00pm \$1960/month

**Full-time PreK (Child must be 4 years old by 9/1/23)**

Teacher to child ratio is 1:9. Class size is 18 students. Child must be potty trained.  
Mon-Fri 7:30am-5:00pm \$1960/month

**I understand that:**

1. The following fees will be collected via Tuition Express once my child's enrollment has been confirmed: registration fee of \$150 and half a month's tuition to be used for August 2023 tuition. The registration fee and tuition deposit are fully refundable if PELC is unable to provide my child's class. If I change my mind, the deposit is fully refundable up to 4/28/23 but the registration fee is non-refundable..
2. Monthly tuition will be paid via Tuition Express as an ACH bank transfer and I agree to sign up for Tuition Express through PELC which includes disclosing my bank account number.
3. No credits or refunds can be given because of illness or vacation.
4. Thirty (30) days notice in writing is required to withdraw from the program once it begins.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

12.13.22